



**RAJAGIRI VISWAJYOTHI**  
**COLLEGE OF ARTS AND APPLIED SCIENCES**  
**VENGOOR , PERUMBAVOOR KERALA- 683546**

**Minutes of the IQAC Meeting for the Academic Year 2024-25**

**Agenda:**


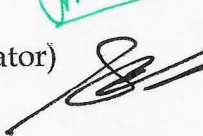





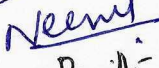





1. Library Audit
2. SSR Preparation
3. Internal FDP (Academic Planning)

**Date:** 3/5/2024

**Time :** 2.30 to 3.30pm

**Venue:** Board Room

**Members Present:**

1. Prof. Dr. Davasia M D (Principal) 
2. Mr. Solymon V L (IQAC Coordinator) 
3. Mr. Tennyson Thomas 
4. Rev.Fr. Dipin Karingen CMI (Associate Director) 
5. Ms. Dhanya S 
6. Ms. Anju Antony 
7. Ms. Anila Roshan Joy 
8. Ms. Neenu Varghese 
9. Ms. Binitha P S 
10. Ms. Karthika Balachandran 
11. Ms. Ambly K R 
12. Ms. Rengini D 
13. Ms. Preetha Ashok 



## Discussions

### 1. Library Audit

Discussed the necessity of conducting a comprehensive library audit, focusing on reviewing collection management, library facilities, technology integration, user services, and policy compliance to improve operational efficiency and enhance user satisfaction.

### 2. NAAC Accreditation Preparation

- The decision was made to proceed with thorough preparations for NAAC accreditation, emphasizing the importance of readiness and compliance with accreditation standards.

### 3. The meeting began with a focus on internal Faculty Development Programs (FDP) and academic planning for the upcoming academic year 2024-25. It was decided that these programs would commence from May 27 to May 31, 2024.

## Decisions

### 1. Library Audit

- **Decision:** Conduct a library audit in May 2024.
  - Scheduled the library audit for May 2024.
  - Assigned a team to prepare for the audit, including developing a checklist and timeline for audit preparation.
  - Notified relevant library staff about the upcoming audit to ensure readiness.

### 2. NAAC Accreditation Preparation

- Proceed with serious preparation for NAAC accreditation.





- Formed a NAAC preparation committee to oversee the accreditation process.
- Established a detailed plan and timeline for NAAC documentation and compliance.
- Assigned responsibilities to committee members for gathering necessary data and preparing documentation.

### 3. Faculty Development Programs (FDP)


FDP to be held from May 27 to May 31, 2024.

- Confirmed the feasibility of the FDP dates and communicate faculties.
- Initiated the process to determine and finalize the content and structure of the FDP, including setting the agenda and identifying potential speakers and trainers.
- Prepared and began drafting materials for the FDP.
- Planned to notify all faculty members about the FDP schedule, including any requirements or preparations needed from their side.
- Reviewed and began the process of finalizing academic planning for the 2024-25 academic year to ensure alignment with FDP goals.
- Arranged necessary resources such as venues, technological support, and administrative assistance to support the FDP.
- Designated the IQAC Coordinator as the point of contact for the FDP planning and organization.

The meeting concluded at 4.00 pm.

  
IQAC Secretary





Principal  
PRINCIPAL

Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546



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**Minutes of the IQAC Meeting for the Academic Year 2023-24**

**Agenda:**

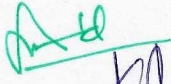




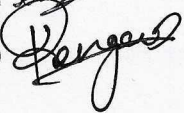
1. Welcoming new Principal
2. Briefing IQAC activities of the College
3. Library Audit

**Date:** 16/4/2024

**Time :**2.30 to 3.30pm

**Venue:** Board Room

**Members Present:**

- |                                |                      |  |
|--------------------------------|----------------------|--|
| 1. Prof. Dr. Devasia M D       | (Principal)          |   |
| 2. Rev. Fr. Dipin Karingen CMI | (Associate Director) |  |
| 3. Mr. Solymon V L             | (IQAC Coordinator)   |  |
| 4. Ms. Sreekala M M            | (Member)             |   |
| 5. Mr. Tennyson Thomas         | (Member)             |   |
| 6. Ms. Rengini D               | (Member)             |  |

