

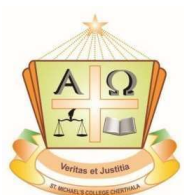
St. Michael's College, Cherthala

(Re-accredited by NAAC with 'A' Grade)

Internal Quality Assurance Cell

Minutes of the IQAC Meetings

2024-25



Internal Quality Assurance Cell (IQAC), 2024-25

St. Michael's College, Cherthala

General Staff Meeting Convened by IQAC [Meeting 1]

Date & Time: 03.06.2024, 3.30 pm

Venue: Fenicio Digital Seminar Hall

Agenda

- Expedite preparations for the forthcoming NAAC Visit

Members Present

- All Teaching and Non- Teaching Staff

Minutes

The entire staff of the institution attended the general body convened by the IQAC on the 3rd of June. The Principal, in her welcome address, requested for the sincere co-operation from the teaching as well as non-teaching staff for the NAAC preparations. File verification process within the IQAC room and the departments would take place as per schedule, in the following days. The criterion heads were requested to update the work status and to speed up with the pending files if any. There was demand from the teaching faculty to adjust the working time in order to find more time for the filing process and verification. The proposal was agreed to be thought about at the council level.

After discussion and fellowship, the meeting was concluded at 4.30 pm.

IQAC Meeting 2

Date & Time: 10.06.2024, 12.30 pm

Venue: IQAC Room

Agenda

- IQAC Activities Proposed for the Academic Year 2024-25

Attendees

Members Attended

1. Prof. (Dr.) Sindhu S. Nair (Principal)
2. Dr. Antony Kuriakose P. (Vice Principal)
3. Dr. Manoj Parameswaran (IQAC Coordinator)
4. Dr. Sreedhar P. Nair
5. Sri. Binil K. P.
6. Sri. Hari U.
7. Smt. Seena Elizabeth George
8. Dr. Pearl Augustine
9. Dr. Antony P. J.
10. Dr. Dhvajam D. B.
11. Sri. Sam Johnson
12. Smt. Priya Antony
13. Sri. Prem Vineeth M. Eresseril

Minutes

The college IQAC members gathered for a meeting to discuss the proposed activities of the AY 2024-25, on 10th June 2024, at 12.30 PM. Principal, in her welcome address, wished the team best for the academic year which is very crucial due to the impending NAAC visit. The members drafted a tentative schedule for the file verification, departmental visits and presentations followed by an external mock visit. The peer team visit is anticipated in August-September and hence the preparation should be expedited. The IQAC coordinator made a brief presentation requested the members to voice suggestions for betterment. The members voiced certain points to be highlighted and the discussion that followed proved to be rewarding. The introduction of the Four-Year Undergraduate Programme invariably demanded for related changes in almost every aspect of academics, documentation and setting goals. The meeting was concluded with fruitful insights into the overall vision and working of the Cell.

IQAC Meeting 3

Date & Time: 07.08.2024, 1.00 pm

Venue: IQAC Room

Agenda

- File Verification as preparatory to NAAC peer team visit
- Formation of Committees

Attendees

- 1) Fr. Celestine Puthenpurackal (Manager)
- 2) Prof. (Dr.) Sindhu S. Nair (Principal)
- 3) Dr. Antony Kuriakose (Vice Principal)
- 4) Dr. Manoj Parameswaran (IQAC Coordinator)
- 5) Dr. Binil K.P.
- 6) Dr. Sreedhar P. Nair
- 7) Smt. Seena Elizabeth George
- 8) Dr. Pearl Augustine
- 9) Dr. Antony P. J.
- 10) Sri. Sam Johnson
- 11) Dr. Dhvajam D. B.
- 12) Smt. Priya Antony
- 13) Sri. Prem Vineeth M. Eresseril

Minutes

The meeting commenced at 1 PM with the welcome address and briefing of agenda by the principal. As the confirmed dates of the NAAC peer team visit would be out shortly, preparations needed to be expedited. The final verification of files in the IQAC as well as the departments were in progress, according to the schedule. The members discussed and finalised the various committees needed to be formed and the constitution of the same, it was announced, would be circulated shortly. The PTA, alumni and SQAC members for interaction with NAAC were shortly to be convened for meetings. After the listing of committees to be formed and with the call for a general body in the evening, the meeting was dispersed by 2.30 pm.

