



DON BOSCO COLLEGE

Mampetta, Mukkom, Calicut 673 602
Affiliated to the University of Calicut

CRITERION 6

IQAC Meeting Minutes



INTERNAL QUALITY ASSURANCE CELL MEETING MINUTES

Date: 22/03/2023

Venue: AV Hall

Time: 3:00 PM- 5:00 PM

AGENDA:

- SSR Review

ATTENDEES:

Dr. Fr. Joby M Abraham (Principal)

Fr. James P J (Administrator)

Mr. Vijayan K V (Vice Principal)

Ms. Nisha VL (Asst. Prof. and Head, Dept. of Commerce)

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

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

Mr. Shaji P D (Asst. Prof. and Head, Dept. of English)

Ms. Shyma Chandrasekharan (Asst. Prof., Dept. of Management)

MEETING PROCEEDINGS:

Welcome and Introduction

The meeting started with principal Dr. Fr. Joby M Abraham welcoming all the attendees and introducing the agenda for the meeting, which was the review of the Self-Study Report (SSR) for Don Bosco College, Mampetta.


Review of the SSR

The members of the IQAC reviewed the SSR prepared by the each criterion subcommittee .

The report was thoroughly discussed, and the following points were noted:

a. **Compliance with Accreditation Standards:** The committee highlighted the areas where the SSR demonstrated compliance with the accreditation standards set by the respective accrediting body.




Fr. Dr. Joby M Abraham
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b. **Strengths and Achievements:** The IQAC members acknowledged the strengths and achievements mentioned in the SSR, such as quality teaching, research activities, student support services, etc.

c. **Areas for Improvement:** The members identified the areas that require improvement, such as infrastructure development, faculty development programs, industry-academia collaboration, and implementation of feedback mechanisms.

d. **Recommendations:** Based on the review, the IQAC members made recommendations to enhance the quality of the SSR and improve the overall functioning of the institution.

These recommendations included:

- Increasing investment in infrastructure development, particularly in laboratories and research facilities.
- Expanding faculty development programs to ensure continuous professional growth.
- Strengthening industry-academia collaboration through partnerships and internships.
- Implementing an effective feedback mechanism for students, faculty, and staff to enhance communication and address concerns.

Discussion and Consensus

The IQAC members engaged in a detailed discussion regarding the recommendations and suggestions made. They shared their perspectives and opinions on each point and reached a consensus on the final recommendations to be included in the SSR.

Action Plan

The members agreed to formulate an action plan based on the recommendations, with defined timelines and responsibilities assigned to relevant individuals or departments. The plan will be implemented in a phased manner to ensure smooth execution.

Next Steps

The meeting concluded with a discussion on the next steps to be taken. It was decided that the IQAC members would provide their inputs for finalizing the SSR within a specified timeframe.

Adjournment

The meeting was adjourned with a vote of thanks to all the attendees for their valuable contributions and active participation.

Minutes recorded by:

Shyma Chandrasekharan
Coordinator, IQAC

IQAC Co-ordinator
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Kozhikode - 673602



Fr. Dr. Joby M Abraham
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INTERNAL QUALITY ASSURANCE CELL MEETING MINUTES

Date: 05/12/2022

Venue: Principal's Chamber

Time: 3:00 PM- 5:00 PM

AGENDA:

- Preparation of SSR

ATTENDEES:

Dr. Fr. Joby M Abraham (Principal)

Fr. James P J (Administrator)

Mr. Vijayan K V (Vice Principal)

Ms. Nisha VL (Asst. Prof. and Head, Dept. of Commerce)

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

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

Mr. Shaji P D (Asst. Prof. and Head, Dept. of English)

Ms. Shyma Chandrasekharan (Asst. Prof., Dept. of Management)

MEETING PROCEEDINGS:

➤ Preparation of SSR

The Chairperson called the meeting to order and welcomed all the members.


The Chairperson provided an overview of the agenda, which was the preparation of the SSR for submission to the National Assessment and Accreditation Council (NAAC).

The Chairperson emphasized the importance of the SSR as a critical document that represents the institution's achievements, activities, and future plans.

The Chairperson assigned responsibilities to the members to gather and compile the necessary data and information for the SSR.

The members were asked to review the previous SSR, identify areas of improvement, and propose enhancements.