**Discussions**

1. Welcome new principal:
  - o IQAC welcomed Prof. Dr. Devasia M D as the new Principal and Chairman of College IQAC, marking a significant leadership transition.
2. NAAC Accreditation Preparation:
  - o The decision was made to proceed with thorough preparations for NAAC accreditation, emphasizing the importance of readiness and compliance with accreditation standards.
3. Re-constitution of IQAC Core Committee and Criterion Heads:





- The IQAC core committee and Criterion Heads were re-organized as follows:

- Chairman: Prof. Dr. Devasia M D (Principal)
- Secretary: Mr. Solymon V L
- Convenor: Mr. Tennyson Thomas
- Member: Rev. Fr. Dipin Karingen CMI (Associate Director)
- Criterion Heads:
  - Criterion 1: Ms. Dhanya S
  - Criterion 2: Ms. Anju Antony
  - Criterion 3: Ms. Anila Roshan Joy
  - Criterion 4: Ms. Neenu Varghese
  - Criterion 5: Ms. Binitha P S
  - Criterion 6: Ms. Karthika Balachandran
  - Criterion 7: Ms. Ambily K R

#### 4. Roles and Responsibilities:

- Each Criterion Coordinator and Member was assigned specific responsibilities related to their respective criterion areas to ensure comprehensive coverage and effective management.

#### 5. Data Entry and Documentation:

- Ms. Rengini D was assigned the role of Data Entry & Documentation to manage the recording and documentation of IQAC activities and outcomes



## 6. Library Audit:

Discussed the necessity of conducting a comprehensive library audit, focusing on reviewing collection management, library facilities, technology integration, user services, and policy compliance to improve operational efficiency and enhance user satisfaction.

## Decisions

1. IQAC welcomed the new Principal Prof. Dr. Devasia M D to be the chairman of College IQAC
2. It is decided to go ahead with the serious preparation for NAAC accreditation.
3. Re-constitution of the IQAC core committee and Criterion Heads in the following manner
  1. Prof. Dr. Devasia M D (Principal) as the Chairman
  2. Mr. Solymon V L (IQAC Secretary)
  3. Mr. Tennyson Thomas (IQAC Convenor)
  4. Rev. Fr. Dipin Karingen CMI (Associate Director) as Member
  5. Ms. Dhanya S : Criterion 1
  6. Ms. Anju Antony : Criterion 2
  7. Ms. Anila Roshan Joy : Criterion 3
  8. Ms. Neenu Varghese, : Criterion 4
  9. Ms. Binitha P S : Criterion 5
  10. Ms. Karthika Balachandran : Criterion 6
  11. Ms. Ambily K R : Criterion 7

## **IQAC COMMITTEE**

1. IQAC Secretary: Mr. Solymon V L
2. IQAC Convenor: Mr. Tennyson Thomas

## **Criterion - 1: Curricular Aspects**

1. Coordinator: Ms. Dhanya S





2. (Member): Ms. Rengini D

**Criterion - 2: Teaching, Learning and Evaluation**

1. Coordinator: Ms. Anju Antony
2. (Members): Ms. Sreekala M M
3. (Members): Preetha Ashok

**Criterion - 3: Research Innovation and Extension**

1. Coordinator: Ms. Anila Roshan Joy
2. (Member): Ms. Seena M Peter
3. (Members): Mr. Arun V V

**Criterion - 4: Infrastructure and Learning Resources**

1. Coordinator: Ms. Neenu Varghese
2. (Member): Ms. Preetha Ashok

**Criterion - 5: Student Support & Progression**

1. Coordinator: Ms. Binitha P S
2. (Member):
3. (Member):

**Criterion - 6: Governance, Leadership and Management**

1. Coordinator: Ms. Karthika Balachandran
2. (Member):

**Criterion - 7: Institutional Values and Best Practices**

1. Coordinator: Ms. Ambily K R
2. (Member):
3. (Member):


**Data Entry & Documentation: Ms. Rengini D**




7. **Library Audit.**

- o Decided to conduct library audit in May 2024

The meeting concluded at 4.00 pm.

