INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Date: 21st July 2025

Time: 3.30 -4.30pm

Venue: IQAC Room, Gound Floor, Mother Teresa Block

Members Present:

List of members present with their designation and signature is attached

Agenda of the Meeting:

1. Formation of NAAC Teams under Each Criterion and Commencement of Data Collection for AQAR 2024–2025
2. Review of Decisions taken in the Core Committee
3. Infrastructure Advancements
4. Any other matter with the permission of the Chair

Minutes:

1. NAAC Criterion-wise Teams & AQAR 2024–2025 Data Collection

Criterion-wise teams were formed for the preparation and submission of the NAAC Annual Quality Assurance Report (AQAR) 2024–2025. Faculty leads were assigned specific responsibilities for each of the seven NAAC criteria. It was decided that data collection for the AQAR would begin immediately, with a defined timeline for periodic review and submission monitoring.

2. Review of Decisions taken in the Core Committee

i. Digital Mentoring – Green Campus Initiative

The Core Committee approved the launch of a Digital Mentoring system as part of the Green Campus Initiative. Necessary training sessions and technical support will be arranged to ensure smooth implementation across departments.

ii. Admissions and Induction Programmes

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The committee reviewed the ongoing progress of undergraduate and postgraduate admissions. Departments have been instructed to plan and submit detailed schedules for induction programmes intended for newly admitted students.

iii. Academic Retreat for Non-teaching Staff

A one-day academic retreat was organized for non-teaching staff. The objective was to strengthen institutional commitment and build staff capacity through targeted sessions.

iv. Formation of Psychology Student Association

Approval was granted for establishing a Psychology Student Association. The department has been tasked with drafting a structural framework and commencing student enrolment.

v. Mobile Phone Policy

A revised policy on mobile phone usage within the campus is being developed and started implementing.

vi. One Sports Hour per Month

A mandatory sports hour for students will be implemented once every month.

vii. Re-starting of Value Education on Fridays

Weekly Value Education sessions will be re started every Friday.

viii. FYUGP Teacher-Specific Content Preparation

All departments have been instructed to develop subject-specific modules aligned with the Four-Year Undergraduate Programme (FYUGP) framework.

ix. *Preparation for the New Academic Year*

Departments are required to finalize lesson plans and semester activity plans in preparation for the upcoming academic year.

x. *Graduation Ceremony for UG and PG Outgoing Batches*

The committee discussed the conduct of the Graduation Ceremony for the outgoing undergraduate and postgraduate batches.

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3. Infrastructure Advancements

i. Renovation of St. Peter's Block for B.Sc. Hotel Management

The St. Peter's Block is renovated to support the B.Sc. Hotel Management programme. Enhancements will include improvements to culinary laboratories, demonstration halls, and front office simulation areas.

ii. Relocation of DePaul Extension Centre and IGNOU Centre to St. Peter's Block

The committee discussed about the relocation the DePaul Extension Centre and the IGNOU Centre to St. Peter's Block. The move aims to enhance accessibility and improve infrastructure and resource support for both centres.

The Action Taken Report on the above items will be reviewed in the next IQAC meeting.

The meeting was adjourned at 4:30 PM.

Dr. Mini K.P.	Ms. Dinumol Philip	Fr. (Dr.) Johny Chacko Mangalath V.C.
IQAC Secretary	IQAC Coordinator	IQAC Chairperson

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