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The Chairperson stressed the need for accurate and up-to-date information in the SSR, including achievements, innovations, research publications, faculty development programs, student outcomes, infrastructure, and other relevant aspects.

The members were encouraged to collaborate and coordinate with different departments and stakeholders to gather comprehensive data for the SSR.

A timeline for the preparation of the SSR was discussed and agreed upon, taking into account the internal review process.

It was decided that periodic meetings and updates would be organized to monitor the progress of SSR preparation.

The Chairperson urged the members to ensure the quality and coherence of the SSR, paying attention to details and consistency in the document.

Any queries or clarifications regarding the SSR preparation were addressed and discussed.

The Chairperson thanked all the members for their active participation and contributions to the meeting.

Action Points:

- Members to gather and compile relevant data and information for the SSR.
- Coordinate with departments and stakeholders to collect comprehensive data.
- Adhere to the NAAC guidelines and quality parameters.
- Prepare a timeline for the SSR preparation and set milestones.
- Organize periodic meetings to monitor the progress of SSR preparation.

Next Meeting:

The next meeting will be scheduled to review the progress of SSR preparation and address any concerns or queries.


Closure:

The Chairperson thanked all the members for their valuable inputs and active participation.

The meeting was adjourned.


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INTERNAL QUALITY ASSURANCE CELL MEETING MINUTES

Date: 28/06/2022

Venue: AV Hall

Time: 3:00 PM- 5:00 PM

AGENDA:

- Submission of SSR
- Planning for the year

ATTENDEES:

Dr. Fr. Joby M Abraham (Principal)

Fr. James P J (Administrator)

Mr. Vijayan K V (Vice Principal)

Ms. Nisha VL (Asst. Prof. and Head, Dept. of Commerce)

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

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MEETING PROCEEDINGS:

➤ Submission of SSR for NAAC

The Chairperson briefed the members about the upcoming submission of the Self Study Report (SSR) to the National Assessment and Accreditation Council (NAAC).


It was emphasized that the SSR should accurately reflect the institution's activities, achievements, and future plans.

The IQAC members were assigned specific responsibilities to gather relevant data and compile necessary information for the SSR.

The Chairperson requested the members to ensure that the SSR adheres to the NAAC guidelines and quality parameters.

A timeline was discussed for completing the SSR and it was decided that the final draft should be ready for internal review before April 2023.




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➤ **Year Planning**

The IQAC members discussed the importance of effective planning at the beginning of the academic year.

It was suggested to conduct a review of the previous year's activities and identify areas that need improvement or modification.

The members proposed the formation of sub-committees to focus on specific aspects such as curriculum development, student support services, faculty development, infrastructure, and research activities.

The sub-committees would be responsible for developing action plans, setting targets, and monitoring progress throughout the year.

Principal suggested to conduct and attend as much NEP 2020 awareness sessions as possible.

It was suggested to schedule a separate meeting for the subcommittees on every Friday.

➤ **Action Points:**

All members to gather relevant data and compile necessary information for the SSR submission to NAAC.

Internal review of the SSR to be completed within April 2023.

Schedule separate meetings for the sub committees on every Fridays.

Sub-committees to develop action plans, set targets, and monitor progress throughout the year.

➤ **Next Meeting:**

The next meeting of the IQAC will be scheduled after the sub-committees.

Closure:

The Chairperson thanked all the members for their participation and contributions to the meeting.

The meeting was adjourned at 5pm

Coordinator, IQAC

**IQAC Co-ordinator
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Fr. Dr. Joby M Abraham
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INTERNAL QUALITY ASSURANCE CELL

MEETING MINUTES

Date: 30/10/2021

Venue: Principal's Chamber

Time: 10:00 AM- 12:00 PM

AGENDA:

- Introduction and welcome
- Solar panel installation
- Environmental promotion activities
- Any other matter with the permission of the chair
- Adjournment

ATTENDEES:

Rev. Dr. Thomas K O (Principal)

Fr. James P J (Administrator)

Mr. Vijayan K V (Vice Principal)

Ms. Nisha VL (Asst. Prof. and Head, Dept. of Commerce)

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

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Mr. Shaji P D (Asst. Prof. and Head, Dept. of English)

Ms. Shyma Chandrasekharan (Asst. Prof., Dept. of Management)

