

**MINUTES OF THE IQAC MEETING DATED 20<sup>th</sup> June 2024**

Venue: Board Room

Time: 2.00 PM

**Members Present**

Dr. Varghese K Cheriyan	Principal
Dr. K. R. Sukumaran Nair	Academic Director
Dr. Ligo Koshy	IQAC Coordinator
Dr. Jenny Jacob	HoD, School of Biosciences
Mr. Tiji Thomas	HoD, Dept. of Computer Applications
Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
Dr. Neethu Ann Georgie	Asso.Prof, Dept. of Management Studies
Mrs. Vidhya V. Kumar	Asst.Prof, Dept. of Computer Applications
Dr. Beena Cherian	HoD, Dept of Food Technology & Quality Assurance
Dr. Smitha Vijayan	Asso. Prof, Dept of Food Technology & Quality Assurance
Mr. Jibumon KG	Asst. Prof, Dept. of Management Studies
Dr. Treesa Varghese	Asso. Prof, School of Biosciences

**Agenda**

- Preparation and approval of Academic Calendar and Department Activity Calendar for 2024-25
- Planning of student clubs, extension activities, and community engagement programmes

- Strengthening placement support, internships, and skill development initiatives
- Promotion of FDPs, workshops, seminars, and research activities
- Strengthening student mentoring, counselling, and wellness support systems
- Analysis of Stakeholder Feedback and Recommendations for Quality Improvement
- Any other matter with the permission of the chair

### **Minutes of the Meeting**

The meeting commenced with a welcome address by the IQAC Coordinator. The Principal presided over the meeting and emphasized the importance of systematic academic planning and continuous quality enhancement activities for the academic year 2024–25.

#### **Agenda Item 1: Preparation and Approval of Academic Calendar and Department Activity Calendar for 2024–25**

The IQAC reviewed the proposed academic schedule for the year 2024–25. Discussions were held regarding the proper distribution of curricular, co-curricular, research, and extension activities throughout the academic year.

The Principal suggested that all departments should ensure proper spacing of activities to avoid academic congestion and to maintain student participation throughout the year. The IQAC recommended that each department prepare a detailed Calendar of Events including seminars, workshops, FDPs, conferences, industrial visits, club activities, and extension programmes.

The committee also emphasized the need for maintaining proper documentation of all departmental activities for quality assurance purposes. After detailed discussion, the Academic Calendar for 2024–25 was approved.

#### **Agenda Item 2: Planning of Student Clubs, Extension Activities, and Community Engagement Programmes**

The IQAC discussed the importance of student clubs and community-oriented programmes in developing leadership qualities, social commitment, and teamwork among students.

The Principal suggested encouraging departments to initiate student-led clubs and socially relevant activities that can actively engage students beyond academics. The IQAC recommended conducting awareness campaigns, environmental initiatives, health-related programmes, social outreach activities, and collaborations with Panchayats, NGOs, and community organizations.

Special emphasis was given to activities promoting mental health awareness, environmental sustainability, and social responsibility among students.

### **Agenda Item 3: Strengthening Placement Support, Internships, and Skill Development Initiatives**

The committee reviewed the need for improving employability and professional competency among students. Discussions were held regarding placement-oriented training, communication skill enhancement, internships, and industry interactions.

The Principal suggested that departments should provide more practical exposure and career-oriented programmes aligned with industry requirements. The IQAC recommended organizing aptitude training, interview preparation sessions, resume-building workshops, and industry interaction programmes.

The committee also advised departments to encourage field-based learning, organizational visits, and experiential learning opportunities for students.

### **Agenda Item 4: Promotion of FDPs, Workshops, Seminars, and Research Activities**

The IQAC discussed the need for strengthening faculty development and research culture within the institution.

The Principal emphasized the importance of encouraging faculty members to participate in FDPs, conferences, and research activities in emerging areas. The IQAC recommended organizing workshops and seminars related to Artificial Intelligence, Data Analytics, Mental Health, Research Methodology, Sustainability, and Entrepreneurship.

Departments were also encouraged to promote interdisciplinary programmes and collaborative academic activities with external institutions.

### **Agenda Item 5: Strengthening Student Mentoring, Counselling, and Wellness Support Systems**

The committee discussed the growing importance of student mentoring, counselling, and mental wellness support within higher education institutions.

The Principal suggested that departments should strengthen mentoring systems and provide timely emotional and academic support for students. The IQAC recommended conducting awareness programmes on mental health, stress management, emotional wellbeing, and student support services.

