



DEVA MATHA COLLEGE KURAVILANGAD



**IQAC MINUTES & ACTION TAKEN REPORT
2017-18**

Minutes of IQAC Meeting

Date : 15/06/2017

Venue: IQAC Hall

Time : 2.45pm - 4.00 pm

Sl. No.	Discussion Points / Agenda	Decision taken
1	AQAR submission	Departments are to be instructed to prepare AQAR in the requisite format.
2	Coordinators for major segments	IQAC members are to be entrusted with responsibilities of supervising and helping major segments of departmental functioning such as Office, Library, Infrastructure and clubs and committees.

The following IQAC members were present for the meeting:-

1. Dr. Saji Augustine

2. Dr. MC Varghese

3. Ms. Anu P. Mathew

4. Dr. Tony Thomas

5. Dr. Sr. Fancy Paul

Saji 15/06/17
MC Varghese
Anu
Tony
Fancy Paul

Saji 15/06/17

(IQAC Coordinator)

(Principal)

[Signature]
Principal
Deva Matha College
Kuravilangad - 686 633

Minutes of IQAC Meeting

Date : 10/07/2017

Venue: IQAC Hall

Time : 2.30pm - 3.15pm

Sl. No.	Discussion Points / Agenda	Decision taken
1	AQAR submission	Decided to inform departments regarding the final date of AQAR submission as 28 th July.
2	Department Presentations	Decided to notify departments regarding preparing final departmental presentations before 31 st July. Format for the same will be sent to departments.
3	File maintenance	Decided to ask departments to keep a contents page for each of the files maintained as per NAAC criteria.

The following IQAC members were present for the meeting:-

1. Dr. Saji Augustine

2. Dr. MC Varghese

3. Ms. Anu P. Mathew

4. Dr. Tony Thomas

5. Dr. Sr. Fancy Paul

(IQAC Coordinator)

(Principal)

Principal
Deva Matha College
Kuravilangad - 686 633

Minutes of IQAC Meeting

Date : 24/07/2017

Venue: IQAC Hall

Time : 3.15pm - 4.15pm

Sl. No.	Discussion Points / Agenda	Decision taken
1	First Mock Visit	First mock visit is scheduled to be on August 1 st
2	Presentations	HOD and Teacher who presents PPT should be present during the visit. Presentations will be done in multimedia hall.
3	Schedule of presentations	Schedule intimating time slot for presentations for each department and clubs and committees was finalized.
4	External Audit	Decided to conduct an external audit on 7 th & 8 th August 2017
5	Alumni for NAAC visit	It was decided to invite alumni of the college for the NAAC visit. Departments should be directed to invite around 10 passed out students from UG and 5 for PG

The following IQAC members were present for the meeting:-

1. Dr. Saji Augustine

2. Dr. MC Varghese

3. Ms. Anu P. Mathew

4. Dr. Tony Thomas

5. Dr. Sr. Fancy Paul


(IQAC Coordinator)


(Principal)
Deva Matha College

Minutes of IQAC Meeting





Date : 08/08/2017

Venue: IQAC Hall

Time : 4.00 pm - 5.00 pm


Sl. No.	Discussion Points / Agenda	Decision taken
1	Second Mock Visit	Second mock visit is scheduled to be on August 12 th .
2	Programme	Programme chart was prepared with a welcome ceremony followed by a talk on NAAC visit procedures and preparations by Dr. MP Rajan.
3	Presentations	HOD and Teacher who presents PPT should be present before Dr. MP Rajan.
4	Schedule of presentations	Schedule intimating time slot for presentations for each department and clubs and committees was finalized.
5	Presence of faculty	It was instructed that all faculty members of the department must be present for the departmental presentation and at least HoD and faculty who present the profile should be present thereon.

The following IQAC members were present for the meeting:-

1. Dr. Saji Augustine 
2. Dr. MC Varghese  08/08/17
3. Ms. Anu P. Mathew 
4. Dr. Tony Thomas 

5. Dr. Sr. Fancy Paul 

 08/08/17
(IQAC Coordinator)


Principal
(Principal)ha College
Kuravilangad, 686 522

Minutes of IQAC Meeting

Date : 19/08/2017

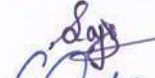
Venue: IQAC Hall

Time : 3.00 pm - 4.00 pm

Sl. No.	Discussion Points / Agenda	Decision taken
1	Formation of committees for NAAC	Various Committees in connection with NAAC visit was formulated.
2	Meeting with Committee coordinators	It was decided to organize a meeting with the respective coordinators to discuss the tentative arrangements to be made during the days of the visit.
3	Feedback from reputed colleges	It was decided to get suggestions and feedbacks from colleges of national repute to prepare well for the visit.