  
IQAC Coordinator

  
Principal  
PRINCIPAL  
Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546



PRINCIPAL  
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**Minutes of the IQAC Meeting for the Academic Year 2023-24**

**Agenda:**


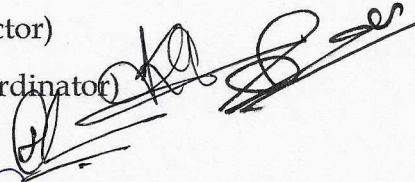



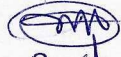
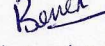

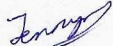
1. SSR Preparation

**Date:** March 16, 2024

**Time:** 9:30 pm - 1 pm

**Venue:** Common Staff Room

**Members Present:**

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director)
3. Mr. Solymon V L (IQAC Coordinator) 
4. Ms. Dhanya S (Member)
5. Ms. Anju Antony (Member) 
6. Ms. Sreekala M M (Member)
7. Ms. Anila Roshan Joy (Member) 
8. Ms. Neenu Varghese (Member) 
9. Ms. Preetha Ashok (Member) 
10. Ms. Binitha P S (Member) 
11. Ms. Karthika Balachandran (Member) 
12. Mr. Tennyson Thomas (Member) 

**Discussions:**

The meeting centered around the preparation of the Self-Study Report (SSR) with a focus on the following key areas:

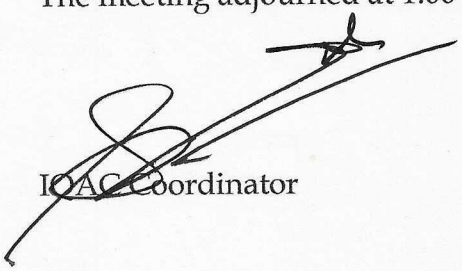



- The IQAC Coordinator outlined the purpose and scope of the SSR, emphasizing its importance in accreditation and quality assessment processes.
- Members discussed methodologies for gathering relevant data across different criteria and ensuring its accuracy and completeness.
- Plans were discussed to involve stakeholders, including faculty, students, and administrative staff, in the SSR review process to ensure comprehensive input and feedback.

Decision:

- SSR Preparation will begin after 17<sup>th</sup> May 2024 as plan of action of Academic Plan 2024-25.

The meeting adjourned at 1:00 pm.

  
IQAC Coordinator

  
Principal  
PRINCIPAL  
Rajagiri Viswajyothi College of  
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**Minutes of the IQAC Meeting for the Academic Year 2023-24**

Agenda:

1. College Day & Report Presentation on criteria wise
2. Graduation
3. Farewell for Principal & Sustainability of NACC Process
4. Progress with NACC Process

Date: February 17, 2024 Time: 10:30 pm - 11:30 am Venue: Common Staff Room

Members Present:

1. Rev. Fr. Dipin Karingen CMI (Associate Director)
2. Mr. Solymon V L : (IQAC Coordinator) 
3. Ms. Dhanya S : (Member) 
4. Ms. Anju Antony : (Member) 
5. Ms. Sreekala M M : (Member) 
6. Ms. Anila Roshan Joy : (Member) 
7. Ms. Neenu Varghese : (Member) 
8. Ms. Preetha Ashok : (Member) 
9. Ms. Binitha P S : (Member) 
10. Ms. Karthika Balachandran : (Member) 
11. Mr. Tennyson Thomas : (Member) 



## Discussions:

- The meeting discussed arrangements for College Day celebrations. It was decided that College Day will coincide with the conclusion of final semester classes, with the exact date to be determined by the college council in consultation with the College Union.
- Annual reports will be presented in NACC criteria wise will be during the College Day celebrations, aims to showcase the institution's achievements with NACC standards across various criteria.
- The Academic Council will schedule the Graduation Ceremony. During this event, certificates for Add-on Programs, Certificate Courses, and Course Completion Certificates will be distributed, marking an important milestone for graduating students.
- A farewell program will be organized for Dr. Joy P Joseph, who is retiring as Principal at the age of 65. Separate programs will be arranged by students and faculty to commemorate Dr. Joseph's contributions and leadership over the years. The committee discussed the need to document all files before Dr. Joy P Joseph's last working day. Additionally, they addressed the importance of promptly advancing NACC initiatives under the new Principal.
- The committee acknowledged the progress of the NACC (National Assessment and Accreditation Council) process. Plans are in place to pursue accreditation by the end of the current academic year, integrating data from the period spanning 2019 to May 2024.