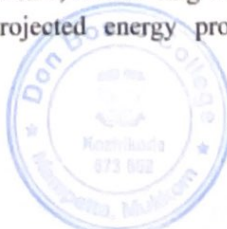
Minutes:


Welcome and Introduction: The Meeting was called to order by the Principal. The IQAC coordinator read out the minutes of the meeting conducted on 31/12/2020 and it was approved by the members

Planning for the Commencement of the New Academic Year: The following topics were discussed:

Planning for the Commencement of the New Academic Year: The following topics were discussed:

- a) Solar panel: Principal presented a proposal for the installation of an on-grid solar panel system within the college premises. The specific location within the college where the solar panels would be installed, considering factors such as available roof space and aesthetic impact. The projected energy production and the expected




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reduction in the college's electricity consumption, as well as the potential excess energy that could be fed back into the grid were discussed. The financing options available for the project, such as grants (from BREADS), subsidies, or partnerships with renewable energy companies. The educational and research opportunities that could arise from the installation of solar panels, including integrating the system into the curriculum and conducting energy-related studies.

- b) Environmental promotion activities: discussed on identifying specific environmental issues and areas of focus for the promotion activities, such as waste management, cleaning drives, biodiversity preservation etc.

Decisions:

- a) Decided to install an on-grid solar panel system with financial support/grants
- b) Decided to conduct environmental promotion activities in the nearby community

Conclusion and Next Meeting: The chairperson summarized the key decisions, action points, and recommendations discussed during the meeting. The meeting adjourned by 5pm.

Ms. Shyma Chandrasekharan

Coordinator

Internal Quality Assurance Cell (IQAC)



Thomas K O

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INTERNAL QUALITY ASSURANCE CELL

MEETING MINUTES

Date: 05/07/2021

Venue: AV Hall

Time: 3:00 PM- 5:00 PM

AGENDA:

- Introduction and welcome
- Review of 2019-20 academic year activities
- Planning for the academic year
- Any other matter with the permission of the chair
- Next meeting date and time
- Adjournment

ATTENDEES:

Rev. Dr. Thomas K O (Principal)

Fr. James P J (Administrator)

Mr. Vijayan K V (Vice Principal)

Ms. Nisha VL (Asst. Prof. and Head, Dept. of Commerce)

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

Ms. Prejisha Chandran (Asst. Prof. and Head, Dept. of Computer Applications)

Mr. Shaji P D (Asst. Prof. and Head, Dept. of English)

Ms. Shyma Chandrasekharan (Asst. Prof., Dept. of Management)

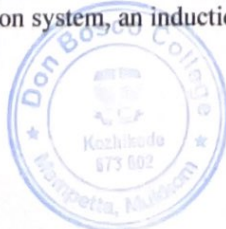
Minutes:

Welcome and Introduction: The Meeting was called to order by the Principal. The IQAC coordinator read out the minutes of the meeting conducted on 31/12/2020 and it was approved by the members

Planning for the Commencement of the New Academic Year: The following topics were discussed:

Planning for the Commencement of the New Academic Year: The following topics were discussed:

- a) Conduct of Induction Programme and Bridge course to freshers: To bridge the gap between the two levels of education system, an induction programme will be provided to both UG and PG students.



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- b) Progress Report: The need for a standardized and transparent reporting system to track students' progress across departments.
- c) Academic sharing: The importance of fostering collaboration and knowledge exchange among faculty members, the benefits of academic sharing, including professional development, interdisciplinary collaboration, and improved teaching and research outcomes were discussed.

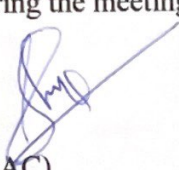
Decisions:

- a) Decided to implement progress report for students
- b) Decided to have academic sharing in departments

Conclusion and Next Meeting: The chairperson summarized the key decisions, action points, and recommendations discussed during the meeting. The meeting adjourned by 5pm.

