



DEVA MATHA COLLEGE KURAVILANGAD



**IQAC MINUTES & ACTION TAKEN REPORT
2023-24**

Minutes of IQAC Meeting

No: 2023-24/1
Date:03/06/23

Venue: Conference Hall
Time: 5.00 pm – 6.30 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 2023-24 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.
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.
4	Planning for Diamond Jubilee Celebrations	The principal requested the suggestions of the IQAC members for the Diamond Jubilee Celebration of the College. It is recommended to organise 60 different programs to commemorate the glorious 60 years of existence of the college. IQAC co-ordinator is entrusted to develop a vision document for diamond jubilee celebrations.
5	Commencement of Add-on/Certificate Courses	It is decided to offer add-on courses - <i>Basic Yoga Training for All</i> UG students. It is also decided Certificate Course in " <i>Communicative English Training Programme-Level 1</i> " for all the first-year UG students this year. The proposed time is after the regular class timing. The first-year UG students will be divided into five separate batches for the conduct of the program.
6	Preparation towards NAAC PTV	The preparation towards the upcoming NAAC visit was evaluated. It is decided to collect data and compile the AQAR for the year 2022-23 and submit after presenting before IQAC.

Following members were present in the IQAC meeting held on 03/06/2023 at Deva Matha College, Kuravilangad;

1. Dr. Sunil C. Mathew (Principal) 

2. Rev. Fr. Dinoy Mathew (Vice Principal & Bursar) 


3. Rev. Fr. Benny Mundanatt *Absent*


4. Dr. Anish Thomas (IQAC Co-ordinator) 

5. Dr. Tina Sebastian (IQAC, Joint Co-ordinator) 

6. Mr. Siby Abraham Issac 

7. Dr. Priya Joseph 

8. Mr. Subin Varghese 

9. Mr. Justin Jose 


10. Dr. Tony Thomas 

11. Dr. Smitha Sebastian 

12. Mr. Jayashankar Prasad 

13. Mr. Robby Chandy 

14. Mr. Siby Sebastian

15. Mr. Jayakumar G. 

16. Vivek V. Nair *Absent*



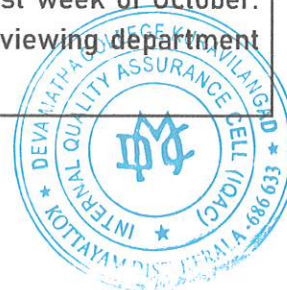
Minutes of IQAC Meeting

No: 2023-24/2
Date:13/10/23

Venue: Conference Hall
Time: 5.15 pm – 6.15 pm

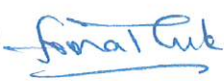
Agenda & Discussions

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
1	Welcome & Introduction of New Member to IQAC Members	Principal Dr. Sunil C. Mathew introduced and welcomed the new member Mr. Vivek V. Nair (II BA Malayalam.), nominee of students, to IQAC.
2	Review and evaluation of the Institution's preparedness towards NAAC Peer Team Visit	The suggestions and recommendations of members with regard to the institution's preparedness towards the upcoming NAAC visit.
3	Feedback Analysis and Students Satisfaction Survey	The summary of feedbacks collected and analysed from various stakeholders was presented before the IQAC. The results of students' satisfaction survey were also presented. The action take report was discussed.
4	MoU – FDP on MOOCS 31.0 (Online Two Week Interdisciplinary Refresher Course)	The IQAC informed that an FDP organised by the College in association with Ramanujan College, Delhi under the PMMMNMTT scheme of UGC has started from October 7 th onwards and completes on October 21 st
5	Diamond Jubilee Celebration – Vision Document	The IQAC co-ordinator presented before the IQAC a vision document containing 60 item programs to be conducted during the diamond jubilee year.
6	Open Forum	It is decided to conduct an open forum among the students of Deva Matha College, to elicit their opinions and suggestions for improvements of students' facilities and infrastructure. The meeting entrusted IQAC co-ordinator to conduct the Open forum with in a month's time.
7	Conduct of Internal Academic Audit	It is decided to conduct an internal academic audit prior to the NAAC visit starting in the last week of October. IQAC entrusted with the duty of reviewing department presentations and file verification.




