



## **IQAC - Action Taken Report: 2024-25**

### **Meeting 1**

**Staff Participation:** The general body meeting convened by the IQAC was successfully attended by all teaching and non-teaching staff members.

**Principal's Address and NAAC Preparation:** The Principal's call for sincere cooperation from all staff towards NAAC preparations was acknowledged. Faculty and staff have begun aligning their work accordingly.

**File Verification Process:** The file verification process was initiated in the IQAC room and individual departments as per the communicated schedule. Departments have started preparing and presenting the necessary documentation.

**Criterion Heads Update:** All criterion heads have been instructed to update their work status and expedite pending files. Regular follow-ups are being maintained to ensure timely completion.

**Working Time Adjustment Proposal:** The request from teaching staff to adjust working hours for efficient file preparation and verification has been noted. The proposal is under consideration by the council and will be discussed in the upcoming meeting.

### **Meeting 2**

**Welcome Address and NAAC Emphasis:** The Principal's message emphasizing the importance of the academic year in view of the impending NAAC visit was acknowledged. The IQAC members resolved to intensify preparations accordingly.

**Tentative Schedule Drafted:** A tentative schedule for file verification, departmental visits, presentations, and an external mock visit was successfully drafted. The schedule has been shared with all departments for reference and adherence.

**Preparation for NAAC Peer Team Visit:** In light of the anticipated NAAC Peer Team visit during August–September, departments have been directed to expedite documentation and readiness activities. Regular review checkpoints have been planned.

**Presentation by IQAC Coordinator:** The IQAC Coordinator's presentation prompted valuable inputs from members. These suggestions have been compiled and are being integrated into the action plan.

**Member Suggestions and Discussions:** Suggestions raised by members were discussed in detail. Notable points have been earmarked for immediate action and follow-up, especially those that pertain to enhancing quality benchmarks.

**Four-Year Undergraduate Programme (FYUGP) Transition:** The introduction of the FYUGP was recognized as a significant shift. Discussions were initiated on aligning academic and administrative processes to meet new requirements. Specific action points have been assigned to sub-committees.

**Vision and Planning:** The meeting concluded with shared clarity on the vision and functioning of the Cell for the upcoming academic year. Key insights will inform the IQAC's roadmap going forward.

### **Meeting 3**

**Welcome and Agenda Briefing:** The meeting began with a welcome address by the Principal, followed by a briefing on the agenda, with a focus on accelerating preparations in light of the upcoming NAAC peer team visit.

**File Verification:** Final verification of departmental and IQAC documentation is currently in progress as per the previously circulated schedule. Departments have been reminded to ensure completeness and timely submission.

**Committee Formation:** The list of various committees essential for the NAAC visit was discussed and finalized. The constitution of these committees will be formally communicated to all stakeholders shortly.

**Meetings with Stakeholder Groups:** Plans to convene meetings with PTA, alumni, and SQAC members were initiated. These interactions are scheduled to take place soon to ensure stakeholder preparedness and engagement during the NAAC visit.

**General Body Meeting:** A general body meeting was called for the same evening to communicate key updates and share responsibilities with the entire staff.

#### Meeting 4

**Official Announcement of NAAC Visit Dates:** The Principal, Dr. Sindhu S. Nair, officially announced the confirmed dates of the NAAC peer team visit: September 30th and October 1st, 2024. The announcement served as a timely reminder to intensify efforts with renewed focus and commitment.

**Positive Response and Reinforcement of Commitment:** The members received the update positively and expressed readiness to continue working diligently toward the institutional goals associated with the visit.

**Work Allocation Finalised:** With all necessary committees already constituted, the meeting focused on finalising specific work allocations. Responsibilities were clearly defined to ensure smooth coordination and preparedness.

**Call for Collective Effort:** The authorities emphasized the importance of collective responsibility and requested the active support of all staff members, regardless of their specific committee assignments.

**Preparation for General Meeting:** A draft plan detailing committee responsibilities and timelines will be presented and discussed in a forthcoming general meeting, to be convened at the earliest.

#### Meeting 5

**Defining Committee Roles and Responsibilities:** The IQAC Coordinator highlighted the importance of clearly outlining the duties of various committees formed for the NAAC Peer Team visit.

**Duty Chart Submission:** All committee conveners have been instructed to finalize the list of members and submit a detailed duty chart to the IQAC.

**Travel and Hospitality Arrangements for Peer Team:** A liaison officer will be appointed to manage communication and coordination regarding the team's itinerary. The Hospitality Committee will inspect the hotel facilities and ensure all requirements are met. The Transport Committee will handle airport pickups, local transportation, and timely coordination. A detailed travel and welcome protocol is being drafted and will be shared with all concerned.

