



**PRAJYOTI NIKETAN COLLEGE, PUDUKAD - 680 301, THRISSUR Dt., KERALA**  
(Affiliated to University of Calicut)

Minutes of IQAC Meetings – 2024-25

07.06.2024, Friday

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	
2	Dr Binoj Jose	IQAC Coordinator	
3	Dr Sukanya B Menon	Joint Coordinator	
4	Dr Ceena Mathews	IQAC Member	
5	Dr Rincy T A	IQAC Member	
6	Dr Uma Devi K S	IQAC Member	
7	Dr Jinto James	IQAC Member	
8	Dr Soumya starlet	IQAC Member	
9	Mr George Jose	IQAC Member	
10	Dr Renjith R	IQAC Member	

7 <sup>th</sup> June, 2024
<b>The First Meeting of IQAC- Taking charge by the new members</b> The meeting decided to assign charge of each criterion to the IQAC members.
<b>Preparation of action plan 2023-24</b> IQAC also prepared an action plan, including various programmes and initiatives under IQAC for the academic year 2023-24
<b>Student Satisfaction Survey- Modus Operandi</b> The meeting discussed the various questions involved in Student Satisfaction Survey and approved the draft of the same.



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Minutes of IQAC Meetings – 2024-25

09.09.2024, Monday

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	<i>[Signature]</i>
2	Dr Binoj Jose	IQAC Co-ordinator	<i>[Signature]</i>
3	Dr Sukanya B Menon	Joint Co-ordinator	<i>[Signature]</i>
4	Dr Ceena Mathews	IQAC Member	<i>[Signature]</i>
5	Dr Rincy T A	IQAC Member	<i>[Signature]</i>
6	Dr Uma Devi K S	IQAC Member	<i>[Signature]</i>
7	Dr Jinto James	IQAC Member	<i>[Signature]</i>
8	Dr Soumya starlet	IQAC Member	<i>[Signature]</i>
9	Mr George Jose	IQAC Member	<i>[Signature]</i>
10	Dr Renjith R	IQAC Member	<i>[Signature]</i>

September, 2024
<b>Internal Examination-</b> The meeting discussed the need of conducting internal examination of the FYUG degree Students very effectively and decided to conduct the exam one month prior to the University examination.
<b>AQAR-</b> The meeting prepared a plan for submitting the AQAR of 2023-24 with in the stipulated time. IT was also decide to complete the entire work of AQAR by 15 <sup>th</sup> December 2024
<b>NIRF-</b> The meeting discussed the need to go for NIRF Ranking and decided to start the filing for the same



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19.11.2024, Tuesday

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	
2	Dr Binoj Jose	IQAC Coordinator	
3	Dr Sukanya B Menon	Joint Coordinator	
4	Dr Ceena Mathews	IQAC Member	
5	Dr Rincy T A	IQAC Member	Ab
6	Dr Uma Devi K S	IQAC Member	
7	Dr Jinto James	IQAC Member	
8	Dr Soumya starlet	IQAC Member	
9	Mr George Jose	IQAC Member	Ab
10	Dr Renjith R	IQAC Member	

**November, 2024**

**AQAR-IQAC** meeting discussed and analysed the progress of filing AQAR 2023-24. It was also decided to complete the filing by December 2024.

**NIRF-Further**, the meeting discussed about the need to participate in NIRF 2025. It was also decided to participate in all the three categories of NIRF ranking.

**IQAC Activities**-The meeting also evaluated various programmes organized by IQAC in the months of September and October 2024



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Minutes of IQAC Meetings – 2024-25:

20.01.2025, Monday

Sl. No	Name of the Person	Designation	Present/Absent
1	Dr Binu P Chacko	Principal & Chairman	
2	Dr Binoj Jose	IQAC Coordinator	
3	Dr Sukanya B Menon	Joint Coordinator	
4	Dr Ceena Mathews	IQAC Member	
5	Dr Rincy T A	IQAC Member	
6	Dr Uma Devi K S	IQAC Member	
7	Dr Jinto James	IQAC Member	
8	Dr Soumya starlet	IQAC Member	
9	Mr George Jose	IQAC Member	
10	Dr Renjith R	IQAC Member	

20<sup>th</sup> January, 2025

The meeting reviewed the AQAR 2023-24 prepared by various criterion teams. Each Criterion head presented the criterion and mad adequate corrections. Finally, the IQAC meeting approved the AQAR.

NIRF-The meeting also analysed the preparation of files and data collection for NIRF. It was also decided to submit the NIRF data by January 25, 2025



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Minutes of IQAC Meetings – 2024-25

24.03.2025, 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 Ceena Mathews	IQAC Member	<i>Ceena Mathews</i>
5	Dr Rincy T A	IQAC Member	<i>Rincy T A</i>
6	Dr Uma Devi K S	IQAC Member	<i>Uma Devi K S</i>
7	Dr Jinto James	IQAC Member	<i>Jinto James</i>
8	Dr Soumya starlet	IQAC Member	<i>Soumya starlet</i>
9	Mr George Jose	IQAC Member	<i>absent</i>
10	Dr Renjith R	IQAC Member	<i>Renjith R</i>

<b>March, 2025</b>
<b>Review meeting of the activities conducted by IQAC in the academic year 2024-25.</b> The meeting made a thorough evaluation of the activities carried out by IQAC in the academic year and made suggestions to be carried out in the coming year.
<b>Plan for academic year 2025-26-</b> The meeting decided to prepare an activity plan for the upcoming year.
<b>Application for Autonomous College Status-</b> As per the instruction of the management the meeting also made a discussion on the application for autonomous college and decided to go for it when the management demands it.