Decisions:

1. College Day celebrations will coincide with the conclusion of final semester classes. The date for College Day will be determined by the college council in consultation with the College Union.
2. Annual reports will be presented on NACC criteria wise during the College Day celebrations.
3. The Academic Council will schedule the Graduation Ceremony. Certificates for Add-on Programs and Certificate Courses, as well as Course Completion Certificates, will be distributed during the graduation event.
4. All files must be compiled and finalized before Dr. Joy P Joseph's last working day. A deadline of March 31 has been set for the completion of this task, ensuring that Dr. Joy P Joseph can review and sign the documents before his departure. The committee emphasized the need to promptly advance NACC initiatives under the new Principal to avoid any delays.


A farewell will be organized for Dr. Joy P Joseph, who is retiring as Principal at the age of 65. Separate programs will be arranged for students and faculty - management over two days.

5. The committee noted that the NACC process is progressing well and plans to pursue accreditation by the end of this academic year, incorporating data from the current period (2019 to May 2024).

The meeting concluded at 11:30 am.

  
IOACC coordinator



  
Principal  
PRINCIPAL  
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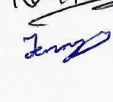

**Minutes of the IQAC Meeting for the Academic Year 2023-24**

Agenda:

1. NACC Criterion Wise Report Presentation
2. Board Room
3. Library Facilities
4. AAA Audit

Date: January 20, 2024      Time: 10:30 pm - 11:30 am      Venue: Common Staff Room

Members Present:

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Mr. Solymon V L      :(IQAC Coordinator) 
4. Ms. Dhanya S      :(Member) 
5. Ms. Anju Antony      :(Member) 
6. Ms. Sreekala M M      :(Member) 
7. Ms. Anila Roshan Joy      :(Member) 
8. Ms. Neenu Varghese      :(Member) 
9. Ms. Preetha Ashok      :(Member) 
10. Ms. Binitha P S      :(Member) 
11. Ms. Karthika Balachandran      :(Member) 
12. Mr. Tennyson Thomas      :(Member) 

Discussions:

- The meeting centered around the presentation of NACC criterion-wise reports. It was decided that starting from January 2024, presentations on all seven criteria will occur on the first and third Saturdays of each month.





- These presentations will utilize smart boards in the common staff room, aiming to enhance understanding and preparation for accreditation. Discussion focused on establishing a fully furnished board room by the end of the academic year.
- This board room will serve as a space for staff meetings, seminars, conferences, and specifically for NACC presentations.
- Plans were outlined to enhance library and computer facilities based on student intake.
- Reviewed the planned AAA audit for February 2024, which is designed to assess compliance with AAA standards and identify opportunities for improving operational efficiency and quality assurance.

Decisions:

1. Starting from January 2024, the first and third Saturdays of every month will be dedicated to Criterion PowerPoint presentations on smart boards in the common staff room by all seven criteria.
2. By the end of this academic year, a fully furnished board room will be established for staff meetings, seminars, conferences, and specifically for NACC presentations.
3. Library and computer facilities will be enhanced based on student intake.
4. The AAA audit is set for February 2023 to assess adherence to AAA standards and uncover opportunities for enhancing operational efficiency, quality and assurance.

The meeting concluded at 11.30 am.

