

## MEETING NOTICE

Date: 07/06/2023

A meeting of Internal Quality Assurance Cell will be held on 15/06/2023 at 3pm in Principal's chamber. All the IQAC members are requested to make it convenient to attend the meeting.

Agenda:

1. Review of SSR draft copy.
2. Status of criteria works

Shyma Chandrasekharan  
(Co-ordinator, IQAC)



  
Fr. Dr. Joby M Abraham  
(Principal)  
**DON BOSCO COLLEGE**  
Mampetta, Mukkom  
Kozhikode - 673 602

## INTERNAL QUALITY ASSURANCE CELL MEETING MINUTES

Date: 07/06/2023

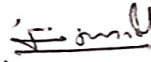
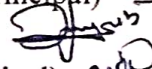





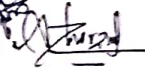

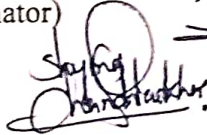
Venue: Principal's chamber

Time: 3 PM- 5:00 PM

### Agenda:

1. Review of SSR draft copy.
2. Status of criteria works

### Attendees:

Fr. Dr. Joby M Abraham (Principal)   
Fr. Jomy (Administrator)   
Ms. Gigi George (Vice Principal)   
Ms. Ambili V (Asst. Prof. and Head, Dept. of Commerce)   
Ms. Rathi (Asst. Prof. and Head, Dept. of Management)   
Ms. Anuprabha V (Asst. Prof. and Head, Dept. of Computer Applications)   
Ms. Abila K M (Asst. Prof. and Head, Dept. of English)   
Ms. Abhirami (Asst. Prof. and Head, Dept. of Social work)   
Mr. Adarsh K K (Asst. Prof. and Head, Dept. of Sociology)   
Ms. Shyma Chandrasekharan (IQAC coordinator) 

### MEETING PROCEEDINGS:

#### Welcome and Introduction:

The meeting started on a welcome note by Principal Fr. Dr. Joby M Abraham and also introduced the agenda for the meeting.

#### Agenda 1: Review of Draft of SSR

The IQAC team reviewed the draft of the Self Study Report (SSR), which is critical for the NAAC accreditation process. Each section of the SSR was discussed in detail, with a focus on content accuracy, completeness, and alignment with NAAC requirements.

#### Action Points:

- Departments are to revise their sections of the SSR based on feedback and submit updated content by 15<sup>th</sup> June 2023.
- The final proofreading and formatting will be done by 1<sup>st</sup> July 2023 to ensure consistency across all sections.
- A follow-up meeting will be scheduled to finalize the SSR before submission to NAAC.

## **Agenda 2: Status of Criteria Works**

The committee reviewed the progress of each NAAC criterion, as these form the foundation of the SSR.

### **Action Points:**

- Criterion leaders are required to finalize pending work on their respective criteria by 20<sup>th</sup> June 2023.
- IQAC will organize a final review meeting before the SSR submission to ensure all criteria are fully documented and compliant with NAAC requirements.

**Conclusion:** The meeting concluded with a strong emphasis on revising the draft of the SSR based on feedback and finalizing all criteria work. The next meeting will focus on finalizing the SSR for submission, ensuring that all data is accurate and up-to-date.



Ms. Shyma Chandrasekharan  
Coordinator  
Internal Quality Assurance Cell

## MEETING NOTICE

Date: 19/07/2023

A meeting of Internal Quality Assurance Cell will be held on 22/07/2023 at 3pm in Principal's chamber. All the IQAC members are requested to make it convenient to attend the meeting.