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INTERNAL QUALITY ASSURANCE CELL

MEETING MINUTES

Date: 31/12/2020

Venue: Google Meet

Time: 06:00PM- 7:00 PM

AGENDA:

- Introduction and welcome
- Adaptation of Teaching-Learning process
- Any other matter with the permission of the chair
- Adjournment

ATTENDEES:

Rev. Dr. Gibi Jose (Principal)

Fr. Thomas P C (Administrator)

Mr. Vijayan K V (Vice Principal)

Ms. Nisha VL (Asst. Prof. and Head, Dept. of Commerce)

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

Ms. Prejisha Chandran (Asst. Prof. and Head, Dept. of Computer Applications)

Mr. Shaji P D (Asst. Prof. and Head, Dept. of English)

Ms. Shyma Chandrasekharan (Asst. Prof., Dept. of Management)

Minutes:


Welcome and Introduction: The chairperson called the meeting to order and welcomed all attendees to the virtual IQAC meeting.

Adaptation of teaching-learning process:

a. The committee engaged in a brainstorming session to identify strategies and solutions for adapting the teaching-learning process during the COVID-19 pandemic. The following strategies were discussed:

a. Blended Learning Approach: Integrating online and offline components to create a blended learning environment that combines synchronous and asynchronous learning activities.




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b. Technology Enhancement: Enhancing the institution's technological infrastructure and providing necessary resources and training to both faculty and students for effective online teaching and learning.

d. Student Engagement Strategies: Implementing strategies to promote student engagement in online discussions, group projects, and collaborative learning activities.

e. Assessment Adaptation: Developing alternative assessment methods, such as online quizzes, assignments etc. to assess student learning effectively.

Conclusion and Next Meeting: The chairperson summarized the key decisions, action points, and recommendations discussed during the meeting.

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INTERNAL QUALITY ASSURANCE CELL

MEETING MINUTES

Date: 12/06/2020

Venue: Google Meet

Time: 7:00 PM- 8:00 PM

AGENDA:

- Introduction and welcome
- Planning for the academic year
- Any other matter with the permission of the chair
- Next meeting date and time
- Adjournment

ATTENDEES:

Rev. Dr. Gibi Jose (Principal)

Fr. Thomas P C (Administrator)

Mr. Vijayan K V (Vice Principal)

Ms. Nisha VL (Asst. Prof. and Head, Dept. of Commerce)

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

Ms. Prejisha Chandran (Asst. Prof. and Head, Dept. of Computer Applications)

Mr. Shaji P D (Asst. Prof. and Head, Dept. of English)

Ms. Shyma Chandrasekharan (Asst. Prof., Dept. of Management)

Minutes:

Welcome and Introduction: The chairperson called the meeting to order and welcomed all attendees to the virtual IQAC meeting. The participants were reminded of the meeting protocols and virtual etiquette.

Recap of the COVID-19 Situation: The committee discussed the current status of the COVID-19 pandemic and its impact on the institution. The members shared updates on the prevailing health guidelines and regulations imposed by local and national authorities.

Planning for the Commencement of the New Academic Year The following topics were discussed:




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a. Hybrid Learning Approaches: Discussion on the implementation of hybrid learning models that combine in-person and online teaching methodologies.

b. Health and Safety Measures: Planning and implementing health and safety protocols for students, faculty, and staff, including social distancing, sanitization, and face mask requirements.

c. Technology Infrastructure: Evaluation of the institution's technological infrastructure and readiness to support online learning, including access to stable internet connections and necessary software platforms.

d. Student Support Services: Ensuring the availability of adequate support services for students, both on-campus and online, including counseling, academic advising, and technical assistance.

e. Assessment and Evaluation: Discussing strategies for fair and effective assessment and evaluation of students' learning outcomes in both in-person and online formats.

f. Faculty Development: Planning faculty development programs and workshops to equip instructors with the necessary skills and knowledge for effective online and hybrid teaching.

g. Communication and Collaboration: Establishing effective communication channels with students, faculty, and staff to disseminate information and maintain regular updates regarding academic plans and health guidelines.

Timeline and Action Plan: The committee established a timeline for the implementation of the discussed initiatives and assigned responsibilities to individual members or subcommittees. Key milestones and deadlines were identified to ensure the timely execution of tasks.

Budgetary Considerations: The committee discussed the financial implications of the planned initiatives and reviewed the available budget. They explored potential funding sources and prioritized expenditure to accommodate the necessary changes in response to the pandemic.

Monitoring and Evaluation Mechanisms: The members deliberated on the need for continuous monitoring and evaluation of the implemented measures to gauge their effectiveness, discussed the establishment of mechanisms to collect feedback from students, faculty, and staff, and make timely adjustments as required.

