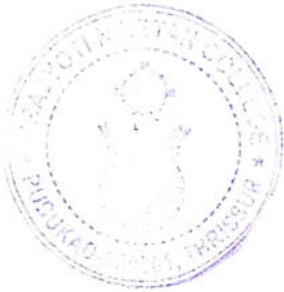


Prajyoti Niketan College Pudukad

IQAC Meetings 2023-24

Sl No	Date & Month	Venue	Time
1	02 June 2023	IQAC Room	3.30 pm
2	25 July 2024	IQAC Room	3.30 pm
3	11 September 2023	IQAC Room	3.30 pm
4	10 November 2023	IQAC Room	3.30 pm
5	27 March 2023	IQAC Room	3.30 pm




IQAC Coordinator



PNC\IQAC\Agenda\06\23-24

01/06/2023

Attn: IQAC members and Heads of Departments

It is decided to convene an IQAC Committee Meeting as follows:

Venue	IQAC Room
Date	02.06.2023
Time	3.30 pm

Agenda of the Meeting

1	Introducing the new IQAC coordinators and members
2	Preparation of action plan for 2023-24
3	Preparation of AQAR 2022-23

Please attend.

Dr. Binoj Jose

IQAC Coordinator





Minutes of IQAC Meetings - 2023-24

02.06.2023, Friday

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	<i>Binu Chacko</i>
2	Dr Binoj Jose	IQAC Co-ordinator	<i>Binoj Jose</i>
3	Dr Sukanya B Menon	Joint Co-ordinator	<i>Sukanya B Menon</i>
4	Dr Nice Mary Francis	IQAC Member	<i>Nice Mary Francis</i>
5	Dr Rincy T A	IQAC Member	<i>Rincy T A</i>
6	Dr Jinto James	IQAC Member	<i>Jinto James</i>
7	Dr Jibish Mathew	IQAC Member	<i>Jibish Mathew</i>
8	Dr Soumya starlet C T	IQAC Member	<i>Soumya starlet C T</i>
9	Mr George Jose	IQAC Member	<i>George Jose</i>
10	Dr Simi Varghese	IQAC Member	<i>Simi Varghese</i>

June, 2023

The First Meeting of IQAC- Taking charge by the new Coordinators and members
The principal welcomed the new coordinators and members. The meeting discussed various activities of IQAC and IQAC related duties were assigned to the members.

Preparation of action plan 2023-24

The meeting decided to prepare an action plan for 2023-24 by 12th June 2023

Preparations of AQAR 2022-23

The meeting decided to start the preparation of AQAR 2022-23 by September 2023

24/07/2023

PNC\IQAC\Agenda\07\23-24

Attn: IQAC members and Heads of Departments

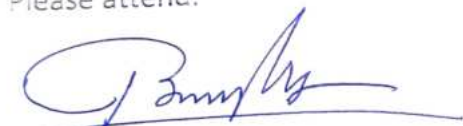
It is decided to convene an IQAC Committee Meeting as follows:

Venue	IQAC Room
Date	25.07.2023
Time	3.30 pm

Agenda of the Meeting

1	Student Induction Programme 2023
2	Preparation of files for autonomous college status

Please attend.



Dr. Binoj Jose

IQAC Coordinator



Minutes of IQAC Meetings – 2023-24

25.07.2023, Friday

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	<i>Binu Chacko</i>
2	Dr Binoj Jose	IQAC Co-ordinator	<i>Binoj Jose</i>
3	Dr Sukanya B Menon	Joint Co-ordinator	<i>Sukanya B Menon</i>
4	Dr Nice Mary Francis P	IQAC Member	<i>Nice Mary Francis P</i>
5	Dr Rincy T A	IQAC Member	<i>Rincy T A</i>
6	Dr Jinto James	IQAC Member	<i>Jinto James</i>
7	Dr Jibish Mathew	IQAC Member	<i>Jibish Mathew</i>
8	Dr Soumya starlet C T	IQAC Member	<i>Soumya starlet C T</i>
9	Mr George Jose	IQAC Member	<i>George Jose</i>
10	Dr Simi Varghese	IQAC Member	<i>Simi Varghese</i>

July, 2023
Planning and Preparation of 'Deeksharambh'- Student Induction Programme. The meeting decided to conduct the Student Induction Programme for the academic year 2023-24, in the First week of August 2023 in accordance with the guidelines of UGC. A detailed schedule of the programme was also prepared
Preparation of files for autonomous college status The meeting discussed and decided to prepare various files required for applying for autonomous college status



PNC\IQAC\Agenda\09\23-24

08/09/2023

Attn: IQAC members and Heads of Departments

It is decided to convene an IQAC Committee Meeting as follows:

Venue	IQAC Room
Date	11.09.2023
Time	3.30 pm

Agenda of the Meeting

1	Preparation of AQART 2022-23
2	Application for Autonomous College Status
3	Organizing Seminar

Please attend.