Agenda:

1. Final Review of SSR draft copy.
2. Any other matter with the permission of chair.

Shyma Chandrasekharan  
(Co-ordinator, IQAC)



  
Fr. Dr. Joby M Abraham  
(Principal)  
**DON BOSCO COLLEGE**  
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## INTERNAL QUALITY ASSURANCE CELL MEETING MINUTES

Date: 23/07/2023

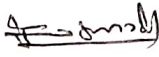
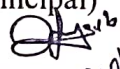




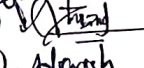

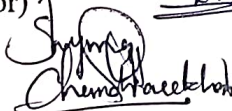
Venue: Principal's chamber

Time: 3 PM- 5:00 PM

### Agenda:

1. Final Review of SSR draft copy.
2. Any other matter with the permission of chair.

### Attendees:

Fr. Dr. Joby M Abraham (Principal)   
Fr. Jomy (Administrator)   
Ms. Gigi George (Vice Principal)   
Ms. Ambili V (Asst. Prof. and Head, Dept. of Commerce)   
Ms. Rathi (Asst. Prof. and Head, Dept. of Management)  
Ms. Anuprabha V (Asst. Prof. and Head, Dept. of Computer Applications)   
Ms. Abila K M (Asst. Prof. and Head, Dept. of English)   
Ms. Abhirami (Asst. Prof. and Head, Dept. of Social work)   
Mr. Adarsh K K (Asst. Prof. and Head, Dept. of Sociology)   
Ms. Shyma Chandrasekharan (IQAC coordinator) 

### MEETING PROCEEDINGS:

#### Welcome and Introduction:

The meeting started on a welcome note by Principal Fr. Dr. Joby M Abraham and also introduced the agenda for the meeting.

#### Agenda 1: Final Review of SSR Draft Copy

The IQAC team reviewed the final draft of the SSR before submission to NAAC. The primary focus was to ensure that all sections were complete, well-documented, and aligned with the NAAC guidelines. The committee checked for completeness across all seven criteria. Departments were asked to clarify certain areas and add more examples of innovative practices. All evidence and supporting documents for each section were verified. It was agreed that the SSR, after incorporating the final changes, would be ready for submission by 21<sup>st</sup> August 2023.

#### Action Points:

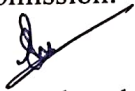
- IQAC to finalize the SSR draft, ensure proper formatting, and prepare it for final submission.

## **Agenda 2: Any Other Matter with the Permission of the Chair**

### **Discussion:**

- **Future Quality Initiatives:**
  - The chair opened the floor for discussion on any future quality improvement initiatives post-SSR submission. Suggestions were made to focus more on student skill development, faculty training, and increasing research output.
  - It was also suggested that IQAC could organize periodic workshops for faculty to keep them updated on NAAC guidelines and quality standards.
  
- **Upcoming Accreditation Process:**
  - The timeline and preparations for the NAAC peer team visit were briefly discussed. It was proposed that a mock peer team visit be arranged once the SSR is submitted to help departments prepare.
  
- **Action Points:**
  - IQAC will plan a series of workshops focused on quality enhancement and NAAC preparation.
  - A mock peer review session will be organized after the SSR submission, before the actual accreditation visit.

**Conclusion:** The meeting concluded with clear directives for the final submission of the SSR. The committee also agreed to start focusing on the preparations for the peer team visit. The chairperson commended the departments for their efforts and emphasized the importance of timely submission.

  
Ms. Shyma Chandrasekharan  
Coordinator  
Internal Quality Assurance Cell

## MEETING NOTICE

Date: 05/09/2023


A meeting of Internal Quality Assurance Cell will be held on 7/09/2023 at 3.30pm in Rua Hall. All the IQAC members are requested to make it convenient to attend the meeting.

