



# NIRMALAGIRI COLLEGE

RE-ACCREDITED BY NAAC WITH A++ GRADE

Affiliated to Kannur University

Nirmalagiri, Kannur, Kerala, India 670701 | [www.nirmalagiricollege.ac.in](http://www.nirmalagiricollege.ac.in)

## IQAC MINUTES AND ATR 2023-24




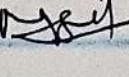

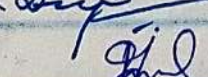



IQAC Committee meeting

06-07-2023

Agenda: Discuss the presentation for 4<sup>th</sup> NAAC Assessment cycle

Members present:

1. Sebastian P.K. 
2. Sabu Sebastian 
3. Edwin Gerard 
4. Emmanuel Tom 
5. Nysril Domes 
6. Siby Philip 
7. Deepu Joseph 
8. Mann K M 
9. Stephen Roy 

Report of the meeting:

The IQAC Coordinator delivered a power point presentation on the NAAC visit, highlighting key points and achievements in a concise and engaging manner. The communication effectively communicated the institution's efforts and progress. The committee members provided numerous corrections and suggestions for improvement, encompassing both content and style aspects. Their valuable input aimed to enhance the quality and effectiveness of the work.

  
Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610



Action taken report on LOAC meeting held  
on 06-07-2023

The committee members offered valuable suggestions  
and recommendations for improvement and made  
changes based on their recommendations.



  
Principal  
Nirmalagiri College



## Minutes of the IQAC meeting held on 03-08-2023

Venue: Seminars Hall

Time: 3-30 pm

### Agenda

1. Welcome & introduction of newly constituted IQAC members.
2. Discussion of NAAC report
3. Any other matter.

### Members present

- |                            |                  |
|----------------------------|------------------|
| 1. Sebastian T.K           | <u>Sebastian</u> |
| 2. Fr. Monji Jurel         | <u>Jurel</u>     |
| 3. Dr. Rency Kurian        | <u>Rency</u>     |
| 4. Sr. Sr. Sujanol Joseph  | <u>Sujanol</u>   |
| 5. Dr. Sr. Rincy Elizabeth | <u>Rincy</u>     |
| 6. Goby Philip             | <u>Goby</u>      |
| 7. Manjusha Malbew         | <u>Manjusha</u>  |
| 8. Fr. Anceah C.A.         | <u>Anceah</u>    |
| 9. Fr. Jobi Jacob          | <u>Jobi</u>      |
| 10. Jirely C. Jacob        | <u>Jirely</u>    |
| 11. Moley Joseph           | <u>Moley</u>     |
| 12. Mann K M               | <u>Mann</u>      |
| 13. Dr. Bireh P. Thumm     | <u>Bireh</u>     |
| 14. Deepthi Lisbeth K      | <u>Deepthi</u>   |
| 15. Emmand T M             | <u>Emmand</u>    |

### Decisions

1. Principal Dr. T.K. Sebastian introduced and welcomed the newly constituted members to IQAC.
2. Decided to constitute criteria-wise committees.



3. NAAC report was reviewed and a ~~decision~~ was made to begin preparations for applying for autonomous status.
4. Decided to implement a Digital document filing system to maintain up-to-date records of the programs conducted.

### Action Taken Report

1. Constituted the Criteria-wise committees with the following members.

#### Criterion I

Dr. Faitha Jose (Convenor)  
 Dr. Joshy Joseph  
 Mr. Edwin Gerard  
 Dr. Deepu Thomas

#### Criterion II

Mr. Emmanuel Tom  
 (Convenor)  
 Mr. Resmi P. Thomas  
 Mr. Camillo Joseph

#### Criterion III

Dr. Anpin Raja R.D. (Convenor)  
 Dr. Toji Kurian  
 Dr. Ngeji Thomas  
 Dr. Suny Joseph

#### Criterion IV

Dr. Rency Kurian  
 (Convenor)  
 Ms. Deepthi Lisheth K  
 Dr. Sr. Rency Elizabeth  
 Mr. Ebin Sebastian

#### Criterion V

Dr. Ajesh P. Thomas (Convenor)  
 Dr. Manjusha Mathew  
 Dr. Jimly C. Jacob

#### Criterion VI

Sr. Dr. Suzamol Joseph  
 (Convenor)  
 Mr. Johnson George  
 Dr. Jason Joseph  
 Mr. Praphul K. Varkeycher



## Criterion VII

Fr. Dr. Jobi Jacob (Convenor)

Mr. Deepu Joseph


✓ Sr. Dr. Manju D.S.

