



DEVA MATHA COLLEGE KURAVILANGAD



**IQAC MINUTES & ACTION TAKEN REPORT
2022-23**

Minutes of IQAC Meeting

No: 2022-23/1
Date: 16/06/23

Venue: Conference Hall/IQAC Office
Time: 4.30 pm – 5.30 pm

Agenda & Discussions

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
1	Academic Calendar and Exam Calendar	The department's action and annual plan for the year 2022-23 will be collected from the department for the purpose of incorporation into the academic calendar/handbook of the college. The academic monitoring committee is entrusted with task of preparing the academic calendar and exam calendar incorporating the University's academic calendar. Sr. Dr. Fancy Paul, Assistant Professor in English given the charge of preparation of College Calendar & Handbook.
2	Matters related to UG Admissions	The present trend in the UG admission was evaluated by the IQAC. The admission committee is directed to take necessary measures to complete the admission process as per the regulations of the University.
3	Result Analysis of UG programs	Analysis of the results of the UG programs were presented before the IQAC. It is decided to honour the ranks holders and toppers of each program. IQAC congratulated all the departments for their academic performance.
5	Commencement of Add-on/Certificate Courses	It is decided to offer add-on courses <i>-Basic Yoga Training for All UG students.</i> The need for offering more diverse add-on/certificate courses this year was discussed and it is decided that add-on courses suitable for each batch shall be offered in line with industry requirements.
6	Preparation of SSR	The preparation of Self Study Report was planned. It is decided to collect data and compile the AQAR for the year 2021-22 for the purpose of SSR preparation.
7	Differently abled Friendly Campus	The need for a lift for differently abled students was suggested in the IQAC and Principal agreed to present the same before Management.

Following members were present in the IQAC meeting held on 16/06/2022 at Deva Matha College, Kuravilangad;

1. Very. Rev. Dr. Augustine Koottiyaniyil (Manager) *Absent*
2. Dr. Sunil C Mathew (Principal) *[Signature]*
3. Rev. Fr. Dinoy Mathew (Vice Principal) *[Signature]*
4. Rev. Dr. Joyal Jacob (Bursar) *[Signature]*
5. Anish Thomas (IQAC Co-ordinator) *[Signature]*
6. Dr. Ansamma Thomas *[Signature]*
7. Dr. Tina Sebastian *[Signature]*
8. Mr. Subin Varghese *[Signature]*
9. Mr. Justin Jose *[Signature]*
10. Dr. Tony Thomas *[Signature]*
11. Dr. Smitha Sebastian *[Signature]*
12. Mr. Siby Abraham Isac *[Signature]*
13. Mr. Jayasankar Prasad *[Signature]*
14. Catherine Zach Madathiparampil *[Signature]*
15. Mr. Robby Chandy *Absent*
16. Rev. Fr. Mathew Chandrankunnel *[Signature]*
17. Mr. Siby Sebastian
18. Mr. Jayakumar G *[Signature]*



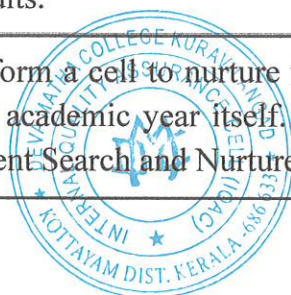
Minutes of IQAC Meeting

No: 2022-23/2
Date:14/12/22

Venue: Conference Hall/IQAC Office
Time: 4.30 pm – 5.30 pm

Agenda & Discussions

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
1	Review and evaluation of the preparedness towards NAAC assessment and accreditation.	The suggestions and recommendations of members with regard to the institution's preparedness towards the upcoming NAAC visit were discussed.
2	Submission of Self Study Report (SSR)	The IQAC co-ordinator presented the draft SSR before the members and suggestion incorporated. The last date for submission is December 17 th .
3	Purchase of Interactive Smart Panels	IQAC recommended purchase of at least one interactive smart panels by the departments utilising Alumni contributions.
4	Analysis of Results – UG & Feedbacks	The feedback taken from pass out UG and PG students were analysed and decided to provide the same to Department feedback committees for necessary action. The UG final year results published and provided by departments were analysed. IQAC congratulated all departments for the excellent results.
5	Formation of a Club/Cell for nurturing talents of the students	It is decided to form a cell to nurture the talents of the students this academic year itself. The name is suggested as Talent Search and Nurture Club.