The following IQAC members were present for the meeting:-

1. Dr. Saji Augustine


19/8/17

2. Dr. MC Varghese



3. Ms. Anu P. Mathew



4. Dr. Tony Thomas



5. Dr. Sr. Fancy Paul




(IQAC Coordinator)

(Principal)


Principal
Deva Matha College
Kuravilangad - 686 633

Minutes of IQAC Meeting

Venue: IQAC Hall

Date : 01/09/2017

Time : 4.00 pm - 5.00 pm

Sl. No.	Discussion Points / Agenda	Decision taken
1	Student IQAC Meeting	It was decided to conduct a meeting with student IQAC members on September 11 th 11.30 am.
2	Cultural Programme Mock	Students are to be informed regarding a mock of their cultural evening to be conducted on September 11 th 2.00 pm.
3	Meeting with Library & Office Staff	A meeting of library and office staff is scheduled on 12 th September.

The following IQAC members were present for the meeting:-

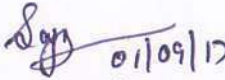
1. Dr. Saji Augustine

2. Dr. MC Varghese

3. Ms. Anu P. Mathew

4. Dr. Tony Thomas

5. Dr. Sr. Fancy Paul


(IQAC Coordinator)

(Principal)


Principal
Deva Matha College
Kuravilangad - 686 633

Minutes of IQAC Meeting

Date: 5/2/18

Time: 1.30-4.15 pm

Venue: IQAC Hall

SI No	Discussion Points/Agenda	Decision Taken
1	Evaluation of NAAC peer team visit and planning for next assessment period	Library renovation should be given importance and funds for this should be procured through RUSA
2	Understanding new accreditation framework	Deliberations on new accreditation framework should be done and IQAC members as well as the faculty should be made aware of the system
3	Modernization of Classrooms and seminar hall	It was decided that the classrooms should be tiled and an e-learning facility should be developed.

IOAC Members present

1. Dr. Tina Sebastian
2. Rev. Fr. Dinoy Mathew
3. Mr. Justin Jose
4. Mr. Subin Varghese
5. Dr. Tony Thomas
6. K. George Thomas


ANISH THOMAS
IQAC Co-ordinator





Principal
Deva Matha College
Kuravilangad - 686 633

ACTION TAKEN REPORT

IQAC ensured compliance with regard to the decisions taken at various IQAC meetings.

1. All department heads are informed in the Council Meeting to speed up department level AQAR preparation. IQAC peer members are allotted additional responsibilities of coordinating activities of major institutional functioning as follows: Dr. Tony Thomas- Library; Dr John Prakash & Ms. Anu P. Mathew- Office; Dr. MC Varghese- Infrastructure (2017-18/1)
2. All the departments submitted their AQAR and departmental presentations within the stipulated time. Departmental coordinators ensured the preparation and maintenance of required files by the end of July. (2017-18/2)
3. Departments were given notice regarding mock visit and expected preparations from their end. As decided mock visit was conducted as per plan and external audit was also successfully completed on 7th and 8th August. Departments started inviting their alumni. (2017-18/3)
4. The second mock visit was held on 12th of August with the wholehearted participation of the entire faculty and the suggestions given by Dr. MP Rajan were noted thereon. Accordingly it was decided to invite all prominent alumni for the mock visit and to highlight all initiatives undertaken post second cycle accreditation. (2017-18/4)
5. Various committees were formed as under:
Inspection/ Implementation Committee (15th September 2017) – IQAC
Reception Committee - Jaison P. Jacob, Lt. Sathees Thomas & Tina Augustine
Food and Refreshments Committee – Ciby Kurian, Vidya Jose
Cultural Programme Committee – CM George, Priya Joseph
Parents and Alumni Committee – TT Michael, Jyothi Thomas
Local Transportation committee – Saji Augustine, MC Varghese
Purchase committee (Stationary items) – Dr. Sr. Fancy Paul, Anu P. Mathew
Technical Support Committee - Jaison Davis



Dr. Saji Augustine
(IQAC Co-Ordinator)


Principal
Deva Matha College
Kuravilangad - 686 633

Translator – Mr. Subin Varghese

A meeting was held with respective coordinators on August 21st. IQAC coordinators of reputed colleges were contacted and their suggestions were properly incorporated in the preparations. (2017-18/5)


6. Meeting with student IQAC was held and it was decided to have a guard of honour by NCC cadets. Students presented their cultural programmes and necessary suggestions for improvement were given. Meeting with library and office staff helped in clearing their confusions so as to augment their preparations in connection with the visit. (2017-18/6)


Dr. Saji Augustin
(IQAC Co-ordinator)


Principal
Deva Matha College
Kuravilangad - 686 633

ACTION TAKEN REPORT

1. As per the decision taken in the IQAC meeting financial and structure planning of the New Library block was done and estimate for the project obtained. Proposal for the same with necessary supporting documents were given in RUSA proposal.
2. Beginning of preliminary works for Modernization of Multimedia Hall of the college into an e- learning center/3D theatre with all modern amenities to be opened for use in the academic Year 2018-19.
3. IQAC members were deputed to attend seminars organized to gain understanding regarding the revised accreditation framework (2017-18/7)


ANISH THOMAS
IQAC Co-ordinator.




Principal
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