

# IQAC Meeting Minutes.

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ICAC Meeting Minutes

This is to certify that this minutes book contains  
320 pages only.

serially numbered from 1 to 320

*Shobha*

Principal  
Naipunya School of Management  
Cherthala









MINUTES OF IQAC MEETING HELD ON 04.11.2020  
AT 4:00PM IN GOOGLE MEET PLATFORM

AGENDA OF THE MEETING

1. A talk series by teachers
2. ISO audit

MEMBERS PRESENT

1. Mr. Vishnu G 
2. Mr. Reshmi Devi 
3. Ms. Sreelakshmi P.P 
4. Mr. Deepak M 
5. Mr. Teena Philip 
6. Mrs. Priyanka G 

A meeting of IQAC was held on 04.11.2020 at 4:00pm on Google platform.

Mr. Priyanka G welcome the members. IQAC coordinator Mr. Vishu.G chaired the meeting. He appreciated efforts taken by criteria leaders to complete NAAC works as per schedule.

After discussions following decisions were taken

1. To include more academically relevant topics in talk series 'Lumiere'.
2. To inform all faculties about external ISO audit on 16.11.2020

Mr. Sreelakshmi proposed a vote of thanks & meeting concluded 4:45 pm



## Action Taken Report

1. A talk series named Lunkere was started.
2. Department level online programmes were initiated as per schedule.



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MINUTES OF IQAC MEETING HELD ON 05.01.2021  
AT 10:00PM IN GOOGLE MEET PLATFORM

Agenda.

- NAAC criteria related internal audit.

Members Present

1. Mr Vishnu G
2. Mr Deepak M
3. Mr. Preeju Scaria
4. Mrs Resmi Devi
5. Mrs. Grayathri A
6. Mr. Philip. K.S
7. Mrs. Sree Lakshmi

VG  
 Deepak  
 Preeju  
 Resmi  
 Grayathri  
 Philip  
 Sree Lakshmi

A meeting of IQAC was held on 05/01/2021 at 10:00pm in google meet platform. Mrs Preeju Scaria welcomed the members. IQAC coordinator Mr. Vishnu G chaired the meeting.

After discussion following decision was taken

1. To conduct online internal audit of NAAC  
 Mr Deepak M proposed a vote of thanks and meeting concluded by 11:05 AM.

Action taken report.

- More academically relevant topics were included in talk series Lumiere.
- Successfully completed external ISO audit.










MINUTES OF IQAC MEETING HELD ON 20-02-21  
AT 3:00PM IN GOOGLE MEET PLATFORM

Agenda

1. Internal Audit Analysis
2. Lumiere talk series.

Members present

1. Mr Vishnu G 
2. Mr Deepak M 
3. Mr Preeju Saria 
4. Ms Resmi Devi 
5. Ms Gayathri A 
6. Mr Philip KS 
7. Ms Sree Lakshmi 

A meeting of IQAC was held on 20-2-2021 at 3:00pm on google meet. Mr. Gayathri welcomed the members. IQAC coordinator Mr. Vishnu G chaired the meeting.

After discussion following decisions were taken.

1. To strengthen weaker areas of NAAC related process.
2. conclude Lumiere talk series.

Mrs. Sree Lakshmi proposed a vote of thanks and the meeting concluded by 3:50pm.



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Action taken Report:

1. Online internal audit was conducted by IQAC co-ordinators



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MINUTES OF IQAC MEETING HELD ON 22-03-2021  
AT 11:00 AM IN GOOGLE MEET PLATFORM

Agenda

- Annual meeting

Members present

1. Mr Vishnu Cr.

2. Mrs Gayathri A

3. Mr Philip K.S

4. Mrs. Sreelakshmi

VAC  
Gayathri

PKS



A meeting of IQAC was held on 22-03-2021 at 11 AM in google meet. Mr Philip KS welcomed the members. IQAC coordinator Mr. Vishnu Cr chaired the meeting.

After discussion following decisions were taken

1. To conduct FDP before start of new Academic year
2. To inform HOD's about the submission of department Annual report.

Mrs Gayathri proposed a vote of thanks and the meeting concluded by 11:30 AM

Action taken report.

1. Dedicated focus and instruction were given in workshop areas of NAAC related processes





Lumiere talk series was concluded.




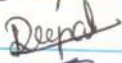



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MINUTES OF IQAC MEETING HELD ON 02.06.2021 AT 2 PM  
IN GOOGLE MEET PLATFORM

AGENDA :

- 1) Department Action plan
- 2) ISO Audit

Members present :

- 1) Ms. Vishnu. G 
- 2) Ms. Deepak. M 
- 3) Mr. Preeju Scaria 
- 4) Ms. Priyanka. G 
- 5) Mrs. Sreelekshmi P.P 

A meeting of IQAC was held on 02.06.21 at 2 PM in google meet platform. Ms priyanka G welcomed the members. Ms. Vishnu. G (IQAC Coordinator) chaired the meeting.