Dr. Binoj Jose

IQAC Co-ordinator





Minutes of IQAC Meetings – 2023-24

11.09.2023, Monday

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	<i>Binu P Chacko</i>
2	Dr Binoj Jose	IQAC Co-ordinator	<i>Binoj Jose</i>
3	Dr Sukanya B Menon	Joint Co-ordinator	<i>Sukanya B Menon</i>
4	Dr Nicemary Francis	IQAC Member	<i>Nicemary Francis</i>
5	Dr Rincy T A	IQAC Member	<i>Rincy T A</i>
6	Dr Jinto James	IQAC Member	<i>Jinto James</i>
7	Dr Jibish Mathew	IQAC Member	<i>Jibish Mathew</i>
8	Dr Soumya starlet	IQAC Member	<i>Soumya starlet</i>
9	Mr Gearge Jose	IQAC Member	<i>Gearge Jose</i>
10	Dr Simi Varghese	IQAC Member	<i>Simi Varghese</i>

September, 2023
Preparation of AQAR 2022-23 The meeting decided to speed up the preparation of AQAR 2022-23. Also, the meeting decided to hold Criterion wise meeting for AQAR Preparation.
Application for Autonomous College Status The meeting discussed the need to complete the application for Autonomous college status and decided to complete the application.
Organizing Seminar The meeting discussed and decided to organize a national seminar on Entrepreneurship Development.

PNC\IQAC\Agenda\11\23-24

09/11/2023

Attn: IQAC members and Heads of Departments

It is decided to convene an IQAC Committee Meeting as follows:

Venue	IQAC Room
Date	10.11.2023
Time	3.30 pm

Agenda of the Meeting

1	Uploading AQAR
2	Promotion Filing by Teachers

Please attend.

Dr. Binoj Jose



IQAC Coordinator





Minutes of IQAC Meetings – 2023-24

10.11.2023, Friday

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	<i>Binu P Chacko</i>
2	Dr Binoj Jose	IQAC Co-ordinator	<i>Binoj Jose</i>
3	Dr Sukanya B Menon	Joint Co-ordinator	<i>bx</i>
4	Dr Nicemary Francis	IQAC Member	<i>Nicemary</i>
5	Dr Rincy T A	IQAC Member	<i>Rincy TA</i>
6	Dr Jinto James	IQAC Member	<i>Jinto James</i>
7	Dr Jibish Mathew	IQAC Member	<i>Jibish Mathew</i>
8	Dr Soumya starlet	IQAC Member	<i>Soumya</i>
9	Mr Gearge Jose	IQAC Member	<i>Gearge Jose</i>
10	Dr Simi Varghese	IQAC Member	<i>Simi Varghese</i>

September, 2023
<p>Uploading AQAR 2022-23</p> <p>The meeting decided to upload the documents of AQAR 2022-23 collected and prepared by different Criteria members to the IQAC drive on or before 30/11/2023. It was also decided to provide technical assistants to each criterion team for designing and uploading the data and documents to the NAAC portal by December 14, 2023. Dr Rincy TA was entrusted with the duty of training these technical assistants for the same.</p>
<p>Promotion Filing by Teachers</p> <p>The meeting discussed and decided to ease the filing of CAS for promotion of teachers. The meeting decided to avoid the documents to support university invigilation duty and internal examination duty held in the college. It was also decided to give an orientation to all the teachers about the filing of CAS and the principal shall make necessary arrangements for the same</p>



PNC\IQAC\Agenda\03\23-24

26/03/2024

Attn: IQAC members and Heads of Departments

It is decided to convene an IQAC Committee Meeting as follows:

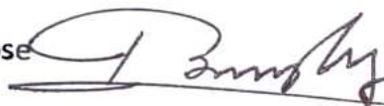
Venue	IQAC Room
Date	27.03.2024
Time	3.30 pm

Agenda of the Meeting

1	Review of IQAC Activities of 2023-24
2	Application for Autonomous Collge

Please attend.