Following members were present in the IQAC meeting held on 14/12/2022 at Deva Matha College, Kuravilangad;

1. Very. Rev. Dr. Augustine Koottiyaniyil (Manager) 

2. Dr. Sunil C Mathew (Principal) 

3. Rev. Fr. Dinoy Mathew (Vice Principal) 


4. Rev. Dr. Joyal Jacob (Bursar) 

5. Anish Thomas (IQAC Co-ordinator) 

6. Dr. Anamma Thomas 

7. Dr. Tina Sebastian 

8. Mr. Subin Varghese 

9. Mr. Justin Jose 

10. Dr. Tony Thomas 

11. Dr. Smitha Sebastian

12. Mr. Siby Abraham Isac 

13. Mr. Jayasankar Prasad 

14. Catherine Zach Madathiparampil 

15. Mr. Robby Chandy 

16. Rev. Fr. Mathew Chandrankunnel

17. Mr. Siby Sebastian 

18. Mr. Jayakumar G 



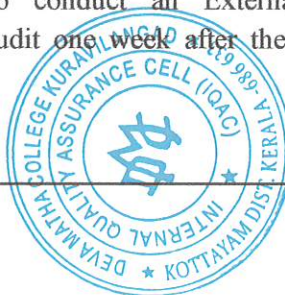
Minutes of IQAC Meeting

No: 2022-23/3
Date:25/02/23












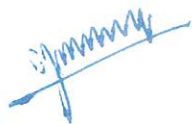




Venue: Conference Hall/IQAC Office
Time: 4.30 pm – 5.30 pm

Agenda & Discussions

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
1	Submission of AQAR 2021-22	The IQAC Co-ordinator presented the AQAR for the year 2021-22 before the IQAC and suggestions incorporated. It is decided to submit the AQAR by March 31 st .
2	Review and evaluation of the Institution's preparedness towards NAAC Peer Team Visit.	All the members shared their feedback regarding Deva Matha's preparedness towards NAAC visit. Based on the suggestions it was decided to beautify the campus and to complete the maintenance of the canteen.
3	Scheduling of NAAC Peer Team Visit	All the members unanimously suggested to schedule the peer team visit in the months of March and April after taking the opinion of college council and entrusted the principal to propose dates to NAAC accordingly. Principal is entrusted to constitute NAAC steering committee with sub-committees to conduct the assessment and accreditation process.
4	Result Analysis – PG Programs	The result summary of PG programs was presented before the IQAC. The pass percentage was discussed.
5	Career Counselling & Guidance to Final year UG and PG students	It is decided that all the departments shall offer career counselling and guidance to the final year UG and PG students before March 31 st and submit the report to IQAC.
6	Conduct of Internal Academic and Administrative Audit (AAA)	It is decided to conduct an internal academic and administrative audit in the first week of March with department presentations and file verification.
7	Conduct of External Academic and Administrative Audit (AAA)	It is decided to conduct an External Academic and Administrative Audit one week after the internal audit but before March 31 st .



Following members were present in the IQAC meeting held on 25/02/2023 at Deva Matha College, Kuravilangad;

1. Very. Rev. Dr. Augustine Koottiyaniyil (Manager) 
2. Dr. Sunil C Mathew (Principal) 
3. Rev. Fr. Dinoy Mathew (Vice Principal) 
4. Rev. Dr. Joyal Jacob (Bursar) 
5. Anish Thomas (IQAC Co-ordinator) 
6. Dr. Ansamma Thomas 
7. Dr. Tina Sebastian 
8. Mr. Subin Varghese 
9. Mr. Justin Jose
10. Dr. Tony Thomas 
11. Dr. Smitha Sebastian 
12. Mr. Siby Abraham Isac 
13. Mr. Jayasankar Prasad 
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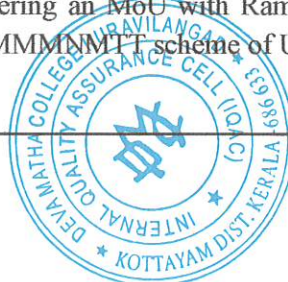
Minutes of IQAC Meeting