### **Agenda Item 6: Analysis of Stakeholder Feedback and Recommendations for Quality Improvement**

The IQAC reviewed the stakeholder feedback collected from students, parents, alumni, faculty members, and employers regarding academic programmes, infrastructure, placement support, extracurricular activities, student services, and institutional facilities.

The Principal emphasized the importance of stakeholder feedback in improving institutional quality and student satisfaction. The committee discussed various suggestions received from stakeholders related to placement enhancement, practical and industry-oriented learning, extracurricular activities, infrastructure improvement, digital learning facilities, counselling support, and student engagement programmes.

The IQAC recommended that departments analyze the feedback systematically and initiate suitable corrective and quality enhancement measures wherever required. The committee also suggested strengthening industry-oriented training, communication skill development, mentoring systems, and student support services based on stakeholder recommendations.

Further, the IQAC recommended improving awareness regarding placement activities, strengthening alumni engagement, conducting more career guidance programmes, and organizing additional skill development initiatives aligned with industry requirements.

The meeting concluded with the vote of thanks proposed by the IQAC Coordinator.

  
**IQAC Coordinator**



  
**Principal**

**MINUTES OF THE IQAC MEETING DATED 9<sup>th</sup> October 2024**

Venue: Board Room

Time: 2.00 PM

**Members Present**

Dr. Varghese K Cheriyan	Principal
Dr. K. R. Sukumaran Nair	Academic Director
Dr. Ligo Koshy	IQAC Coordinator
Dr. Jenny Jacob	HoD, School of Biosciences
Mr. Tiji Thomas	HoD, Dept. of Computer Applications
Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
Dr. Neethu Ann Georgie	Asso.Prof, Dept. of Management Studies
Mrs. Vidhya V. Kumar	Asst.Prof, Dept. of Computer Applications
Dr. Beena Cherian	HoD, Dept of Food Technology & Quality Assurance
Dr. Smitha Vijayan	Asso.Prof, Dept of Food Technology & Quality Assurance
Mr. Jibumon KG	Asst. Prof, Dept. of Management Studies
Dr. Treesa Varghese	Asso.Prof, School of Biosciences

**Agenda**

- Review of departmental activities conducted during the first semester
- Promotion of community engagement and extension activities
- Strengthening field practicum, internships, and experiential learning
- Planning of seminars, symposiums, and interdisciplinary programmes
- Improvement of student participation and campus engagement
- Any other matter with the permission of the chair

## **Minutes of the Meeting**

The IQAC meeting began with a review of the activities conducted by various departments during the first semester. The committee appreciated the active involvement of departments in academic, co-curricular, extension, and skill development activities.

### **Agenda Item 1: Review of Departmental Activities Conducted**

The IQAC reviewed the seminars, workshops, student development programmes, FDPs, and extension activities organized by departments during the semester.

The Principal appreciated the efforts taken by departments in organizing diverse activities for students and faculty members. The IQAC recommended that departments continue maintaining systematic documentation and reporting of all programmes conducted during the academic year.

### **Agenda Item 2: Promotion of Community Engagement and Extension Activities**

The committee discussed the importance of community-oriented programmes in developing social awareness and civic responsibility among students.

The Principal suggested organizing more outreach activities in collaboration with Panchayats, NGOs, hospitals, and social organizations. The IQAC recommended conducting awareness programmes related to health, hygiene, environment, mental health, and social wellbeing.

Departments were encouraged to organize extension programmes, exhibitions, social awareness campaigns, and community development initiatives.

### **Agenda Item 3: Strengthening Field Practicum, Internships, and Experiential Learning**

The IQAC reviewed the importance of practical exposure and experiential learning for students.

The Principal emphasized the need for departments to provide meaningful field exposure and internship opportunities aligned with professional requirements. The IQAC recommended strengthening organizational visits, field practicum, industry visits, and internship activities to improve professional competency and employability.

### **Agenda Item 4: Planning of Seminars, Symposiums, and Interdisciplinary Programmes**

The committee discussed the need for organizing seminars and symposiums focusing on emerging academic and social issues.

The IQAC recommended conducting interdisciplinary programmes related to Artificial Intelligence, Mental Health, Sustainability, Entrepreneurship, Healthcare, and Social Work Practice. Departments were also encouraged to collaborate with other institutions and professional bodies for organizing academic programmes.

#### **Agenda Item 5: Improvement of Student Participation and Campus Engagement**


The IQAC discussed the need for increasing student participation in clubs, competitions, awareness programmes, and extracurricular activities.