Documentation and Reporting: The importance of documenting all decisions, actions, and outcomes related to the commencement of the new academic year during the COVID-19 pandemic was emphasized. The committee discussed the process for maintaining comprehensive records and preparing reports to ensure transparency and accountability.




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Conclusion and Next Meeting: The chairperson summarized the key decisions, action points, and recommendations discussed during the meeting.

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Coordinator

Internal Quality Assurance Cell (IQAC)



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INTERNAL QUALITY ASSURANCE CELL

MEETING MINUTES

Date: 20/02/2020

Venue: Principal's Chamber

Time: 3:00PM- 4:00 PM

AGENDA:

- Introduction and welcome
- Review of previous minutes
- Recap of the academic year
- Any other matter with the permission of the chair
- Next meeting date and time
- Adjournment

ATTENDEES:

Rev. Dr. Gibi Jose (Principal)

Fr. James P J (Administrator)

Mr. Vijayan K V (Vice Principal)

Ms. Nisha VL (Asst. Prof. and Head, Dept. of Commerce)

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

Ms. Prejisha Chandran (Asst. Prof. and Head, Dept. of Computer Applications)

Mr. Shaji P D (Asst. Prof. and Head, Dept. of English)

Ms. Shyma Chandrasekharan (Asst. Prof., Dept. of Management)

Minutes:

Welcome and Introduction: The chairperson called the meeting to order and welcomed all attendees.

Review of Previous Minutes: The minutes of the previous IQAC meeting were reviewed and approved with no major changes or concerns.

Recap of the Academic Year: The committee engaged in a comprehensive discussion to recap the achievements, challenges, and overall progress made during the academic year. The members highlighted significant milestones and noteworthy initiatives undertaken by the IQAC.



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Review of Quality Assurance Initiatives: The committee reviewed the various quality assurance initiatives implemented throughout the academic year. The following items were discussed:

- a. **Accreditation and Quality Audit:** Updates on any accreditation processes, including progress made and areas for improvement.
- b. **Student Feedback and Grievance Mechanisms:** Review of the student feedback and grievance mechanisms, including analysis of feedback received and actions taken.
- c. **Research and Innovation Activities:** Evaluation of research projects, collaborations, and innovation initiatives undertaken by faculty and students.
- d. **Infrastructure Development:** Discussion on the improvements made in infrastructure facilities, including classrooms, laboratories, libraries, and other academic resources.
- e. **Student Support Services:** Assessment of student support services provided, such as counseling, career guidance, and academic advising.

Analysis of Feedback and Suggestions: The committee analyzed feedback and suggestions received from stakeholders, including students, faculty, parents, and external bodies. They identified common themes, concerns, and recommendations to be considered for future improvement.

Lessons Learned and Best Practices: The members shared lessons learned from the implementation of quality assurance initiatives and discussed best practices that proved effective. They emphasized the importance of documenting and sharing these lessons and practices for future reference.

Documentation and Reporting: The committee discussed the importance of maintaining accurate and comprehensive documentation of the IQAC activities and outcomes throughout the academic year. They emphasized the need for timely and transparent reporting to stakeholders and authorities.

Reflection and Future Planning: The committee reflected on the outcomes and achievements of the academic year and discussed future planning for the next academic year. Identified areas for improvement and set strategic goals and objectives to enhance the quality of education and institutional performance.

Appreciation and Recognition: The chairperson expressed appreciation for the dedication and efforts of all IQAC members throughout the academic year. Individual members' contributions were acknowledged and recognized for their valuable inputs and commitment to quality assurance.



Conclusion and Next Steps: The chairperson summarized the key decisions, action points, and recommendations discussed during the meeting. The committee agreed on the next steps to be taken, including assigning responsibilities and setting timelines for future activities.

Adjournment: The chairperson thanked all attendees for their active participation and valuable contributions to the meeting and the IQAC's endeavors throughout the academic year. The meeting was adjourned.