Sr. Dr. Sonia Philomena V.A

Mr. Shini Kuriakose.

2. A committee has been formed to assess the preparations for applying for Autonomy with Dr. Rejesh C. John as the Convenor.
3. A Google classroom has been started as a Digital document filing system.



  
Principal  
Nirmalagiri College



## Minutes of the I&AC meeting held on 07-09-2023

Venue: I&AC Room

Time: 3.30 pm

### Agenda

1. Best practice
2. Certificate course
3. Entry level test
4. Bridge course
5. Any other matter

### Members present

1. Sebastian TK SMD
2. Fr. Norhi Jurel N
3. Dr. Rency Kurian RK
4. Sr. Rincy Elizabeth Rinc
5. Dr. Sr. Sijamol Joseph SJ
6. Marjuelia Malbon Ma
7. Moley Joseph Mo
8. Siby Philip Sy
9. Michael C.A. Michael
10. Fr. Jobi Jacob Jobi
11. Mann K M Mann
12. Timothy C. Jacob T.C.
13. Dr. Gith P. Noman Gith
14. Edwin Gerard Edwin
15. Deepthi Lisbeth K Deepthi

### Decisions

1. Decided to continue the current Best practices and strengthen it by introducing new activities



2. The need of offering more diverse Add-on/Certificate courses this year was discussed. Each department is encouraged to organize and successfully complete at least one certificate course before the end of the academic year.
3. Decided to conduct the Entry level Test before the completion of admission. The results of Entry level test and the corresponding documents should be handed over to IQAC by the end of September.
4. Decided to conduct Bridge course for first year UG students to address gaps and strengthen their foundational knowledge.
5. Each Criteria convenor will present the plan at the next meeting.

### Action Taken Report

1. All departments, Wome Cell and Career Guidance & Placement cell started Certificate courses.
2. Women cell organized several programmes and certificate course in connection with best practices.
3. All departments conducted Entry level test and Bridge courses and submitted to IQAC.
4. Criteria-wise convenors presented the action plan.



*Subho*  
Principal  
Nirmalagiri College



Minutes of the IQAC meeting held on 25-10-2023



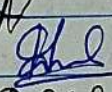
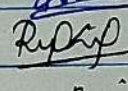





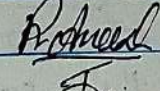

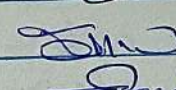
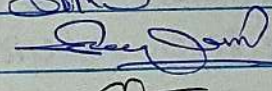
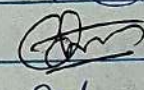
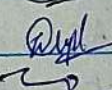
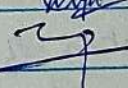
Venue: Seminar Hall

Time: 3:30 pm

### Agenda

1. Semester wise Result analysis
2. Teachers diary
3. Any other matter

### Members present

- |                           |  |
|---------------------------|--|
| 1. Sebastian T.K          |     |
| 2. Fr. Member Joseph      |     |
| 3. Mann K M               |   |
| 4. Dr. Rency Kurian       |   |
| 5. Sr. Rincy Elizabeth    |  |
| 6. Dr. Siby Philip        |   |
| 7. Marjulia Malbin        |   |
| 8. Dr. Sr. Sujamol Joseph |  |
| 9. Moley Joseph           |   |
| 10. Fr. Aneesh C.A        |  |
| 11. Piusly C. Jacob       |   |
| 12. Fr. Jobi Jacob        |  |
| 13. Dr. Ajith P. Oommen   |  |
| 14. Edwin Gerard          |  |
| 15. Deepthi Lizabeth      |  |
| 16. Emmanuel Pons         |  |



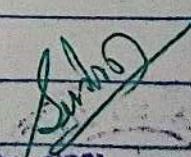
## Decisions

1. It is decided to conduct I, III & V Sem result analysis. Each department should submit the result in the prescribed format at the earliest
2. Decided to bring out Teacher's diary, <sup>in the new format</sup> by this month. Dr. Siby Philip, Dept. of Zoology gives the charge.
3. The faculty would be instructed to focus on Scopus indexed publications and also mobilize externally funded projects.

## Action Taken Report

1. IQAC co-ordinator Dr. P. Martin Joseph presented the consolidated results of all the departments and suggestions forwarded to respective departments on 24-11-2023.
2. Dr. Siby Philip prepared the Teacher's diary and IQAC distributed to the teaching faculty.
3. A number of teachers have submitted research papers and applied for projects.