Agenda:

1. Preparation for PTV
2. Any other matter with the permission of the chair.

Shyma Chandrasekharan  
(Co-ordinator, IQAC)



  
Fr. Dr. Joby M Abraham  
(Principal)

**Principal**  
**DON BOSCO COLLEGE**  
Mampetta, Mukkom  
Kozhikode - 673 602

# INTERNAL QUALITY ASSURANCE CELL MEETING MINUTES

Date: 07/09/2023

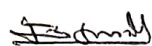
Venue: Rua Hall


Time: 3.30 PM- 4.30PM


## Agenda:


1. Preparation for PTV

## Attendees:


Fr. Dr. Joby M Abraham (Principal) 

Fr. Jomy (Administrator) 


Ms. Gigi George (Vice Principal) 

Ms. Ambili V (Asst. Prof. and Head, Dept. of Commerce) 

Ms. Rathi (Asst. Prof. and Head, Dept. of Management)

Ms. Anuprabha V (Asst. Prof. and Head, Dept. of Computer Applications) 

Ms. Abila K M (Asst. Prof. and Head, Dept. of English)

Ms. Abhirami (Asst. Prof. and Head, Dept. of Social work) 

Mr. Adarsh K K (Asst. Prof. and Head, Dept. of Sociology)

Ms. Shyma Chandrasekharan (IQAC coordinator)

## MEETING PROCEEDINGS:

### Welcome and Introduction:

The meeting started on a welcome note by Principal Fr. Dr. Joby M Abraham and also introduced the agenda for the meeting.

### Agenda 1: Preparation for Peer Team Visit (PTV)

The committee focused on the upcoming NAAC Peer Team Visit (PTV) and the necessary preparations across departments.

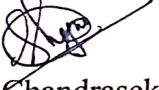
#### • Key Points Discussed

- **Documentation:** All departments were instructed to ensure that physical and digital documentation of evidence, reports, and achievements is readily accessible for the peer team. This includes reports on student progression, infrastructure, and institutional best practices.
- **Presentation of Departments:** The IQAC coordinator provided a detailed briefing on how the departments will be presented during the visit. Each department head is responsible for presenting their respective sections with clarity and supporting evidence.



- **Campus Readiness:** The committee discussed preparing the campus to showcase improvements, infrastructure upgrades, and cleanliness. All facilities and resources mentioned in the SSR, such as labs, libraries, and student support services, must be fully functional and ready for inspection.
  - **Faculty and Staff Briefing:** A meeting with all faculty and staff will be arranged to ensure everyone is well-prepared to answer potential questions from the NAAC team and showcase the institution's strengths.
  - **Student Interaction:** Departments were instructed to ensure that selected students are prepared for interaction with the peer team to discuss their learning experience, support systems, and other student-centric initiatives.
- **Action Points:**
    - Mock peer team visit to be organized to simulate the actual visit.
    - Schedule a faculty and staff orientation meeting to align the team for PTV preparedness.

**Conclusion:** The meeting concluded with the IQAC emphasizing the importance of thorough preparation for the Peer Team Visit. All members were urged to ensure that their departments were fully ready, with clear action steps and deadlines. The coordinator stressed that the peer visit is a crucial milestone for the institution's accreditation process.

  
Ms. Shyma Chandrasekharan  
Coordinator  
Internal Quality Assurance Cell

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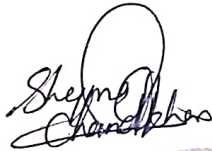
Date: 07/03/2024


A meeting of Internal Quality Assurance Cell will be held on 15/03/2024 at 3.30pm in Rua Hall. All the IQAC members are requested to make it convenient to attend the meeting.

Agenda:

1. Evaluation of Peer team visit.
2. Delay in Assessment Result.
3. Review of AAA.
4. Any other matter with the permission of the chair.

Shyma Chandrasekharan  
(Co-ordinator, IQAC)



  
Fr. Dr. Joby M Abraham  
(Principal)

Principal  
**DON BOSCO COLLEGE**  
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Kozhikode - 673 602

## INTERNAL QUALITY ASSURANCE CELL MEETING MINUTES

Date: 15/03/2024

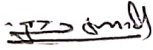
Venue: Rua Hall


Time: 3.30 PM- 4.30PM

### Agenda:


1. Evaluation of Peer team visit.
2. Delay in Assessment Result.
3. Review of AAA.
4. Any other matter with the permission of the chair.

