

Ref. No.: 001/IQAC/2021-2022

Date: 08/03/2021

**Internal Quality Assurance Cell**  
**Academic Year 2021-2022**

**Chairperson**

1. Dr. Elizabeth Jasmine, Principal

**IQAC Co-ordinator**

2. Dr. Beena Daliya

**IQAC Assistant Coordinator**

3. Mr. Emmanuel W

**External Experts**

4. Dr. Jini K. Gopinath- Chief Psychology Officer, YourDost
5. Mr. Jatinder Mohan- Founder, People Skills.
6. Dr. V.M. Ruben- Associate Professor, Dept. of Management studies, Christ University School of Law, Bangalore.

**Alumni Representative**

7. Harsh Vardhan Chahal- Tata Consultancy Services(TCS), Bangalore.

**Management Representative**

8. Fr. Alex Martis


**Members**

9. Sunita K Damodar- Assistant Professor, Dept of Psychology
10. Dr. Nethravathi R-Assistant Professor, Dept of Psychology
11. Mrs. Kevin Fernandes- Assistant Professor, Dept of Commerce
12. Dr. Palaniswami-Assistant Professor, Dept of Psychology
13. Mr. Joyson-Public Relations Officer(PRO) IIPR.

**Student Representatives**

14. Ms. Kausalyaa P.-President of the UG Student Council
15. Ms. Loganayaki K- President of the UG Student Council

  
Signature of IQAC Coordinator

  
Signature of Chairperson, IQAC

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**Minutes of Meeting**

Date: 9<sup>th</sup> August, 2021  
Day: Tuesday

Timings: 010.30 am to 12.00 pm  
Venue: IQAC Room

**Meeting Chaired By:** Dr. Elizabeth Jasmine, Principal

**Agenda:** IQAC : NAAC SSR report preparation.

**Members Present:**

**Coordinators :** Dr. Sunita K Damodar, Dr. Beena Daliya R, Mr. Emmanuel W, Dr. Nethravathi R, Mr. Kevin Frank Fernandes

**Non-Teaching Staff:** Mr. D Joseph Praveen, Ms. Archana Nayak

**Members absent:** None

Points from the Agenda	Details of Discussions & Decisions	Remarks /Follow up
a. NAAC accreditation process	<ul style="list-style-type: none"><li>- NAAC accreditation process importance was discussed.</li><li>- Various tasks and responsibilities involved in the process was discussed.</li><li>- Responsibilities of the IQAC coordinator was discussed.</li><li>- Importance of Documentation in required formats.</li><li>- Maintaining of the registers, files, and any other relevant documents.</li><li>- Keeping faculty and students informed about the same.</li><li>- Regular monthly meeting to be planned out to discuss, progress in academic calender, activities jotted down by the SWO</li><li>- Regular meting to plan working on submitting for NAAC</li></ul>	-All Faculty / Staff.

*Jasmine*  
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- ① *Jasmine*
- ② *Nethravathi*
- ③ *D. Sunita*
- ④ *Emmanuel*

**Minutes of Meeting**

Date: 14<sup>th</sup> October, 2021  
Day: Thursday

Timings: 011.00 am to 12.30 pm  
Venue: Principal Room

**Meeting Chaired By:** Dr. Elizabeth Jasmine, Principal

**Agenda:** IQAC : Alumni database and feedback

**Members Present:**


**IQAC Coordinator:** Dr. Beena Daliya R

**Coordinators:** Dr. Sunita K Damodar, Mr. Emmanuel W, Dr. Nethravathi R, Mr. Kevin Frank Fernandes

**Non-Teaching Staff:** Mr. D Joseph Praveen

**Members absent:** None

Points from the Agenda	Details of Discussions & Decisions	Remarks /Follow up
a. Alumni database	<ul style="list-style-type: none"><li>Alumni database to be checked and updated.</li><li>Google forms to be sent to all alumni id's to collect an update regarding their progression into higher studies and job offers.</li><li>Placement office can be contacted for data they have received regarding job offers.</li><li>Follow up on if all mails regarding placements and other important announcements being received or not.</li><li>Google form for new enrolment or registration</li><li>Google form contents were discussed and form's outline was developed.</li></ul>	Placement office

  
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①

② Nethravathi

③ Emmanuel

## MINUTES OF THE MEETING

DATE: 18/10/2021 ; TIME: 1.10PM TO 1.50PM ; VENUE:Room 101, First Floor.

### MINUTES OF THE MEETING

An orientation programme was held for the faculty members in view of the preparations for the new semester ahead on the 18th October 2021. The IQAC coordinator opened the session with the welcome address and requested the principal to orient the faculty for the new semester.