  
IQACC Coordinator



  
Principal  
PRINCIPAL  
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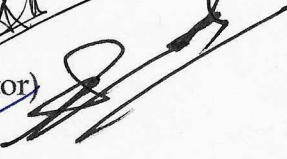




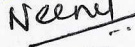




**Minutes of the IQAC Meeting for the Academic Year 2023-24**

**Agenda:**

**1. Updating of Criteria wise Presentation of files and Documents**

**Date:** December 16, 2023    **Time:** 9:30 pm - 1 pm    **Venue:** Common Staff Room

**Members Present:**

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Mr. Solymon V L (IQAC Coordinator) 
4. Ms. Dhanya S (Member) 
5. Ms. Anju Antony (Member) 
6. Ms. Sreekala M M (Member) 
7. Ms. Anila Roshan Joy (Member) 
8. Ms. Neenu Varghese (Member) 
9. Ms. Preetha Ashok (Member) 
10. Ms. Binitha P S (Member) 
11. Ms. Karthika Balachandran (Member) 
12. Mr. Tennyson Thomas (Member) 

**Discussions:**

- An updating of previous finding. The improvements across various criteria are presented by criteria coordinators.

Criterion 1: Coordinator: Ms. Dhanya S

Criterion 2: Coordinator: Ms. Anju Antony





Criterion 3: Coordinator: Ms. Anila Roshan Joy

Criterion 4: Coordinator: Ms. Neenu Varghese

Criterion 5: Coordinator: Ms. Binitha P S

Criterion 6: Coordinator: Ms. Karthika Balachandran

Criterion 7: Coordinator: Mr. Tennyson Thomas

The meeting focused on reviewing and updating previous findings, with each criterion coordinator presenting improvements across their respective criteria.

Decisions:

- The IQAC Coordinator will compile details based on the presentations, documenting achievements, challenges addressed, and future strategies.
- Coordinators and members are assigned specific action points to further improve outcomes within their criteria.
- Clear timelines and responsibilities will be established to ensure effective implementation of these actions.
- Regular follow-up meetings will be scheduled to monitor progress and address any emerging issues.
- Continuous feedback and communication channels will be maintained to support ongoing improvements.

The meeting adjourned at 1:00 pm.

  
IQAC Coordinator



  
Principal  
PRINCIPAL  
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**Minutes of the IQAC Meeting for the Academic Year 2023-24**

**Agenda:**

**1. Criteria wise Presentation of files and Documents**

**Date:** November 18, 2023 **Time:** 9:30 pm - 1 pm **Venue:** Common Staff Room

**Members Present:**

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director)
3. Mr. Solymon V L (IQAC Coordinator) 
4. Ms. Dhanya S (Member) 
5. Ms. Anju Antony (Member) 
6. Ms. Sreekala M M (Member) 
7. Ms. Anila Roshan Joy (Member) 
8. Ms. Neenu Varghese (Member) 
9. Ms. Preetha Ashok (Member) 
10. Ms. Binitha P S (Member) 
11. Ms. Karthika Balachandran (Member) 
12. Mr. Tennyson Thomas (Member) 

**Discussions:**

The IQAC team presented an in-depth review of the institution's performance across seven criteria, with each criterion coordinator providing a 30-minute presentation. The presentations encompassed the attainment of key indicators and detailed documentation findings under each criterion.





1. Criterion 1: Coordinator: Ms. Dhanya S
2. Criterion 2: Coordinator: Ms. Anju Antony
3. Criterion 3: Coordinator: Ms. Anila Roshan Joy
4. Criterion 4: Coordinator: Ms. Neenu Varghese
5. Criterion 5: Coordinator: Ms. Binitha P S
6. Criterion 6: Coordinator: Ms. Karthika Balachandran
7. Criterion 7: Coordinator: Mr. Tennyson Thomas

Decision:

- The IQAC team will compile comprehensive notice detailing the findings from each criterion's documentation and presentation.
- Action points identified during the presentations will be documented and assigned to respective coordinators for implementation.
- Identified areas for improvement and enhancement across various criteria will be prioritized for immediate action.
- Coordinators and members are tasked with developing action plans to address deficiencies and enhance performance indicators.
- Regular monitoring mechanisms will be established to track the progress of implemented actions and ensure timely achievement of set objectives.

The meeting adjourned at 1:30 pm.