Following members were present in the IQAC meeting held on 13/10/2023 at Deva Matha College, Kuravilangad;

1. Dr. Sunil C. Mathew (Principal) 

2. Rev. Fr. Dinoy Mathew (Vice Principal & Bursar) 

3. Rev. Fr. Benny Mundanatt *Absent*


4. Dr. Anish Thomas (IQAC Co-ordinator) 

5. Dr. Tina Sebastian (IQAC, Joint Co-ordinator) 

6. Mr. Siby Abraham Issac 

7. Dr. Priya Joseph 

8. Mr. Subin Varghese 

9. Mr. Justin Jose 


10. Dr. Tony Thomas 

11. Dr. Smitha Sebastian 

12. Mr. Jayashankar Prasad 

13. Mr. Robby Chandy 

14. Mr. Siby Sebastian

15. Mr. Jayakumar G. 

16. Vivek V. Nair 



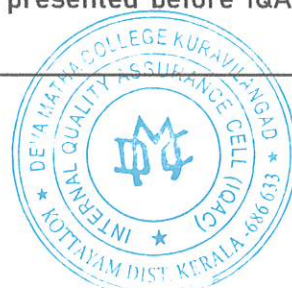
Minutes of IQAC Meeting

No: 2023-24/3
Date:17/11/23

Venue: Conference Hall
Time: 5.00 pm – 6.00 pm


Agenda & Discussions

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
1	Welcome & Introduction of New Member to IQAC Members	Principal Dr. Sunil C. Mathew introduced and welcomed the new member Rev. Fr. Benny Mundanatt (M D, Rashtra Deepika Ltd.), nominee of employers, to IQAC.
2	Briefing about NAAC PTV on November 21 st and 22 nd .	Principal briefed about the NAAC peer team visit and its modalities. He invited all the members to the IQAC interaction with the NAAC Peer Team on November 21 st .
3	Review & Evaluation of the quality initiatives	IQAC Co-ordinator presented the preparations done by IQAC towards quality maintenance and accreditation.
4	Result Analysis	Analysis of the results of the PG programs were presented before the IQAC. It is decided to honour the ranks holders and toppers of each program. IQAC congratulated all PG departments for their academic performance.
5	Programs to ensure Physical Wellness of Students	It is suggested to offer programs on physical and emotional wellness to students and staffs of the college.
6	IQAC Presentation	IQAC co-ordinator presented the initiatives of the IQAC during the period 2017-22. Creative suggestions of the members regarding the content of the presentation was incorporated.
7	Diamond Jubilee Celebration – Vision Document	The meeting evaluated the progress of the implementation of the Diamond jubilee vision document and gave suggestions to complete the programs with in the timeline.
8	Open Forum	The suggestions received from students in the open forum conducted on November 10 th 2023 and action taken on the same was presented before IQAC by the co-ordinator.




Following members were present in the IQAC meeting held on 17/11/2023 at Deva Matha College, Kuravilangad;

1. Dr. Sunil C. Mathew (Principal) 

2. Rev. Fr. Dinoy Mathew (Vice Principal & Bursar) 

3. Rev. Fr. Benny Mundanatt 

4. Dr. Anish Thomas (IQAC Co-ordinator) 

5. Dr. Tina Sebastian (IQAC, Joint Co-ordinator) 

6. Mr. Siby Abraham Issac 

7. Dr. Priya Joseph 

8. Mr. Subin Varghese 

9. Mr. Justin Jose 


10. Dr. Tony Thomas 

11. Dr. Smitha Sebastian 

12. Mr. Jayashankar Prasad 

13. Mr. Robby Chandy 

14. Mr. Siby Sebastian 

15. Mr. Jayakumar G. 

16. Vivek V. Nair 



Minutes of IQAC Meeting

No: 2023-24/4
Hall
Date:21/11/23

Venue: Conference
Time: 11.00 am – 11.45 am

Agenda & Discussions

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
1	Welcome & Introduction of NAAC Peer Team Members.	The IQAC Co-ordinator, Dr. Anish Thomas welcomed and introduced the NAAC Peer Team members to the IQAC. 1. Prof (Dr.) Jaishree Suryawanshi (Chairperson) 2. Prof. (Dr.) Kirit Lad (Member Co-ordinator) 3. Dr. Neelam Francis Xavier (Member)
2	Introduction of IQAC Members to NAAC Peer Team Members	The IQAC Co-ordinator, introduced the IQAC members to the NAAC peer team.
3	Presentation of the IQAC Activities	IQAC Co-ordinator presented the Quality initiatives and strategies adopted by the IQAC and the contribution of IQAC for institutionalising the quality assurance strategies and processes during the assessment period. The implementation status of the recommendations of the previous NAAC peer team (3 rd Cycle) was also presented.
4	Interaction with IQAC Members and NAAC Peer Team Members	After the presentation, the NAAC peer team interacted with the IQAC members.

Following members were present in the IQAC meeting held on 21/11/2023.