The principal greeted and welcomed the faculty members for the new semester ahead. Agenda was presented and an orientation programme was conducted.

### **Agenda 1: Orientation for the New Semester and NEP curriculum**

Principal explained about the following and clarified all the questions related to the below details-

- **Overview of departments and their combinations-** Details about various departments and their offerings.
- **Explanation of the course structure-**An explanation of the new NEP curriculum, including core courses, electives, and credit requirements.
- **Discussion on co-curricular activities-** Encouragement to faculty to attend extracurricular events and programs.
- **Faculty responsibilities and expectations.-** Expectations for faculty members in terms of teaching, research, and student support.

Coordinators and Student welfare Officers added on the discussions.

### **Agenda 2:.Library Orientation**

Librarian was called to explain and orient on the following processes-

- **Librarian's Presentation:** The librarian conducted an orientation session for staff members on effectively utilizing the library resources. The following topics were covered:
  - a. **Accessing Books:** Instructions on how to search the library catalog to find physical books.
  - b. **E-Books:** Guidance on accessing e-books through the library's online platform.
  - c. **Library Services:** Overview of reference assistance, interlibrary loan, and technology support.

The meeting ended with a Vote of Thanks by the IQAC coordinator.

**Minutes of Meeting**

Date: 14<sup>th</sup> December, 2021  
Day: Tuesday

Timings: 011.00 am to 12.30 pm  
Venue: Room 101

**Meeting Chaired By:** Dr. Elizabeth Jasmine, Principal.

**Agenda:** Internal Assessment and exam related

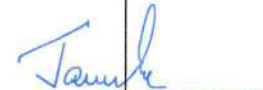
**Members Present:**

**Faculty:** Dr.Sunita K Damodar, Dr. Beena Daliya. R, Mr. Emmanuel, Dr. Nethravathi. R, Dr. Sumangala Hegde, Mrs. Sibani Padhi, Ms. Shristi Dass, Mrs. Anitha Joy, Ms. Anisha T, Ms. Mridula. V. Kulkarni, Ms. Anugraha Jose, Mr. Kevin Frank Fernandes, Ms. Sherin Lee Thomas, Dr. Palanisamy V, Dr. Mangalagouri. V. Manavade, Mrs. Shikha Golcha, Mrs. Anurekha T. K, Ms. Irene Ann George, Ms. Smita Chakraborty, Mrs. Maria Wajid, Mrs. Athira Alex, Mrs. Reethu Varna P.

**Non-Teaching Staff:** Mr. Joseph Praveen D, Mr. Ajay John.

**Members absent:** NIL.

Points from the Agenda	Details of Discussions & Decisions	Remarks /Follow up
a. Internal Assessment	<ul style="list-style-type: none"><li>-IA sheets will be shared to the teachers by the Exam Office.</li><li>-Faculty need to just fill the data in the highlighted columns of the sheet.</li><li>-Teachers can enter only in the highlighted columns for their particular subject and access will be denied for all other subjects.</li><li>-In the Attendance percentage column, teachers need to just fill the number and no percentage symbol to be used. Teachers need to follow the decimal policy and try to give whole numbers as much as possible.</li><li>-The IA sheet should not be shared with the students, however marks can be shared via Google Classroom or Findinbox or through an Excel for verification.</li><li>-Only once the students verify and agree, teachers need to update the IA sheet.</li><li>-Similar format will be followed for PG as well.</li><li>-Exam office discussed with Principal ma'am and other teachers regarding the 1<sup>st</sup> semester marks division. The IA component wise marks are as follows:<ul style="list-style-type: none"><li>-Component 1: OBT (10 marks) + Group Activity (10 marks) = 20 marks.</li><li>-Component 2: Attendance (10 marks) + Pre-final (10 marks) = 20 marks.</li></ul></li><li>-The change in the division will be only for the NEP batch and seniors will follow the old format.</li><li>-Journalism Practical's: (25 marks)<ul style="list-style-type: none"><li>Record – 10 marks</li><li>Attendance – 5 marks</li></ul></li></ul>	Office of examination