IQAC Meeting 4

Date & Time: 03.09.2024, 11.00 am

Venue: IQAC Room

Agenda

- NAAC Peer team visit
- Committees and Work Allocation

Attendees

- 1) Fr. Celestine Puthenpurackal (Manager)
- 2) Prof. (Dr.) Sindhu S. Nair (Principal)
- 3) Dr. Antony Kuriakose (Vice Principal)
- 4) Dr. Manoj Parameswaran (IQAC Coordinator)
- 5) Sri. Hari U.
- 6) Dr. Binil K.P.
- 7) Dr. Sreedhar P. Nair
- 8) Dr. M.A. Florence
- 9) Smt. Seena Elizabeth George
- 10) Dr. Pearl Augustine
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- 12) Dr. Dhvajam D. B.
- 13) Smt. Priya Antony
- 14) Sri. Prem Vineeth M. Eresseril

Minutes

Dr. Sindhu S. Nair, the principal welcomed the members and officially announced the dates of the NAAC peer team visit, September 30th and October 1st. The dates were reminded to be just a month ahead and hence the need for moving forward with revived energy and focused effort. The members received the update with positive and hopeful response. As the committees were already constituted, the cell discussed and finalised the work allocation as well. However, the authorities requested the wholehearted support of the entire team, irrespective of the specific duty they are assigned with. The draft would be discussed within a general meeting, due to be convened at the earliest.

The meeting was concluded at 12.30 pm with vote of thanks and fellowship.

IQAC Meeting 5

Date and Time: 11.09.2024 at 2:30 pm

Venue: IQAC Room

Agenda:

- Roles and Responsibilities of Committees
- Travel and Accommodation of Peer Team Members
- Documentation

Members Present

- 1) Prof. (Dr.) Sindhu S. Nair (Principal)
- 2) Dr. Antony Kuriakose (Vice Principal)
- 3) Dr. Manoj Parameswaran (IQAC Coordinator)
- 4) Sri. Hari U.
- 5) Dr. Binil K.P.
- 6) Dr. M. A. Florence
- 7) Smt. Seena Elizabeth George
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Minutes

The IQAC coordinator emphasized the importance of clearly defining the roles and responsibilities of various committees constituted for the upcoming NAAC visit. The members reviewed the composition of the following key committees:

- Steering Committee
- Documentation Committee
- Hospitality Committee
- Transport and Logistics Committee
- Cultural and Event Coordination Committee

Each committee's expected duties were discussed and draft role descriptions were reviewed. It was decided that each committee convener will submit the finalized list of members and a duty chart to IQAC. IQAC will circulate the compiled document to all staff for clarity and uniform understanding.

Arrangements for the Peer Team's travel and stay were deliberated upon. It was proposed that a liaison officer be appointed to coordinate with the NAAC team for their itinerary.

- The Hospitality Committee will inspect the hotel facilities arranged for the accommodation of the peer team members.
- Transport arrangements (airport pickup and local travel) will be overseen by the Transport Committee.
- A detailed travel plan and welcome protocol will be prepared and shared with all involved personnel.

The Documentation Committee reported on the progress of compiling the required files and evidence for NAAC assessment. The coordinator stressed the need for maintaining both hard and soft copies of all documents and ensuring they are indexed and easily accessible.

- Departmental heads must submit updated documents to IQAC.
- The Documentation Committee will cross-check all submissions against the NAAC SSR and criteria-wise requirements.
- A mock verification of documents will be conducted in the next week.

IQAC Meeting 6

Date and Time: 12.09.2024 at 10.00 am

Venue: IQAC Room

Agenda:

- Technical Details
- Power Point Presentation
- Mock Presentation
- Supplementary SSR

Members Present

- 1) Prof. (Dr.) Sindhu S. Nair (Principal)
- 2) Dr. Antony Kuriakose (Vice Principal)
- 3) Dr. Manoj Parameswaran (IQAC Coordinator)
- 4) Sri. Hari U.
- 5) Dr. Binil K.P.
- 6) Dr. Sreedhar P. Nair
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Minutes

The members discussed the technical arrangements required for the upcoming NAAC peer team visit. This includes ensuring proper internet connectivity, functioning projectors, audio systems, power backup, and readiness of digital platforms for presentations and interactions.