### Attendees:

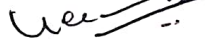
Fr. Dr. Joby M Abraham (Principal) 


Fr. Jomy (Administrator) 

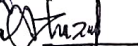
Ms. Gigi George (Vice Principal) 

Ms. Ambili V (Asst. Prof. and Head, Dept. of Commerce) 

Ms. Rathi (Asst. Prof. and Head, Dept. of Management)

Ms. Geena Varghese (Asst. Prof. and Head, Dept. of Computer Applications) 

Ms. Abila K M (Asst. Prof. and Head, Dept. of English) 

Ms. Abhirami (Asst. Prof. and Head, Dept. of Social work) 

Mr. Adarsh K K (Asst. Prof. and Head, Dept. of Sociology) 

Ms. Shyma Chandrasekharan (IQAC coordinator) 

### MEETING PROCEEDINGS:

#### Welcome and Introduction:

The meeting started on a welcome note by Principal Fr. Dr. Joby M Abraham and also introduced the agenda for the meeting.

#### Agenda 1: Evaluation of Peer Team Visit (PTV)

The committee reviewed the recent Peer Team Visit (PTV) conducted as part of the NAAC accreditation process. The peer team praised the institution's student support systems and the overall infrastructure improvements. They highlighted the areas requiring further improvement, such as enhanced research outputs, strengthening alumni engagement, and more industry collaborations.

Based on the feedback, an action plan was created to address the areas of improvement, focusing on increasing research activities and offering more skill-based courses. The committee agreed to implement and monitor the suggested improvements, ensuring these are in place before the next cycle of accreditation.

- **Action Points:**

IQAC to prepare a follow-up report on the implementation of the suggestions.

## **Agenda 2: Delay in Assessment Result**

The IQAC discussed the delay in receiving the assessment result following the peer team visit. The committee agreed to send a formal follow-up communication to NAAC seeking clarification on the expected timeline for receiving the result. Despite the delay, departments were encouraged to continue working on post-assessment improvements as if the result was imminent, maintaining readiness for the next steps.

- **Action Points:**

- IQAC to send a formal query to NAAC regarding the delayed assessment result.

## **Agenda 3: Review of Academic and Administrative Audit (AAA)**

The IQAC reviewed the recent Academic and Administrative Audit (AAA) findings.

- **Key Points Discussed:**

- **Strengths Identified:** The audit recognized improvements in curriculum design, faculty development programs, and administrative transparency.
- **Areas for Improvement:** The audit recommended better tracking of student progression, a stronger focus on digitalization of administrative processes, and enhanced staff training in emerging technologies.
- **Action Plan:** Departments were advised to develop plans to address these recommendations, with a focus on implementing modern administrative tools and improving student monitoring systems.

- **Action Points:**

- Departments to submit detailed plans addressing the AAA recommendations.
- IQAC will schedule a follow-up audit to review progress in addressing the recommendations.

## **Agenda 4: Any Other Matter with the Permission of the Chair**

### **Discussion:**

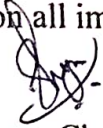
- **Future Initiatives:**

- The chair invited suggestions for future quality initiatives. Faculty members proposed introducing more interdisciplinary courses, enhancing the focus on community outreach programs, and organizing international webinars to strengthen global exposure for students and faculty.

- **Action Points:**

- IQAC will develop a plan for interdisciplinary programs and international collaborations to be initiated by the next academic year.

**Conclusion:** The meeting concluded with a focus on continuous improvement based on the feedback from both the peer team and the AAA. The committee emphasized the importance of proactive steps despite delays in receiving the assessment result and the need for prompt action on all improvement plans.



Ms. Shyma Chandrasekharan  
Coordinator  
Internal Quality Assurance Cell