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<p>b. Parents-Teachers meeting.</p>	<p>Alumni coordinator to invite alumnis to be present in campus on 1th or 15<sup>th</sup> December during NAAC peer team visit, for interaction.</p> <ul style="list-style-type: none"> <li>• A follow up on the parent teacher meeting was taken from the class teachers by the Principal</li> <li>• Few faculty members informed that still few of the parents are yet to be met as they did not join the meeting as per the schedule.</li> <li>• Faculty also informed that few parents were requesting for telephonic interaction.</li> <li>• It was suggested that their children can help them connect to the online meeting.</li> <li>• This meeting is mandatory and the same to be documented in a register.</li> </ul>	<p>-All Concerned Faculty. -Concerned Students / Parents.</p>
<p>c. Counselling.</p>	<p>-Principal stated that based on the feedback received, many students are requesting for personal counselling and mentoring. -Principal ma'am advised all the concerned teachers to provide the counselling to the students who are requesting.</p>	<p>-Concerned Faculty. -Concerned Students.</p>
<p>d. Research Projects.</p>	<p>-College is ready to fund any Research Projects that teachers are undertaking. -Teachers need to submit the proposal for approval and release of funds. -College will be able to fund the entire project. -Principal ma'am insisted that the Research project should not affect any of the classes and possible support pertaining to the work allotment will be provided by the college. -Principal ma'am informed that Sunita ma'am has got a project from Singapore. -Couple of years back we did a project with the Parachute Regiment (Special Forces) of the Indian Army.</p>	<p>-Concerned Faculty.</p>
<p>e. General discussion.</p>	<p>-Principal ma'am enquired about the 3<sup>rd</sup> sem &amp; 5<sup>th</sup> sem UG classes. -All Faculty confirmed everything is fine with the classes. -Principal ma'am suggested that all teachers need to use the mic for combined classes. Office staff can be contacted for any assistance. -CA attendance marking for Monday session can be added as a schedule on Monday or Saturday. CAMU admin team need to discuss and decide about the proceedings. -Kevin sir shared his recent conference experience with all the faculty.</p>	<p>-All Faculty. -CAMU Admins.</p>

① *Janki*  
② *Nithya*  
③ *Emmanuel*

*Janki*

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<p>b. General discussion</p>	<p>Demo / Class participation – 5 marks          Pre-final – 5 marks          -Psychology Practical's: (25 marks)          Record – 10 marks          Attendance – 5 marks          Pre-final – 10 marks          -For PG:          Record – 10 marks (Record + Attendance)          Presentation – 5 marks          Viva – 5 marks          Pre-final – 10 marks</p> <p>-Students come from various background, hence there may be few students who are reserved and not tech savvy. Teachers need to identify those students and help them.          -Late admission orientation needs to be done by Office of Admissions.          -AEP will be held on Friday and a communication regarding the same will be circulated.          -December 23<sup>rd</sup> CA has to be postponed to January 1<sup>st</sup> week.          -January 1<sup>st</sup> week we need to have 2 CA's, one on Thursday and the other on Saturday.</p>	
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*Janki*

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- ① *Leach*
- ② *Nelberg*
- ③ *Emmanuel*
- ④

Minutes of Meeting

Date: 15<sup>th</sup> March, 2022  
Day: Tuesday

Timings: 12.00 pm to 1.30 pm  
Venue: 1<sup>st</sup> Floor room no. 101

**Meeting Chaired By:** Dr. Elizabeth Jasmine, Principal.

**Agenda:** NAAC SSR report submission preparatory work.


**Members Present:**


**Faculty:** Dr.Sunita K Damodar, Dr. Beena Daliya. R, Mr. Emmanuel, Dr. Nethravathi. R, Dr. Sumangala Hegde, Mrs. Sibani Padhi, Ms. Shristi Dass, Mrs. Anitha Joy, Ms. Anisha T, Ms. Mridula. V. Kulkarni, Ms. Anugraha Jose, Mr. Kevin Frank Fernandes, Ms. Sherin Lee Thomas, Dr. Palanisamy V, Dr. Mangalagouri. V. Manavade, Mrs. Shikha Golcha, Mrs. Anurekha T. K, Ms. Irene Ann George, Ms. Smita Chakraborty, Mrs. Maria Wajid, Mrs. Athira Alex, Mrs. Reethu Varna P.

**Non-Teaching Staff:** Mr. Joseph Praveen D, Ms. Archana Nayak, Mr. Ajay John.

**Members absent:** NIL.

Points from the Agenda	Details of Discussions & Decisions	Remarks /Follow up
a. NACC SSR report preparation work	<ul style="list-style-type: none"><li>As IIPR is in the process of NAAC Accreditation there is an SSR report that needs to be worked on and submitted.</li><li>All coordinators to support and work on the same.</li><li>Discussion with various department will be required.</li><li>All teachers to update their registers and files.</li><li>Documents form every department like, accounts, HR, office superintendent, library, mentoring diary, counselling register, placement, examination and alumni will be required to prepare the SSR report and also to upload it in the NAAC portal.</li><li>Every day 1 hour to 2 hours needs to be set aside to work on the above mentioned.</li></ul>	-NTS / Concerned Faculty.

  
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