No: 2022-23/4
Date:04/05/23











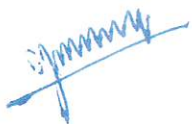





Venue: Conference Hall/IQAC Office
Time: 5.30 pm – 6.30 pm

Agenda & Discussions

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
1	Conduct of Feedback and Student Satisfaction Survey	Dr. Tina Sebastian, Feedback Committee convenor, is entrusted with the task of taking feedbacks from the students about the curriculum and ambience as well as students satisfaction survey.
2	Scheduling of NAAC Peer Team Visit	All the members unanimously suggested to schedule the peer team visit in the months of June and July as NAAC has informed that members are not available in the previously given dates.
3	Annual Plan Evaluation of the year 2022-23 and Annual Plan for the year 2023-24	It is decided to conduct an evaluation meeting of departments regarding their annual plan 2022-23 completion and annual plan for the next academic year in the last week of May.
4	Training programme for Teaching and Administrative staff	It is decided to conduct training programs to teaching and administrative staff in emerging areas of information technology.
5	MoU for FDP	Dr. Tina Sebastian, IQAC joint co-ordinator was entrusted with the task of entering an MoU with Ramanujan College, New Delhi under PMMM/MTT scheme of UGC.



Following members were present in the IQAC meeting held on 04/05/2023 at Deva Matha College, Kuravilangad;

1. Very. Rev. Dr. Augustine Koottiyaniyil (Manager) 
2. Dr. Sunil C Mathew (Principal) 
3. Rev. Fr. Dinoy Mathew (Vice Principal)
4. Rev. Dr. Joyal Jacob (Bursar) 
5. Anish Thomas (IQAC Co-ordinator) 
6. Dr. Ansamma Thomas *Absent*
7. Dr. Tina Sebastian 
8. Mr. Subin Varghese 
9. Mr. Justin Jose 
10. Dr. Tony Thomas 
11. Dr. Smitha Sebastian 
12. Mr. Siby Abraham Isac 
13. Mr. Jayasankar Prasad 
14. Catherine Zach Madathiparampil 
15. Mr. Robby Chandy 
16. Rev. Fr. Mathew Chandrankunnel 
17. Mr. Siby Sebastian 
18. Mr. Jayakumar G 



ACTION TAKEN REPORT 2022-23

- 1) The External Academic and Administrative audit was conducted on March 14, 2023 by Dr. T. M. Joseph, NAAC Peer Team member.
- 2) AQAR for the year 2021-22 submitted in time.
- 3) Career Guidance and Counselling programs were conducted by all departments.
- 4) Fourth Cycle of accreditation SSR Submitted on December 17th. DVV Clarification completed on January 19th and prequalification stage cleared on February 18th.
- 5) Talent Search and Nurture Club (TSNC) was constituted to nurture the cultural talents of the students.
- 6) The first set of dates for NAAC PTV were proposed on March 2nd, 2023 for the months of April and May, 2023.
- 7) The second set of dates for NAAC PTV were proposed on May 4th 2023 for the months of June and July 2023.
- 8) NAAC Steering Committee was constituted with Dr. Saji Augustine (HoD, Physics and Former IQAC Co-ordinator) as the Chairman and eighteen sub-committees.
- 9) Evaluation of the action reports of departments and clubs and association for the year 2022-23 was conducted along with next annual plan presentation was conducted from May 29th to 31st.
- 10) Ten classrooms were ICT enabled by installing Interactive Smart Panels by channelling Alumni funds.
- 11) Lift for the differently abled students was constructed and ready to use by January 2023.


(Dr. Sunil C. Mathew)
Principal




(Anish Thomas)
Co-ordinator, IQAC