- The Technical Support Team will conduct a thorough check of all equipment in the seminar and interaction rooms.
- A trial run of all systems will be scheduled on 18.09.2024 to ensure smooth functioning.
- Any technical issues identified must be resolved before 23.09.2024.

The preparation of the Power Point presentation of the institution to be delivered during the peer team visit was reviewed. Members suggested including key highlights of the institution, best practices, institutional distinctiveness, and NAAC criterion-wise achievements.

- The core presentation team will finalize the draft by 20.09.2024.
- All department heads are to contribute relevant data and visuals.
- The presentation will be reviewed by the Principal and Coordinator before final approval.

To ensure clarity and confidence during the actual presentation, the idea of conducting a mock presentation was discussed. It was agreed that a trial run would help fine-tune the content and delivery.

- A mock presentation will be conducted on 24.09.2024.
- Feedback will be collected from faculty and IQAC members to make necessary improvements.
- Presenters will be encouraged to rehearse thoroughly and time their segments.

Members discussed the need to prepare a supplementary Self-Study Report (SSR) highlighting updates and additional data since the original submission. This will ensure that the peer team has access to the most recent developments.

- The Documentation Committee will compile all relevant updates and submit a draft of the supplementary SSR by 23.09.2024.
- The final version will be printed and a soft copy will be made available to the NAAC peer team.
- All departments are to provide any new or missing data to IQAC.

IQAC Meeting 7

Date and Time: 26.09.2024 at 9.45 am

Venue: IQAC Room

Agenda:

- Preparation of Criterion Files
- Criterion-wise Technical Details
- Roles and Responsibilities of Criterion Members

Members Present

- 1) Prof. (Dr.) Sindhu S. Nair (Principal)
- 2) Dr. Antony Kuriakose (Vice Principal)
- 3) Dr. Manoj Parameswaran (IQAC Coordinator)
- 4) Sri. Hari U.
- 5) Dr. Binil K.P.
- 6) Dr. Sreedhar P. Nair
- 7) Dr. M.A. Florence
- 8) Dr. Pearl Augustine
- 9) Dr. Antony P. J.
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- 11) Dr. Dhvajam D. B.
- 12) Smt. Priya Antony
- 13) Sri. Prem Vineeth M. Eresseril

Minutes

The meeting commenced with a discussion on the status of criterion-wise file preparation for the upcoming NAAC peer team visit. The importance of maintaining comprehensive and well-organized files both in hard and soft formats was emphasized. The IQAC also reminded members about the need to align all documents with the latest NAAC guidelines.

- All Criterion Coordinators are to complete the compilation of files.
- Files must include supporting documents, data templates, photographs, and appropriate indexing.
- A central repository of all finalized files will be maintained by the Documentation Committee.

Technical aspects related to the presentation and display of criterion files were discussed. This includes availability of laptops, screens, internet connectivity, and ensuring digital files are accessible and correctly named.

- The Technical Committee will ensure all systems are tested and ready at various venues.
- All digital files must be saved in a structured folder format with proper naming conventions.
- Criterion Coordinators are advised to back up their data on both a USB drive and cloud storage.

The IQAC stressed the importance of clearly defined roles within each criterion team. This will ensure smooth interactions during the peer team visit and efficient handling of queries and document display.

- Each Criterion Coordinator will assign specific duties to members such as documentation, presentation, and query response.
- A duty chart with individual responsibilities must be submitted to the IQAC.

A brief training session for all criterion members will be organized before the final submission.

IQAC Meeting 8

Date and Time: 14.10.2024 at 9.45 am

Venue: IQAC Room

Agenda:

- NAAC Grade Result
- Analysis

Members Present

- 1) Prof. (Dr.) Sindhu S. Nair (Principal)
- 2) Dr. Antony Kuriakose (Vice Principal)
- 3) Dr. Manoj Parameswaran (IQAC Coordinator)
- 4) Sri. Hari U.
- 5) Dr. Binil K.P.
- 6) Dr. Sreedhar P. Nair
- 7) Dr. M.A. Florence
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Minutes

The IQAC coordinator officially informed the members about the institution's NAAC accreditation result received from the National Assessment and Accreditation Council. The grade awarded was discussed, along with the feedback provided by the Peer Team.