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INTERNAL QUALITY ASSURANCE CELL

MEETING MINUTES

Date: 14/09/2019

Venue: Principal's Chamber

Time: 10AM- 12:00 PM

AGENDA:

- Introduction and welcome
- Progression of quality enhancement activities
- Any other matter with the permission of the chair
- Next meeting date and time
- Adjournment

ATTENDEES:

Rev. Dr. Gibi Jose (Principal)

Fr. James P J (Administrator)

Mr. Vijayan K V (Vice Principal)

Ms. Nisha VL (Asst. Prof. and Head, Dept. of Commerce)

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

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Mr. Shaji P D (Asst. Prof. and Head, Dept. of English)

Ms. Shyma Chandrasekharan (Asst. Prof., Dept. of Management)

Minutes:

Welcome and Introduction: The chairperson called the meeting to order and welcomed all attendees. A brief introduction was conducted for the new administrator present.

Review of Previous Minutes: The minutes of the previous IQAC meeting were reviewed and approved with no major changes or concerns.

Update on Action Items: The members provided updates on the action items assigned during the previous meeting. Each member reported on the progress made, highlighting challenges faced and proposing solutions or alternative approaches.

Progression of Works: The members discussed the following:



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Rev. Dr. Gibi Jose sdb
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a. Accreditation and Quality Audit: Updates on preparation activities and documentation review.

c. Faculty Development Programs: Updates on the implementation of faculty development programs, workshops, and training sessions to enhance teaching and learning practices.

d. Student Feedback and Grievance Mechanisms: Discussion on the establishment and effectiveness of feedback and grievance mechanisms for students, including any improvements or adjustments needed.

f. Institutional Infrastructure Development: Progress on enhancing infrastructure facilities, including classrooms, computer lab, library etc.

g. Student Support Services: Discussion on the implementation and evaluation of student support services, such as counseling, career guidance, and academic advising.

Monitoring and Evaluation Mechanisms: Discussion on the effectiveness of monitoring and evaluation mechanisms to track the progress of quality assurance initiatives and ensure continuous improvement.

Challenges and Solutions: The members identified any challenges or obstacles encountered during the progression of works. They engaged in a constructive discussion to propose possible solutions and strategies for overcoming these challenges, ensuring the smooth implementation of quality assurance initiatives.

Next Steps and Action Plans: Based on the updates, discussions, and proposed solutions, the IQAC members collectively determined the next steps and action plans. They assigned responsibilities to individuals or subcommittees, setting clear timelines for each task and ensuring proper coordination and communication.

Any Other Business: Members were given the opportunity to raise any additional points or concerns not covered in the agenda. Open discussions were held to address these matters, seeking input and suggestions from all participants.

Conclusion and Next Meeting: The chairperson summarized the key decisions, action points, and agreed-upon timelines. The date, time, and venue for the next IQAC meeting were decided, and all members were requested to come prepared with updates and progress reports.

Adjournment: The chairperson thanked all attendees for their active participation and contributions to the meeting. The meeting was adjourned at 12:00PM.

Ms. Shyma Chandrasekharan
Coordinator
Internal Quality Assurance Cell (IQAC)

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Rev. Dr. Gibi Jose sdb
Principal
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INTERNAL QUALITY ASSURANCE CELL

MEETING MINUTES

Date: 06/06/2019
Venue: Principal's Chamber
Time: 3:30 PM- 5:00 PM

AGENDA:

- Introduction and welcome
- Planning for the academic year
- Any other matter with the permission of the chair
- Adjournment

ATTENDEES:

Rev. Dr. Gibi Jose (Principal)
Fr. Thomas P C (Administrator)
Mr. Vijayan K V (Vice Principal)
Ms. Nisha VL (Asst. Prof. and Head, Dept. of Commerce)
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Mr. Shaji P D (Asst. Prof. and Head, Dept. of English)
Ms. Shyma Chandrasekharan (Asst. Prof., Dept. of Management)

Minutes:

Welcome and Introduction: Principal called the meeting to order and welcomed all attendees. A round of introductions was conducted.

Evaluation of Previous Year Activities: Activities of the academic year 2018-19 of IQAC were evaluated. The principal provided an overview of the academic year completed, highlighting key achievements, challenges, and areas for improvement. The members engaged in a discussion to gather additional insights and perspectives.

Analysis of Feedback and Suggestions: The IQAC members discussed the feedback received from various stakeholders, including students, faculty, and parents. They analyzed the suggestions and identified common themes and issues requiring attention.



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Setting Goals and Objectives: The committee collectively established the goals and objectives for the upcoming academic year. These goals were aligned with the institution's vision, mission, and quality assurance framework. The members emphasized the importance of addressing the identified challenges and improving the overall educational experience.