**Documentation Progress and Review:** The Documentation Committee reported on ongoing efforts to compile required files and evidence. It was emphasized that both hard and soft copies of all documents must be maintained, properly indexed, and made easily accessible. Heads of departments have been instructed to submit updated documentation to the IQAC without delay. The Documentation Committee will cross-verify submissions with the NAAC SSR and individual criterion requirements.

**Mock Verification:** A mock verification exercise of the compiled documents will be conducted in the following week to assess preparedness and address any gaps proactively.

## Meeting 6

**Technical Details:** The team reviewed the technical requirements for the NAAC Peer Team visit. Arrangements for audio-visual equipment, internet connectivity, and uninterrupted power supply were finalized. IT support staff were briefed and assigned responsibilities to ensure smooth execution during presentations and meetings.

**Power Point Presentation:** The draft PowerPoint presentation to be used during the peer team visit was presented and reviewed. Suggestions for refinement, visual clarity, and time efficiency were discussed. Members were asked to share final edits within a specified deadline.

**Mock Presentation:** A mock presentation was scheduled to be conducted for internal review. Select members will serve as the mock panel to provide feedback and suggest improvements. This exercise is intended to boost confidence and ensure alignment with NAAC expectations.

**Supplementary SSR:** Supplementary documentation supporting the Self-Study Report (SSR) was reviewed. Departments have been instructed to cross-check their contributions and ensure all data is current and verifiable. The IQAC will compile the supplementary SSR and circulate the final version for reference.

## Meeting 7

**Preparation of Criterion Files:** The status of preparation for each criterion file was reviewed. All criterion heads were instructed to update their files with supporting documents, data, and evidences as per NAAC requirements. A timeline for file finalization was discussed and agreed upon to ensure timely submission for verification.

**Criterion-wise Technical Details:** Technical formats and document naming conventions were standardized for uniformity across all criteria. Instructions regarding digital file organization, folder hierarchy, and indexing were shared. IT support was made available for any assistance required in digitizing or formatting criterion files.

**Roles and Responsibilities of Criterion Members:** The specific duties of criterion heads and supporting members were reiterated. Members were reminded to coordinate closely within their groups and maintain communication with the IQAC for regular updates. It was emphasized that all members share collective responsibility in ensuring the quality and accuracy of submissions.

## Meeting 8

**NAAC Grade Result:** The Principal officially announced the NAAC accreditation grade awarded to the institution. The result was received with appreciation and acknowledgment of the collective efforts of the entire staff and stakeholders. A note of thanks was extended to all committee members, departments, and support staff for their contribution throughout the NAAC process.

**Analysis:** A detailed analysis of the NAAC Peer Team Report was undertaken. Strengths highlighted by the peer team were acknowledged, and areas of improvement were noted for future planning. Suggestions from the report will be incorporated into the IQAC's action plan and institutional strategic development. It was decided that department-wise meetings will be conducted to share feedback and formulate specific follow-up measures based on the evaluation report.

## Meeting 9

**Discussion on Appeal:** The members discussed the possibility of filing an appeal regarding the recently received NAAC grade. The rationale for the appeal was reviewed in light of discrepancies or concerns observed in the Peer Team Report. It was resolved to proceed with the appeal, subject to fulfillment of all procedural requirements and availability of supporting evidence.

**Documents for Appeal:** A list of required documents to support the appeal was compiled. Departments were directed to submit additional data, clarification reports, and supplementary evidence, if applicable. The IQAC was entrusted with coordinating the preparation and submission of the appeal draft in the prescribed NAAC format. A timeline was set to ensure timely submission of the appeal within the permitted window.

### Meeting 10

**Presentation of Appeal:** The Chairperson formally presented the institution's appeal before the NAAC Appeals Committee. The appeal was delivered in the presence of the Principal, NAAC Coordinator (Vice-Principal), College Manager, IQAC Coordinator, and other IQAC members.

**Response to Committee Queries:** The queries raised by the Appeals Committee were addressed effectively and promptly by the Principal and the IQAC Coordinator. Their responses helped clarify the institution's stance and strengthen the appeal submission.

**Acknowledgment of Presentation:** The Appeals Committee commended the Principal's presentation, describing it as both concise and clear. The Manager, NAAC Coordinator, and other IQAC members present also expressed their appreciation for the Principal's confident and well-articulated representation.

**Conclusion:** The meeting concluded on a positive and hopeful note, with encouraging remarks from the College Manager. All members reaffirmed their commitment to further strengthening the institution's quality benchmarks in light of the feedback received.

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