  
Principal  
Nirmalagiri College



Minutes of the IQAC meeting held on 24-11-2023

Venue : IQAC Room

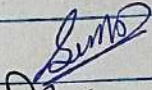

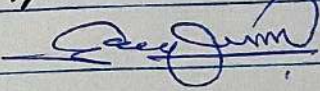
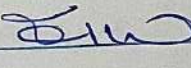
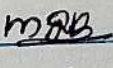


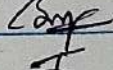

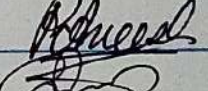

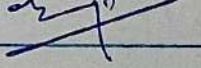
Time : 3-30 pm

### Agenda

1. Preparation for Autonomy
2. Workshop on OBE
3. Any other matter



Members present

1. Sebastian T.K 
2. Fr. Martin Jupp 
3. Dr. Dyer V. Thomas 
4. Fr. Jobi Jacob 
5. Moley Joseph 
6. Dr. Sr. Leicy Elizabeth 
7. Manjuslia Mathew 
8. Dr. Sr. Sujamol Joseph 
9. Simly C. Jacob 
10. Fr. Anush C.A 
11. Edwin Gerard 
12. Emmanud Tom 



## Decisions

1. It is decided to conduct workshop on OBE.
2. Decided to conduct a workshop on Autonomy to teachers and administrative staffs.

## Action Taken Report

1. IQAC organized a Workshop on "A Step Towards Autonomy" on 06.01.2024, with Fr. Anto N.J., Vice Principal, St. Joseph's College Devagiri as the resource person.
2. IQAC organized a Workshop on "Demystifying Outcome Based Education" on January 20, 2024 with Dr. Mendus Jacob as the resource person.



*Sudha*  
Principal  
Nirmalagiri College



Minutes of the IRAC meeting held on 07-02-2024

Venue: IRAC Room

Time: 3 pm

### Agenda

1. AAR preparation
2. Data collection of NIRF
3. Any other matter

### Members present

1. Sebastian T.K Sebas
2. Fr. Nandhi Jayal N
3. Mannu K M M
4. Dr. Sr. Sujamal Joseph Suj
5. Dr. Sr. Rincy Elizabeth Rincy
6. Manjusia Malbew Man
7. Moley Joseph M
8. Fr. Anesh C.A Anesh
9. Siby P Siby
10. Fr. Jobi Jacob Jobi
11. Piusy C. Jacob P
12. Dr. Mich P. Thomas Mich
13. Edwin Gerard E
14. Deepthi Lisbeth K Deep

### Decisions

1. Criterion-wise committee convenors are entrusted to prepare and collect data on or before 31-03-2024.



2. Decided to assign Dr. Jimmy C. Jacob, Dept of Zoology, the responsibility of collecting data for NIRF.

### Action Take Report

1. Criteria-wise convener's conducted meetings, compiled a list and handed over to department coordinators
2. Submitted the data for NIRF.



*[Signature]*  
Principal  
Nirmalagiri College



# Minutes of the IQAC meeting held on 20-03-2024

Venue: Seminar Hall

Time: 3:30 pm

## Agenda

1. AQAR 2023-24 preparation
2. Student Satisfaction Survey
3. Any other matter

## Members present

1. Sebastian T.K. Sebastian
2. Fr. Manji Joseph Manji
3. Mannam M. Mannam
4. Fr. Anesh C.A. Anesh
5. Moley Joseph Moley
6. Sr. Lucy Elizabeth Lucy
7. Biby Philip Biby
8. Dr. Sr. Sujamol Joseph Sujamol
9. Jindly P. Jacob Jindly
10. Manjusha Molbin Manjusha
11. Fr. Jobi Jacob Jobi
12. Dr. G. P. Thomas Thomas
13. Edwin Gerard Edwin
14. Deepthi Lisbeth Deepthi

## Decisions

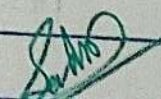
1. Decided to review the current status of AQAR preparation. All criterion-wise convenors should present the criteria and also should collect maximum details as soon as possible.
2. Decided to conduct student satisfaction survey in the LMS on or before 15-04-2024



Action Taken Report of IQAC meeting  
held on 20-03-2024

1. Organized a review meeting to evaluate the current status of AQAR preparation. All convenors presented the criteria and listed the pending details required.
2. Conducted student satisfaction survey and discussed the results were discussed.



  
Principal  
Nirmalagiri College