

IQAC MEETING

AGENDA

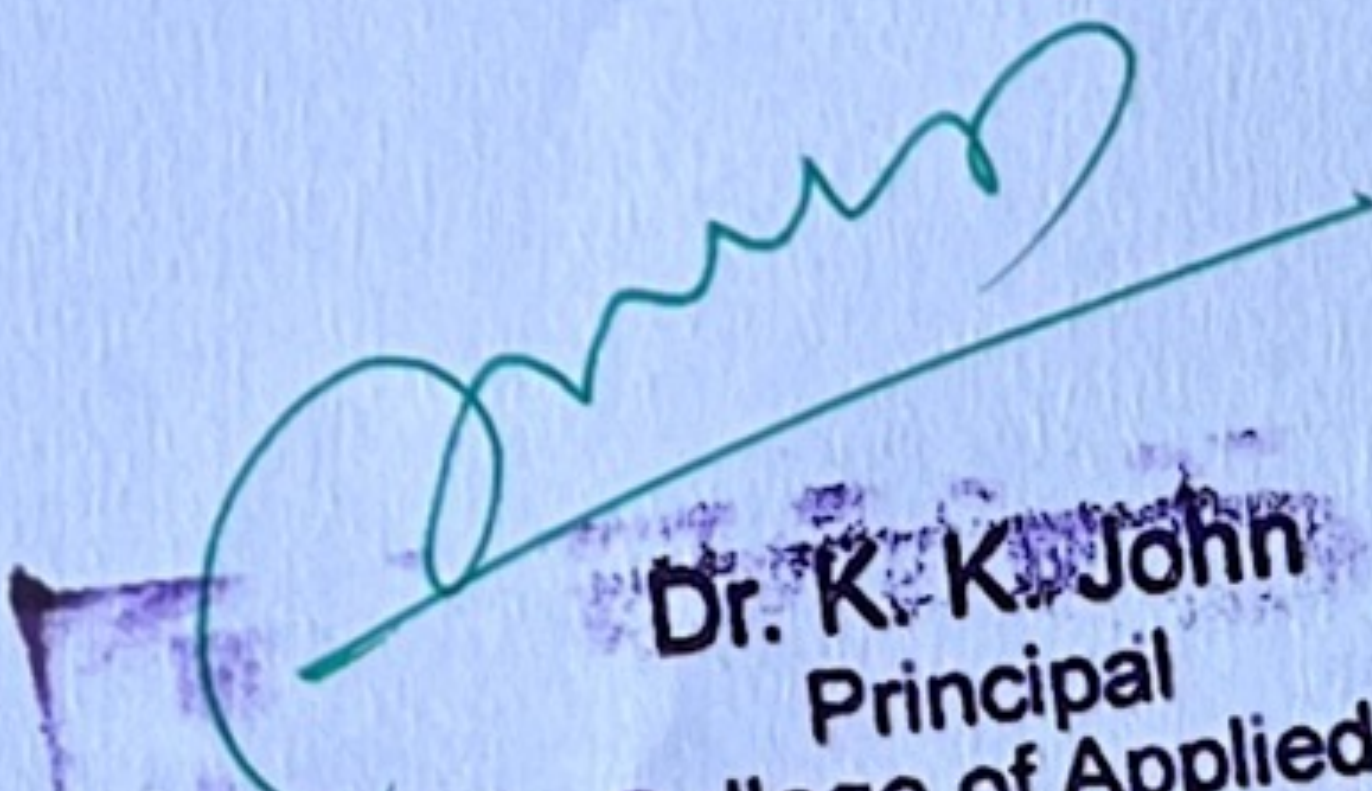
Date: 24/11/2021

Time: 10.00am to 11.30am

Venue: Principal's Office

- Minutes of previous meeting and action taken report
- Review of activities
- Plan of action for coming months
- Student enrichment programs
- Extension activities
- Staff enrichment and appraisal
- Infrastructural developments
- Research development and industry interaction.
- Accreditation work and AQAR 20-21
- AOB




Dr. K. K. John
Principal
Saintgits College of Applied Sciences
Kottukulam Hills, Pathamuttom P. O.
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Minutes of IQAC Meeting held on 24/11/2021

Time: 11.00am to 12.30pm

Venue: Principal's Office

Principal, Dr. KK John welcomed all the members present to the meeting.

