DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY (DiST)

Internal Quality Assurance Cell (IQAC) Executive Meeting

Date: 06rd March 2025 Time: 3.30PM

Venue: DiST, IQAC Room

AGENDA

- Master Academic Calendar
- Academic Retreat 2025
- Strategic Planning Evaluation & Next Year Plans
- NAAC Documentation for Academic Year 2024-25
- Research Center for Social Work Department
- Language Lab Usage
- Administrative Training Programme by Advanced Learners
- Tentative Dates to Conduct Remedial Classes
- Sports Day & College Day 2025 Commencement

Detailed Report

- Meeting started by reading report of previous meeting & IQAC Coordinator approved the same.
- The committee discussed the need to create a comprehensive master academic calendar for the academic year 2025-26. It was decided that all departments would submit their academic and co-curricular plans
- An academic retreat is planned for April 2025, focusing on faculty development, curriculum enhancement, and interdisciplinary collaboration. The IQAC will coordinate with resource persons to finalize themes and workshops.
- The committee reviewed the current strategic plan's progress, identifying key achievements and areas needing improvement. For the next academic year, emphasis will be placed on digital learning enhancement, faculty research engagement, and student skill development. Departments will be required to submit action plans aligned with institutional goals.

- The importance of timely documentation for the NAAC accreditation process was reiterated. Each department must update records related to teaching-learning processes, research activities, student outcomes, and administrative developments. As part of documentation the following decisions were made.
  - ✓ The Head of the Department (HOD) will be responsible for verifying departmental meeting reports. The principal's signature will not be required for these reports, except in the case of common or general activities where principal approval is mandatory.
- The establishment of a research center under the Social Work Department was proposed to foster community-based research and collaborative projects.
- It was observed that the Language Lab is underutilized by first-year students. To enhance its effectiveness, an orientation program will be conducted, and faculty members will integrate lab sessions into the curriculum. A structured timetable for language skill development was recommended.
- The Sports Day was held on 21st February and College Day will be held on March 26th 2025. Departments will coordinate with the student council to organize events, guest lectures, and cultural programs to ensure maximum student participation.
- To support academically weaker students, remedial classes will be scheduled based on the performance on first internal examination. Faculty members will prepare structured lesson plans to address key subject areas requiring improvement. Attendance and progress will be closely monitored.
- A proposal was made to involve advanced learners in conducting administrative training programs for supporting & office staff of the college. This initiative will help improve soft skills, leadership, and efficiency in handling academic and extracurricular responsibilities.

Ms. Regha P. Antony	Ms. Dinumol Philip	Fr. (Dr.) Johny Chacko Mangalath
IQAC Secretary	IQAC Coordinator	Chairperson