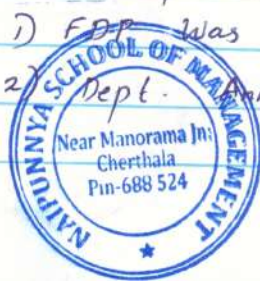
After discussion, following decisions were taken;

- 1) To request HOD's to submit an Action plan for year 2021-22
- 2) To inform all faculties about ISO Audit that will be conducted on July 2021

Mrs. Sreelekshmi P.P proposed vote of thanks. meeting ended at 2.45 PM

Action taken Report :-

- 1) FDP was postponed to a later date
- 2) Dept. Annual report ~~was~~ <sup>was</sup> submitted by HOD's.









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MINUTES OF IQAC MEETING HELD ON 02-07-21 AT 2P  
IN GOOGLE MEET PLATFORM

AGENDA :-

- 1) ISO Audit preparation Analysis

MEMBERS PRESENT :-

- 1) Mr. Vishnu. G 
- 2) Mr. Deepak. M 
- 3) Mr. Preeju Scaria 
- 4) Mrs. Reshmi Devi 
- 5) Mrs. Gayathri. A 
- 6) Ms. Priyanka. G 

A meeting of IQAC was held on 02-07-2021 at 2PM in online platform. Ms. priyanka. G welcomed the members. IQAC coordinator Mr. Vishnu. G chaired the meeting.

After discussion, following decision was taken,

- 1) To inform ISO coordinator about the weaker area
- 2)

Mrs. Reshmi Devi proposed a vote of thanks and the meeting concluded by 02.20 pm.

Action Taken Report.

- 1) Dept. Action plans were received for approval
- 2) All faculties are informed about ISO Audit








  
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MINUTES OF IQAC MEETING HELD ON 04.10.2021  
AT 8PM IN GOOGLE MEET PLATFORM

AGENDA :-

- 1) Covid Protocol for offline classes

MEMBERS PRESENT :-

- 1) MA. Vishnu. G. 
- 2) MA. Deepak. M. 
- 3) MA. Deepak preju scaria 
- 4) Mrs. Rushmi Devi 
- 5) Mrs. Gayathri A. 

A meeting of IQAC was held on 04.10.2021 at 08:00 PM in online platform. Ms. Gayathri. A welcomed the members. IQAC coordinator MA. Vishnu. G chaired the meeting.

After discussion, following decisions were taken;

- 1) To make necessary arrangements to ensure covid protocol for offline classes

2)

MA. preju scaria proposed a vote of thanks and the meeting concluded by 8.40 PM

Action taken Report :-

1. ISO coordinator resolved issues with weaker area



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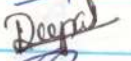



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MINUTES OF IQAC MEETING HELD ON 2.12.2021  
AT 2PM IN IQAC ROOM

AGENDA :-

- 1) NAAC external Audit

MEMBERS PRESENT :-

- 1) Mr. Vishnu. G 
- 2) Mr. Deepak. M 
- 3) Ms. Preeja Scaria 
- 4) Mrs. Reshmi Devi 
- 5) Mrs. Crayathi. A 

A meeting of IQAC was held on 2.12.21 at 2 PM in the IQAC room. Mrs. Reshmi Devi welcomed the members. IQAC coordinator Mr. Vishnu. G chaired the meeting.

After discussion, following decisions was taken:-

- 1) To conduct a NAAC external audit before February 2022.

Mr. Deepak. M proposed a vote of thanks and the meeting concluded by 2:30 pm.

Action Taken report :-

- 1) Necessary arrangements were ensured for effective conduct of offline classes.





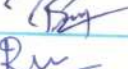

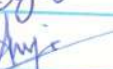
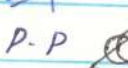

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MINUTES OF IQAC MEETING HELD ON 8.2.22  
AT 3 PM IN IQAC ROOM

AGENDA :-

- 1) ISO Audit
- 2) Workshops on NAAC documentation

Members present :-

- 1) Mr. Vishnu G 
- 2) Mr. Deepak M 
- 3) Mr. Praju Scaria 
- 4) Mrs. Reshmi Devi 
- 5) Mrs. Gayathri A. 
- 6) Mrs. Anuja Raj 
- 7) Mrs. Sreelekshmi P.P. 

A meeting was held on 8.2.22 at 3 PM in the IQAC Room. Mrs. Sreelekshmi P.P. welcomed the members. IQAC Coordinator Mr. Vishnu G chaired the meeting.

After discussion, following decisions were taken:-

- 1) To inform all faculties about ISO external audit that will be in April 2022.
- 2) To conduct workshop on NAAC documentation in March 2022.

Mrs. Anuja Raj proposed a vote of thanks and the meeting concluded by 3.45 PM.



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Action Taken Report: -

1) NAAC external audit was cancelled due to logistical issues.



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