Dr. Binoj Jose



IQAC Coordinator





Minutes of IQAC Meetings – 2023-24

27.03.2024, Wednesday

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	<i>Binu Chacko</i>
2	Dr Binoj Jose	IQAC Co-ordinator	<i>Binoj Jose</i>
3	Dr Sukanya B Menon	Joint Co-ordinator	<i>Sukanya B Menon</i>
4	Dr Nicemary Francis P	IQAC Member	<i>Nicemary Francis P</i>
5	Dr Rincy T A	IQAC Member	<i>Rincy T A</i>
6	Dr Jinto James	IQAC Member	<i>Jinto James</i>
7	Dr Jibish Mathew	IQAC Member	<i>Jibish Mathew</i>
8	Dr Soumya starlet	IQAC Member	<i>Soumya starlet</i>
9	Mr Gearge Jose	IQAC Member	<i>Gearge Jose</i>
10	Dr Simi Varghese	IQAC Member	<i>Simi Varghese</i>

March 27, 2024

Review of activities of IQAC 2023-24

The meeting reviewed various initiatives undertaken by IQAC and the college in the academic year 2023-24. Every one appreciated the activities of IQAC especially the submission of AQAR 2023, NIRF and KIRF data within the stipulated time. The meeting also pointed out certain difficulties faced in executing the activities.

Application for Autonomous College Status

The meeting discussed issue related with submitting application for autonomous college status and decided to refer the matter to college council and management.



Action Taken Report – IQAC 2023-24

June 2, 2023

As decided in the meeting, a new team for AQAR 2023 was constituted. Each Criterion had an IQAC member as the team leader. The team under the leadership of each criterion head started the preparation and collection of data for AQAR 2023-24. An action plan for the activities of IQAC 2023- 24 was also prepared in the month of June 2023. As per the Action plan, IQAC conducted an Orientation Programme on Challenges and Opportunities in Higher Education Sector for the teachers, on 12th July 2023.

July 25, 2023

Deeksharamb, A student Induction programme for all the first year students was held in the first week of August. The Student Induction programme was organized as per the guidelines provided by UGC. All the first year student of the College participated in it. The decision to start the filing process for Autonomous College status was informed the Authorities of the institution and started the collection of data for the same. Student Satisfaction Survey was also conducted effectively for the metric in Criterion 2. AS part of assisting the process of promotion of teachers, IQAC verified the APAR of Dr Milu Maria Anto, for her promotion from Assistant professor to Associate Professor.

September 11, 2023

A separate drive was provided to each criterion for uploading the AQAR document. IQAC also held criterion wise meeting of all the 7 criteria to analyse and evaluate progress of the filing of AQAR 2022-23. Under the leadership of each criterion head, files of AQAR 2022-23 were uploaded to the specific drives allotted to them by the end of October. File collection for applying for autonomous college was very effectively carried out and major part of the required documents was uploaded to the application portal. IQAC also organized faculty training on Outcome Based education in the Month of November. Also, IQAC verified the APAR of Dr Soumya Starlet C and Dr Jaya AT and assisted them for their promotion from Assistant Professor to Associate Professor.

November 10, 2023

Under the leadership of each criterion head, files of AQAR 2022-23 were uploaded to the specific drives allotted to them by the end of October. A hands-on training workshop was conducted by IQAC for providing technical support to the teachers for uploading the documents



of AQAR 2023 on 13th December 2023. As decided in the meeting, the principal provided a talk on *Filing for promotion under UGC Regulation 2018* in the Month of March. IQAC has organized various academic programmes to enhance the quality of education in the college. A National Workshop on IPR in the AI Era: The Application of AI Tools in Research was organized by IQAC on 1st March 2024. A workshop on CU FYUGP Curriculum Framework was organized by IQAC on 18th March 2022 to enhance the knowledge of the Faculty on Four Year UG Programme. IQAC also organized a Seminar on Gender Sensitization in the month of March. Further, IQAC verified the APAR of Dr Jibish Mathew and assisted him for his promotion from Assistant Professor to Associate Professor.

March 27, 2024

IQAC successfully completed the process of applying for NIRF-2024 and KIRF- 2024 with in the stipulated time. As it was decided in the meeting, the matter of applying for autonomous college was referred to the college council and management. The General body of the college reviewed various initiatives undertaken by IQAC in the college in the academic year 2023-24. Every one appreciated the activities of IQAC.

Dr Binoj Jose

IQAC Coordinator

Dr Binu P Chacko

Principal