1. Prof. (Dr.) Jaishree Suryawanshi (Chairperson, NAAC Peer Team)
Department of Commerce, Dr. Babasaheb Ambedkar Marathwada University,
Aurangabad, Maharashtra.
2. Prof. (Dr.) Kirit Lad (Member Co-ordinator, NAAC Peer Team)
Dept of Physics, Sardar Patel University, Anand, Gujarat.

3. Dr. Neelam Francis Xavier (Member, NAAC Peer Team)
Former Principal, Jawaharlal Nehru Rajkeeya Mahavidyalaya, Port Blair,
Andaman & Nicobar.
4. Dr. Sunil C. Mathew (Principal)
5. Rev. Fr. Dinoy Mathew (Vice Principal & Bursar)
6. Dr. Anish Thomas (IQAC Co-ordinator)
7. Dr. Tina Sebastian (IQAC, Joint Co-ordinator)
8. Rev. Fr. Benny Mundanatt
9. Mr. Siby Abraham Issac
10. Dr. Priya Joseph
11. Mr. Subin Varghese
12. Mr. Justin Jose
13. Dr. Tony Thomas
14. Dr. Smitha Sebastian
15. Mr. Jayashankar Prasad
16. Mr. Robby Chandy
17. Mr. Jayakumar G.
18. Vivek V. Nair



Co-ordinator

IQAC



Principal

Minutes of IQAC Meeting

No: 2023-24/5
Date:17/02/24

Venue: Conference Hall
Time: 4.30 pm – 5.30 pm

Agenda & Discussions

Sl. No	Discussion Points/Agenda	Discussions/Decisions Taken
1	Evaluation of NAAC Peer Team Visit	Principal shared his evaluation about the NAAC PTV with the IQAC. He congratulated IQAC for being instrumental in achieving the CGPA 3.67 with A++ Grade.
2	Evaluation of the Peer Team Report	The Peer Team Report was evaluated by IQAC. The recommendations given by the peer team were discussed.
3	Evaluation of the Institution performance - Criterion wise	Co-ordinators of the seven criterion shared their evaluation about the score secured for their respective criterion and metrics. Key performance indicators and low performance indicators were identified based on the NAAC score sheets.
4	Approval of AQAR 2022-23	The AQAR for the year 2022-23 was presented before the IQAC for approval. Suggestions were incorporated. The IQAC entrusted the co-ordinator to submit the AQAR with in the stipulate time line to NAAC's portal.
5	Annual Plan Preparation & Presentation of Clubs, Cells & Departments	It is decided to conduct the presentation of the annual plans of the departments, clubs/cells in the second week of June.
6	Feedback Collection & SSS	The feedback about the curriculum and academic atmosphere to be collected from the final year UG and PG students after their university exams. Students Satisfaction Survey (SSS) also to be conducted along with this.


Following members were present in the IQAC meeting held on 17/02/2024.

1. Dr. Sunil C. Mathew (Principal)



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

3. Dr. Anish Thomas (IQAC Co-ordinator) 

4. Dr. Tina Sebastian (IQAC, Joint Co-ordinator) 

5. Mr. Siby Abraham Issac 

6. Dr. Priya Joseph 


7. Mr. Subin Varghese 

8. Mr. Justin Jose 

9. Dr. Tony Thomas 

10. Dr. Smitha Sebastian 

11. Mr. Robby Chandy 

12. Vivek V. Nair 



ACTION TAKEN REPORT 2023-24

- 1) NAAC Steering Committee was constituted with Dr. Saji Augustine (HoD, Physics and Former IQAC Co-ordinator) as the Chairman and eighteen sub-committees.
- 2) An open forum with all students of the college was conducted on November 10th.
- 3) Evaluation of the action reports of departments and clubs and association for the year 2022-23 was conducted along with next year's (2023-24) annual plan presentation from May 26th to 28th.
- 4) AQAR for the year 2022-23 submitted as per NAAC's timeline.
- 5) Career Guidance and Counselling programs were conducted by all departments.
- 6) The Peer Team Visit of the Fourth Cycle of NAAC accreditation was on November 21st and 22nd, 2023. The Institution is accredited A++ with CGPA 3.67.
- 7) The Institutional Development Plan was prepared and uploaded in the college website.
- 8) The Diamon Jubilee Vision Document with 60 different events was unveiled by the College Patron on December 8, 2023.
- 9) The IQAC organised a two week online interdisciplinary FDP in association with Ramanujan College, Delhi under the PMMMNMTT scheme of UGC from October 7th to October 21st 2023.

(Dr. Sunil C. Mathew)
Principal



(Anish Thomas)
Co-ordinator, IQAC