The Principal suggested that departments should encourage active student involvement in leadership activities and campus events. The committee recommended organizing exhibitions, student forums, competitions, and awareness activities throughout the academic year.

The meeting concluded with a vote of thanks by the IQAC Coordinator.

  
**IQAC Coordinator**



  
**Principal**

**MINUTES OF THE IQAC MEETING DATED 30<sup>th</sup> December 2024**

Venue: Board Room

Time: 2.00 PM

**Members Present**

Dr. Varghese K Cheriyan	Principal
Dr. K. R. Sukumaran Nair	Academic Director
Dr. Ligo Koshy	IQAC Coordinator
Dr. Jenny Jacob	HoD, School of Biosciences
Mr. Tiji Thomas	HoD, Dept. of Computer Applications
Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
Dr. Neethu Ann Georgie	Asso.Prof, Dept. of Management Studies
Mrs. Vidhya V. Kumar	Asst.Prof, Dept. of Computer Applications
Dr. Beena Cherian	HoD, Dept of Food Technology & Quality Assurance
Dr. Smitha Vijayan	Asso.Prof, Dept of Food Technology & Quality Assurance
Mr. Jibumon KG	Asst. Prof, Dept. of Management Studies
Dr. Treesa Varghese	Asso.Prof, School of Biosciences

**Agenda**

- Review of faculty development and research activities
- Promotion of student welfare, counselling, and mentoring initiatives
- Planning of social awareness and extension programmes
- Strengthening alumni interaction and academic collaboration

- Review of student participation in academic and extracurricular activities
- Any other matter with the permission of the chair

### **Minutes of the Meeting**

The meeting commenced with the welcome address by the IQAC Coordinator. The Principal appreciated the active participation of departments in academic, extension, and student development activities conducted during the semester. The committee reviewed the progress of quality enhancement initiatives implemented by various departments.

### **Agenda Item 1: Review of Faculty Development and Research Activities**

The IQAC reviewed faculty participation in FDPs, workshops, seminars, conferences, publications, and interdisciplinary academic activities conducted during the academic year.

The Principal emphasized the importance of strengthening research culture and professional development among faculty members. The IQAC recommended encouraging faculty participation in national and international conferences, collaborative research programmes, FDPs, and publication activities in reputed journals.

The committee also suggested organizing more programmes related to Artificial Intelligence, Data Analytics, Research Methodology, Sustainability, Cyber Security, and Emerging Technologies.

### **Agenda Item 2: Promotion of Student Welfare, Counselling, and Mentoring Initiatives**

The committee discussed the growing importance of mental health support, counselling, and mentoring systems for students.

The Principal suggested strengthening student support mechanisms within departments and ensuring timely academic and emotional guidance for students. The IQAC recommended conducting awareness sessions on mental health, emotional wellbeing, stress management, and counselling support.

Departments were also encouraged to establish effective mentoring systems and organize wellness-related programmes for students.

### **Agenda Item 3: Planning of Social Awareness and Extension Programmes**

The IQAC reviewed the extension and community outreach programmes conducted by departments during the semester.

The Principal appreciated the involvement of students in socially relevant activities and suggested organizing more programmes related to health awareness, environmental

sustainability, community development, and social responsibility. The IQAC recommended conducting awareness exhibitions, collection drives, social campaigns, and outreach programmes in collaboration with government agencies and NGOs.

#### **Agenda Item 4: Strengthening Alumni Interaction and Academic Collaboration**

The committee discussed the importance of strengthening alumni networking and academic collaboration with external institutions.

The Principal suggested involving alumni in mentoring, placement support, and career guidance initiatives. The IQAC recommended organizing alumni interaction sessions, collaborative programmes, faculty exchange initiatives, and networking activities with other institutions and professional organizations.

#### **Agenda Item 5: Review of Student Participation in Academic and Extracurricular Activities**


The IQAC reviewed student participation in conferences, exhibitions, field practicum, cultural programmes, and institutional events conducted during the semester.

The Principal appreciated the active involvement of students in academic and extracurricular activities including MACFIESTA 2K24. The committee recommended encouraging more student participation in leadership activities, competitions, and professional networking programmes.

The meeting concluded with a vote of thanks proposed by the IQAC Coordinator.