  
IQAC Coordinator

  
Principal

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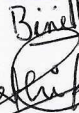


**Minutes of the IQAC Meeting for the Academic Year 2023-24**

**Agenda:**

1. Presentation of To-Do List
2. Criterion Presentation of Files and Documents

**Date:** October 21, 2023      **Time:** 10:30 pm - 11:30 am      **Venue:** Common Staff Room

**Members Present:**

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Mr. Solymon V L (IQAC Coordinator) 
4. Ms. Dhanya S (Member) 
5. Ms. Anju Antony (Member) 
6. Ms. Sreekala M M (Member) 
7. Ms. Anila Roshan Joy (Member) 
8. Ms. Neenu Varghese (Member) 
9. Ms. Preetha Ashok (Member) 
10. Ms. Binitha P S (Member) 
11. Ms. Karthika Balachandran (Member) 
12. Mr. Tennyson Thomas (Member) 

**Discussions:**

The meeting focused on the presentation of to-do lists by Criterion Coordinators, addressing deficiencies identified within each criterion. Each coordinator presented specific action items aimed at improving institutional practices and meeting accreditation standards. Criterion Coordinators presented their





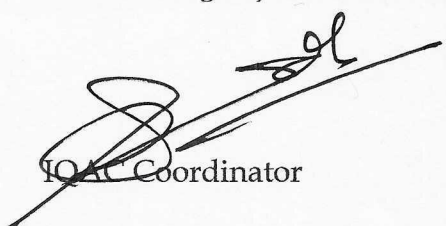
respective to-do lists, outlining actions to address deficiencies within their areas of responsibility. It was decided that these coordinators will collaborate with the Management to implement necessary improvements before December 31, 2023.


The committee discussed on the necessity of commencing Criteria-wise presentations in the upcoming month.

**Decisions:**

1. Criterion Coordinators presented their to-do lists based on each criterion. They were tasked with addressing deficiencies in consultation with the Management before December 31, 2023.
2. The committee has decided to initiate Criteria-wise presentations starting next month on 18<sup>th</sup> November 2023.

The meeting adjourned at 11:30 am.

  
IQAC Coordinator

  
Principal  
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








**Minutes of the IQAC Meeting for the Academic Year 2023-24**

**Agenda:**

1. Preparation of SSR (Self-Study Report) 2019-24
2. To-Do List

**Date:** September 16, 2023 **Time:** 10:30 pm - 11:30 am **Venue:** Common Staff Room

**Members Present:**

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Mr. Solymon V L (IQAC Coordinator) 
4. Ms. Dhanya S (Member) 
5. Ms. Anju Antony (Member) 
6. Ms. Sreekala M M (Member) 
7. Ms. Anila Roshan Joy (Member) 
8. Ms. Neenu Varghese (Member) 
9. Ms. Preetha Ashok (Member) 
10. Ms. Binitha P S (Member) 
11. Ms. Karthika Balachandran (Member) 
12. Mr. Tennyson Thomas (Member) 

**Discussions:**

- The primary agenda was the preparation of the SSR covering the academic years 2019-20 to 2023-24. This report is essential for NACC (National Assessment and Accreditation Council) accreditation and provides a comprehensive self-assessment of institutional performance and quality.



- Discussion included creating a to-do list to address deficiencies identified within the institution. Criterion Coordinators were tasked with compiling a list of these deficiencies, which will guide improvement efforts across various aspects of college operations.

**Decisions:**

1. It was decided to pursue NACC accreditation for the academic years 2019-20, 2020-21, 2021-2022, 2022-23 and 2023-24.
2. Criterion Coordinators are tasked with preparing a list of deficiencies to be addressed by the college.

The meeting adjourned at 11:30 am.

  
IOAS Coordinator

  
Principal  
PRINCIPAL  
Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546





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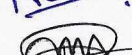


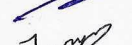
**Minutes of the IQAC Meeting for the Academic Year 2023-24**

**Agenda:**

1. Evaluation of the Current Documentation System
2. Creation of Criterion-Specific Folders
3. Documentation of Teacher Profiles, Placement Details, and Student Profiles
4. Library Budget and Digitalization

**Date:** August 19, 2023      **Time:** 10:30 pm - 11:30 am      **Venue:** Common Staff Room

**Members Present:**

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Mr. Solymon V L (IQAC Coordinator) 
4. Ms. Dhanya S (Member) 
5. Ms. Anju Antony (Member) 
6. Ms. Sreekala M M (Member) 
7. Ms. Anila Roshan Joy (Member) 
8. Ms. Neenu Varghese (Member) 
9. Ms. Preetha Ashok (Member) 
10. Ms. Binitha P S (Member) 
11. Ms. Karthika Balachandran (Member) 
12. Mr. Tennyson Thomas (Member) 





### **Discussions:**

The IQAC (Internal Quality Assurance Cell) reviewed the effectiveness of the current documentation system. It was concluded that the system is operating effectively, with all reports being updated in accordance with IQAC guidelines.