- The IQAC appreciated the efforts of all departments, committees, and stakeholders involved in the accreditation process.
- It was decided that a formal announcement will be made to the college community and the result will be uploaded to the institutional website.
- A copy of the Peer Team Report (PTR) will be circulated to all department heads for reference.

The members carried out a detailed analysis of the NAAC Peer Team Report. Strengths, commendations, and areas requiring improvement were highlighted. A comparative review with previous accreditation outcomes was also done to identify institutional progress.

- Each department will prepare an action plan to address the suggestions made by the Peer Team.
- The IQAC will compile a comprehensive post-accreditation quality enhancement plan.
- A follow-up meeting will be scheduled to monitor the implementation of improvement strategies.

IQAC Meeting 9

Date and Time: 11.11.2024 at 2.00 pm

Venue: IQAC Room

Agenda:

- Discussion on Appeal
- Documents for Appeal

Members Present

- 1) Prof. (Dr.) Sindhu S. Nair (Principal)
- 2) Dr. Antony Kuriakose (Vice Principal)
- 3) Dr. Manoj Parameswaran (IQAC Coordinator)
- 4) Dr. Binil K.P.
- 5) Dr. Sreedhar P. Nair
- 6) Dr. M.A. Florence
- 7) Smt. Seena Elizabeth George
- 8) Dr. Pearl Augustine
- 9) Sri. Sam Johnson
- 10) Dr. Dhvajam D. B.
- 11) Smt. Priya Antony
- 12) Sri. Prem Vineeth M. Eresseril

Minutes

The Chairperson initiated a discussion on the possibility of submitting an appeal to NAAC regarding the recently declared accreditation grade. The members reviewed the grounds for appeal and deliberated on whether the institution's case meets the eligibility criteria as per NAAC guidelines.

Concerns were raised regarding specific aspects of the assessment that may require re-evaluation. The feedback and justification provided by the Peer Team were thoroughly examined.

- It was unanimously agreed to proceed with submitting an appeal to NAAC.
- A formal appeal draft will be prepared under the guidance of the IQAC and reviewed by the Principal before submission.
- The appeal process will be completed within the prescribed timeline provided by NAAC.

The members discussed the list of documents required to support the appeal. These include additional evidence, clarifications, and relevant institutional data that could strengthen the appeal.

- Each criterion will submit necessary supporting documents and justifications to the IQAC.
- The Documentation Committee will coordinate the compilation of all materials and ensure alignment with NAAC's format requirements.
- A final checklist will be prepared to ensure completeness before submission.

IQAC Meeting 10

Date and Time: 13.12.2024 at 2.00 pm

Venue: IQAC Room

Agenda:

- Appeal Committee Presentation before NAAC
- Discussion

Members Present

- 1) Fr. Celestine Puthenpurackal (Manager)
- 2) Prof. (Dr.) Sindhu S. Nair (Principal)
- 3) Dr. Antony Kuriakose (Vice Principal)
- 4) Dr. Manoj Parameswaran (IQAC Coordinator)
- 5) Dr. Pearl Augustine
- 6) Sri. Sam Johnson
- 7) Smt. Priya Antony

Minutes

The Appeal Committee Meeting took place on 13th December 2024, during which the Chairperson formally presented the institution's appeal before the NAAC Appeals Committee. The meeting was attended by the Principal, NAAC Coordinator (Vice-Principal), College Manager, IQAC Coordinator, and other IQAC members. The queries raised by the committee were effectively addressed by both the Principal and the IQAC Coordinator. The Appeals Committee commended the Principal's presentation, describing it as concise and clear. The Manager, NAAC Coordinator, and other IQAC members present in the meeting also expressed their appreciation for the Principal's excellent presentation. The meeting concluded on a positive note with encouraging remarks from the Manager at 7.30 pm.