  
**IQAC Coordinator**



  
**Principal**

**MINUTES OF THE IQAC MEETING DATED 07 March 2025**

Venue: Board Room

Time: 2.00 PM

**Members Present**

Dr. Varghese K Cheriyan	Principal
Dr. K. R. Sukumaran Nair	Academic Director
Dr. Ligo Koshy	IQAC Coordinator
Dr. Jenny Jacob	HoD, School of Biosciences
Mr. Tiji Thomas	HoD, Dept. of Computer Applications
Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
Dr. Neethu Ann Georgie	Asso.Prof, Dept. of Management Studies
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Dr. Beena Cherian	HoD, Dept of Food Technology & Quality Assurance
Dr. Smitha Vijayan	Asso.Prof, Dept of Food Technology & Quality Assurance
Mr. Jibumon KG	Asst. Prof, Dept. of Management Studies
Dr. Treesa Varghese	Asso.Prof, School of Biosciences

**Agenda**

- Review of annual departmental activities and achievements
- Review of placement activities, student achievements, and extension programmes
- Planning of quality enhancement initiatives for the academic year 2025-26
- Strengthening research, collaboration, and professional networking
- Preparation of annual reports and documentation for quality assurance

- Proposal for Introduction of New Academic Programmes
- Any other matter with the permission of the chair

### **Minutes of the Meeting**

The meeting commenced with the IQAC Coordinator presenting a summary of the activities and quality enhancement initiatives conducted during the academic year 2024–25. The Principal appreciated the collective efforts of departments, faculty members, and students in successfully organizing academic, research, extension, and student development activities throughout the year.

#### **Agenda Item 1: Review of Annual Departmental Activities and Achievements**

The IQAC reviewed the academic, research, extension, placement, and student development activities conducted by various departments during the academic year.

The Principal appreciated departments for actively organizing seminars, workshops, conferences, FDPs, outreach programmes, and student engagement activities despite academic schedules. The committee noted the increasing participation of students and faculty members in professional and community-oriented programmes.

The IQAC recommended departments to continue focusing on holistic student development and quality enhancement initiatives in the upcoming academic year.

#### **Agenda Item 2: Review of Placement Activities, Student Achievements, and Extension Programmes**

The committee reviewed placement support activities, student achievements, field practicum, extension programmes, and institutional outreach activities conducted during the year.

The Principal emphasized the importance of strengthening industry collaborations, internships, and placement opportunities for students. The IQAC recommended departments to organize more industry interaction programmes, career guidance activities, and placement-oriented training sessions.

The committee also appreciated the extension activities and community engagement programmes conducted by departments throughout the year.

### **Agenda Item 3: Planning of Quality Enhancement Initiatives for the Academic Year 2025-26**

The IQAC discussed future quality enhancement measures for the next academic year.

The Principal suggested introducing more interdisciplinary programmes, skill development activities, industry collaborations, and student support initiatives. The IQAC recommended conducting more add-on courses, certificate programmes, entrepreneurship initiatives, and technology-oriented workshops aligned with current industry trends.

### **Agenda Item 4: Strengthening Research, Collaboration, and Professional Networking**

The committee discussed the need for strengthening research culture, academic networking, and institutional collaborations.

The Principal encouraged departments to establish more collaborations with industries, academic institutions, NGOs, and professional organizations. The IQAC recommended promoting faculty publications, funded projects, consultancy activities, and participation in conferences and professional forums.

### **Agenda Item 5: Preparation of Annual Reports and Documentation for Quality Assurance**

The IQAC emphasized the importance of systematic documentation for quality assurance and accreditation purposes.

The Principal instructed all departments to prepare detailed annual reports including academic activities, research contributions, publications, student achievements, extension activities, and best practices. The IQAC recommended maintaining proper records and supporting documents for all programmes conducted during the academic year.

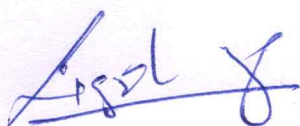
### **Agenda Item 6: Proposal for Introduction of New Academic Programmes**

The IQAC discussed the need for introducing new academic programmes aligned with emerging industry requirements, student demand, and multidisciplinary learning opportunities.

The Principal suggested exploring the feasibility of introducing undergraduate management programmes such as Bachelor of Business Administration (BBA) with specializations relevant to current industry trends. The committee discussed the growing demand for professionally oriented undergraduate programmes that integrate management concepts, entrepreneurship, analytics, and industry exposure.

The IQAC recommended conducting a feasibility study regarding the introduction of BBA programme(s), including infrastructure requirements, faculty availability, industry relevance, student demand, and regulatory compliance.

The meeting concluded with a vote of thanks proposed by the IQAC Coordinator.



**IQAC Coordinator**



**Principal**