IQAC decided to organize all documentation into seven criterion-specific folders. These folders will be compiled based on materials received via IQAC mail from faculty members.

Documentation of Teacher Profiles, Placement Details, and Student Profiles. The meeting emphasized the importance of keeping documentation updated for teacher profiles, placement details, and student profiles.

IQAC agreed to propose an increase in the library budget to management. Additionally, further efforts for digitalization within the library were recommended to enhance accessibility and resource management. These initiatives aim to modernize library services, making resources more accessible and supporting academic excellence.

### **Decisions:**


1. IQAC acknowledged that the current documentation system is effective, with all reports updated as per IQAC guidelines.
2. IQAC will organize all files into seven criterion-specific folders received via IQAC mail from faculty members.
3. Documentation of Teacher Profiles, Placement Details, and Student Profiles will be kept updated as per IQAC standards.



4. IQAC will propose to management an increase in the library budget and further digitalization efforts.

The meeting adjourned at 11:30 am

  
IQAC Coordinator

  
Principal  
PRINCIPAL  
Rajagiri Viswajyothi College of  
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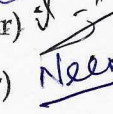
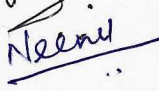

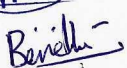


**Minutes of the IQAC Meeting for the Academic Year 2023-24**

**Agenda:**

1. Documentation of Events and Programs Conducted
2. Audit of Reports for Programs Conducted in the Last Five Years

**Date:** July 15, 2023 **Time:** 10:30 pm - 11:30 am **Venue:** Common Staff Room

**Members Present:**

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Mr. Solymon V L (IQAC Coordinator) 
4. Ms. Dhanya S (Member) 
5. Ms. Anju Antony (Member) 
6. Ms. Sreekala M M (Member) 
7. Ms. Anila Roshan Joy (Member) 
8. Ms. Neenu Varghese (Member) 
9. Ms. Preetha Ashok (Member) 
10. Ms. Binitha P S (Member) 
11. Ms. Karthika Balachandran (Member) 
12. Mr. Tennyson Thomas (Member) 

**Discussions:**

- The meeting focused on the importance of comprehensive documentation for all events and programs conducted within the institution.

It was emphasized that program coordinators are responsible for ensuring timely and detailed documentation, which is crucial for transparency and future reference.





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**Minutes of the IQAC Meeting for the Academic Year 2023-24**







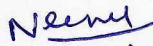

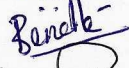
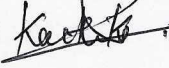

Agenda:

1. Finalizing the Calendar
2. Finalizing Department Calendar

Date: June 17, 2023

Time: 10:30 am - 11:30 am Venue: Common Staff Room

Members Present:

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Mr. Solymon V L : (IQAC Coordinator) 
4. Ms. Dhanya S : (Member)
5. Ms. Anju Antony : (Member) 
6. Ms. Sreekala M M : (Member) 
7. Ms. Anila Roshan Joy : (Member) 
8. Ms. Neenu Varghese : (Member) 
9. Ms. Preetha Ashok : (Member) 
10. Ms. Binitha P S : (Member) 
11. Ms. Karthika Balachandran : (Member) 
12. Mr. Tennyson Thomas : (Member) 

Discussions:

- The meeting began with a thorough review of the proposed calendars for the upcoming academic year.
- Various programs and events organized by different departments were examined to avoid scheduling conflicts.





- Additional events and important dates were considered for inclusion to enrich the academic calendar.
- Specific programs and events for each department were discussed in detail.
- Key events, departmental meetings, and deadlines were identified and finalized to streamline departmental activities.