- **Minutes of previous meeting and action taken report**

The IQAC coordinator presented the minutes of the previous meeting and the action taken report.

- **Review of activities**

The IQAC members reviewed the academic and non-academic activities organized in the college since the last meeting based on the report presented by the coordinator.

- **Cyber awareness Day**

Principal informed the members that every first Wednesday of the month is to be celebrated as cyber awareness day with various events. The department of computer applications will take the initiative for the same.

- **Questionnaires to assess behavioral patterns of students**

The department of Psychology was asked to prepare a questionnaire and conduct a study to assess the behavioral patterns of the students of the college.

- **Associating with panchayat**

Member of the panchayat, Ms. Shalini, assured all possible help from the panchayat to conduct the activities of Unnath Bharat Abhiyan and NSS

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- **Medical Camp**

The meeting decided to organize a medical camp for the local community members.

- **Paper bag making training**

The IQAC coordinator reported that all first year students were given training in paper bag making by NSS and Life Skills Club of the college. The club planned to distribute the same to local shopkeepers in order to encourage the lesser use of plastic bags.

- **Faculty enrichment**

Faculty members should continue to attend faculty enrichment programs such as FDPs, Conferences, Seminars etc. The Principal and the concerned HODs should ensure the same as it is an integral part of faculty appraisal. The psychology department was also asked to conduct a training program in mentoring for all the faculty members of the college

- **Industry interaction**

It was decided to conduct more industrial visits, meet the entrepreneur programs, internships etc. to improve the placement scope of students. Resume preparation session should also be given by the placement department to all final year students of the college

- **SCASSA**

The SCASSA chairman requested the introduction more job oriented certificate courses. He also requested that intercollegiate events and cultural activities be held in the offline mode if there is a decline in the pandemic situation.

- **AQAR 20-21**

The IQAC coordinator informed that the work related to AQAR 20-21 is progressing.

The meeting concluded at 12.30pm.

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IQAC MEETING AGENDA

Date: 10/05/2022

Time: 2.00pm to 4.00pm

Venue: Principal's Office

- Minutes of previous meeting and action taken report
- Review of activities
- Plan of action for coming months
- Library
- Review of "Trivia Saturdays"
- AQAR 20-21
- Feedback analysis
- Student chapters
- Kalolsavam
- AOB




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Minutes of IQAC Meeting held on 10/05/2022

Time: 2.00pm to 4.00pm

Venue: Principal's Office

Principal, Dr. KK John welcomed all the members present to the meeting.

- **Minutes of previous meeting and action taken report**

The minutes of the previous meeting and the action taken report was presented by the IQAC coordinator.

- **Review of activities**

A report of activities since the last IQAC meeting was presented and reviewed.

- **Library**

The librarian informed the committee that the college secured membership in N-List and can now access 6,000+ journals, 1,99,500+ ebooks. The committee advised the librarian and the faculty to ensure the effective use of the same.

- **Review of "Trivia Saturdays"**

Principal, Dr. KK John informed the committee that a new initiative - "Trivia Saturdays" - has begun in the institution since January 2022 by the quiz club and IQAC. The quiz which will cover the questions from the question bank created by the faculty will be conducted every Saturdays by the quiz club in the online mode. Winners of the same will be recognized and awarded e-certificates. The program aims to improve general awareness of the students.

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- **AQAR 20-21**

The IQAC coordinator informed the committee that AQAR 20-21 was submitted on February 1, 2022.

- **Feedback analysis**

The suggestions received from various stakeholders regarding curriculum, facilities offered by the institution etc. were discussed by the committee in detail.

- **Student chapters**

BBA department signed an MoU with NIPM in February 2022. The committee advised all departments with student chapters to coordinate activities to improve industry interaction and entrepreneurship skills.

- **Kalolsavam**

The committee appreciated the efforts taken by the institution to send a team of students to participate in the MG University Kalolsavam for the first time.

- **Year Planning Session**

A year planning session including all staff of the institution is to be organized so as to gather suggestions for academic and non-academic activities for the upcoming year.

The meeting concluded at 4.00pm


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