Strategies and Action Plans: In this section, the IQAC members brainstormed strategies and action plans to achieve the set goals and objectives. They discussed various initiatives, including:

- a. Enhancing the curriculum to meet industry requirements
- b. Implementing faculty development programs
- c. Strengthening assessment and evaluation processes
- d. Enhancing research and innovation activities
- e. Improving student support services

Resource Allocation: Considering the proposed strategies and action plans, the committee discussed the required resources, including budgetary considerations, infrastructure needs, and technology requirements. They identified potential sources of funding and explored collaborations with external agencies or partners.

Timeline and Responsibilities: The IQAC members agreed on a timeline for the implementation of various initiatives. They assigned responsibilities to specific individuals or subcommittees, ensuring clear accountability and effective coordination. The chairperson emphasized the importance of regular progress monitoring and reporting.

Any Other Business: Members were given the opportunity to raise any additional points or concerns not covered in the agenda. Open discussions were held to address these matters, ensuring that all viewpoints were considered.

Conclusion and Next Meeting: The chairperson summarized the key decisions and action points discussed during the meeting. The date, time, and venue for the next IQAC meeting were decided (14/09/2019 Saturday, 10am, Principal's office), and all members were requested to come prepared with updates and progress reports.

Adjournment: The chairperson thanked all attendees for their active participation and contributions to the meeting. The meeting was adjourned at 5:05pm.

Ms. Shyma Chandrasekharan
Coordinator
Internal Quality Assurance Cell (IQAC)

IQAC Co-ordinator
DON BOSCO COLLEGE
Mampetta, Mukkam
Kozhikode - 673602



Rev. Dr. Gibi Jose sdb
Principal
Don Bosco College
Mampetta, Mukkam, Kozhikode
Pin - 673 602

INTERNAL QUALITY ASSURANCE CELL

MEETING MINUTES

DATE: 07/01/2019

Venue: Principal's Chamber

TIME: 3:00 PM- 5:30 PM

AGENDA:

- Introduction and welcome
- Review of previous meeting minutes
- Progress update on on-going initiatives
- Feed back
- Green gift
- Any other matter with the permission of the chair
- Adjournment

ATTENDEES:

Rev. Dr. Gibi Jose (Principal)

Fr. Thomas P C (Administrator)

Mr. Vijayan K V (Vice Principal)

Ms. Nisha VL (Asst. Prof. and Head, Dept. of Commerce)

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

Ms. Prejisha Chandran (Asst. Prof. and Head, Dept. of Computer Applications)

Mr. Shaji P D (Asst. Prof. and Head, Dept. of English)


Ms. Shyma Chandrasekharan (Asst. Prof., Dept. of Management)

Minutes:

Introduction and welcome: The meeting was called to order by Rev. Dr. Gibi Jose, the Principal, who welcomed all attendees.

Review of previous meeting minutes and action items: The minutes of the previous meeting held on 09/11/2018 were reviewed. Ms Shyma Chandrasekharan presented the key points and actions from the previous meeting. The minutes were approved as presented, and the status of action was discussed.




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Principal
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Discussion on upcoming activities: The upcoming activities related to quality assurance were discussed. Ms. Shyma Chandrasekharan presented the proposed activities and their timelines. Suggestions and feedback from attendees were invited and incorporated into the plans.

DISCUSSIONS AND DECISIONS:

- Decided to establish a feedback system to evaluate the teaching learning process and it should be done by the IQAC team. Feedback should be collected from students, at the end of the even semester.
- Decided to collect parents' feedback during the PTA meeting. Teachers are also advised to submit feedback at the end of the semester. For Alumni an online feedback system has to be created.
- Discussed on gifting plant saplings on the birthdays of staffs.

The IQAC coordinator proposed vote of thanks.