Decisions:

- Dr. Joy P Joseph finalized the College Academic Calendar during the meeting.
- Mr. Solymon V L, IQAC Coordinator, was assigned the task of refining the draft and circulating it to all faculty members by June 20th.
- The finalized calendar will be made available for students by June 30th.
- Mr. Solymon V L to ensure the calendar draft incorporates all necessary updates and feedback from the meeting.
- All faculty members to review the circulated calendar and provide any final comments by the specified dates.
- Department heads will submit their finalized department calendars to Ms. Binitha P S, Academic Coordinator, by June 20th.
- These calendars will be made available to students by June 30th after integration with the institutional calendar by Mr. Solymon V L.
- Department heads to ensure their calendars are accurate and aligned with institutional priorities.
- Ms. Binitha P S to coordinate with department heads for timely submission and integration of departmental calendars.

The meeting concluded at 11.30 pm

  
IQAC Coordinator



  
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**Minutes of the IQAC Meeting for the Academic Year 2023-24**

Agenda:













1. Implementation of OBE
2. Academic Planning for 2023-24
3. NACC Criteria-wise File Documentation
4. Regular IQAC Meetings
5. Library Audit
6. Green Audit

Date: May 2, 2023

Time: 3:30 pm - 4:30 pm

Venue: Common Staff Room

Members Present:

1. Dr. Joy P Joseph (Principal) 
2. Rev. Fr. Dipin Karingen CMI (Associate Director) 
3. Mr. Solymon V L : (IQAC Coordinator) 
4. Ms. Dhanya S : (Member) 
5. Ms. Anju Antony : (Member) 
6. Ms. Sreekala M M : (Member) 
7. Ms. Anila Roshan Joy : (Member) 
8. Ms. Neenu Varghese : (Member) 
9. Ms. Preetha Ashok : (Member) 
10. Ms. Binitha P S : (Member) 
11. Ms. Karthika Balachandran : (Member) 
12. Mr. Tennyson Thomas : (Member) 





## Discussions:


- The committee decided to initiate Outcome-Based Education starting from the next academic year, coinciding with the 2023-24 admissions.
- This decision aims to enhance the quality and relevance of education provided by aligning learning outcomes with student achievements.
- Academic planning for the upcoming year will commence from May 15th to 31st, 2023.
- This period will focus on comprehensive planning, incorporating NACC criteria documentation along with college, departmental, and extracurricular planning.
- The meeting stressed the importance of meticulous documentation of NACC criteria includes detailed documentation across various dimensions—academic, administrative, and infrastructural—to meet accreditation standards effectively.
- IQAC (Internal Quality Assurance Cell) meetings will be scheduled on the third Saturday of each month for steering the NACC (National Assessment and Accreditation Council) process, ensuring continuous improvement and compliance with accreditation standards.
- Discussed on the need of conducting a library audit, reviewed collection management, library facilities, technology integration, user services, and policy compliance to enhance operational efficiency and user satisfaction.
- IQAC discussed the importance of conducting a green audit, which involves thoroughly assessing the organization's environmental practices and impacts. This includes evaluating efficiency in resource use, strategies for waste management, patterns of energy consumption, and adherence to environmental regulations. The goal is to promote sustainability and minimize ecological footprints.





Decisions:

1. Decided to start OBE from next academic year onwards to start with 2023-26 admission.
2. The new academic planning will commence from May 15th to 31st, 2023. This academic year will prioritize NACC file documentation alongside college, departmental, and cells and clubs planning.
3. Regular IQAC meeting will be held in all 3<sup>rd</sup> Saturdays of the months for the steering up NACC process.
4. Decided to conduct a library audit on May 2023 to enhance better library management practices, upgrade library facilities, integrate advanced technology systems, optimize user services, and review library policies to ensure compliance and effectiveness based upon audit findings.
5. Conduct a comprehensive green audit to assess resource efficiency, waste management, and energy consumption. Utilize the audit findings to improve sustainability efforts, focusing on enhancing waste recycling initiatives and implementing energy conservation measures.

The meeting concluded at 4.30 pm

  
IQAC Coordinator

  
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