Adjournment: There being no further business to discuss, the meeting was adjourned at 5:30pm



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INTERNAL QUALITY ASSURANCE CELL

MEETING MINUTES

DATE: 09/11/2018

Venue: Principal's Chamber

TIME: 3:00 PM- 5:30 PM

AGENDA:

- Introduction and welcome
- Review of previous meeting minutes
- Progress update on on-going initiatives
- Criterion wise documentation
- Any other matter with the permission of the chair
- Adjournment

ATTENDEES:

Rev. Dr. Gibi Jose (Principal)

Fr. Thomas P C (Administrator)

Mr. Vijayan K V (Vice Principal)

Ms. Nisha VL (Asst. Prof. and Head, Dept. of Commerce)

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Mr. Shaji P D (Asst. Prof. and Head, Dept. of English)

Ms. Shyma Chandrasekharan (Asst. Prof., Dept. of Management)

Minutes:

Introduction and welcome: The meeting was called to order by Rev. Dr. Gibi Jose, the Principal, who welcomed all attendees.

Review of previous meeting minutes and action items: The minutes of the previous meeting held on 06/07/2018 were reviewed. Ms Shyma Chandrasekharan presented the key points and actions from the previous meeting. The minutes were approved as presented, and the status of action items was discussed.




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Discussion on upcoming activities: The upcoming activities related to quality assurance were discussed. Ms. Shyma Chandrasekharan presented the proposed activities and their timelines. Suggestions and feedback from attendees were invited and incorporated into the plans.

Criterion wise documentation:

- The NAAC accreditation process and the different criteria were discussed.
- The IQAC members reviewed the specific criteria and sub-criteria outlined by NAAC.
- Each criterion was discussed individually, highlighting the documentation and evidence required for assessment.
- Responsibilities were assigned to faculty members to gather and prepare the necessary documents for each criterion.
- Suggestions were shared to ensure compliance and quality in all aspects of the criteria.

DECISIONS:

- The faculty members discussed the possibilities of implementing the recommendations on the campus.
- IQAC decided to share the work among the faculty members based on the NAAC defined seven criteria.
- Selected faculty members are decided to give charges as criteria leaders and a committee including members from both teaching and non-teaching departments was assigned under each leader and the duties were assigned accordingly.
- Previous year's annual reports and action plans are to be collected by the IQAC from the respective HoDs and committee conveners.
- The action plan formulated based on strategic plans should be collected, compiled, reviewed and submitted to the management.
- Departments should submit annual requirements library books which will be verified and compiled by the IQAC and submitted to the management for sanction.

The IQAC coordinator proposed vote of thanks.

Next meeting date and time: The date and time for the next meeting were decided as 07/01/2019 at 3pm. The venue will be communicated later.

Adjournment: There being no further business to discuss, the meeting was adjourned at 5:30pm

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INTERNAL QUALITY ASSURANCE CELL

MEETING MINUTES

Date: 06/07/2018

Venue: Principal's Chamber

Time: 3:00 PM- 5:00 PM

AGENDA:

- Introduction and welcome
- Planning for the academic year
- Any other matter with the permission of the chair
- Next meeting date and time
- Adjournment

ATTENDEES:

Rev. Dr. Gibi Jose (Principal)

Fr. Thomas P C (Administrator)

Mr. Vijayan K V (Vice Principal)

Ms. Nisha VL (Asst. Prof. and Head, Dept. of Commerce)

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Mr. Shaji P D (Asst. Prof. and Head, Dept. of English)


Ms. Shyma Chandrasekharan (Asst. Prof., Dept. of Management)

Minutes:

Introduction and welcome: The meeting was called to order by Rev. Dr. Gibi Jose, the Principal welcomed all to the meeting and introduced NAAC accreditation process to all members

Discussion on upcoming activities: The upcoming activities related to quality assurance were discussed. Ms. Shyma Chandrasekharan presented the proposed activities and their timelines. Suggestions and feedback from attendees were invited and incorporated into the plans. Responsibilities and timelines were assigned to relevant individuals.




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DECISIONS:

- IQAC members unanimously agreed to proceed with the accreditation
- Decided to conduct a NAAC awareness session
- Decided to include Add-on/certificate/value-added courses. Departments should submit the curriculum with course hours and course coordinator name to the IQAC which is to be further submitted to the academic council for approval.
- Principal directed the IQAC team to look upon all the necessary steps to improve the quality of the Institution and also to sensitize all the faculties about the college's initiatives towards accreditation.

Next meeting date and time: The date and time for the next meeting were decided as 09/11/2018 at 3pm. The venue will be communicated later.

The IQAC coordinator proposed vote of thanks.

Adjournment: There being no further business to discuss, the meeting was adjourned at 5:10pm

Ms. Shyma Chandrasekharan
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