



## **INTERNAL QUALITY ASSURANCE CELL**

### **IQAC Meeting Minutes**

**Meeting No: 1 || Date: 24 June 2025 || Time: 3.30 PM || Venue: Board Room**

#### **AGENDA**

1. Welcome and Review of Previous Minutes
2. Revised NAAC Accreditation Framework
3. Circulation of Report Template
4. Input–Output Process for Events
5. AQAR Submission
6. Accreditation Status and Future Preparations
7. Report Submission and Social Media Dissemination
8. Conclusion

#### **1. Welcome Address and Review of Previous Minutes**

Dr. Neetha Thomas, IQAC Coordinator, warmly welcomed all members to the meeting, set the tone for the new academic year, and reviewed the minutes of the previous meeting

#### **2. Orientation on the Revised NAAC Accreditation Framework**

Fr.Principal, provided an overview of the newly introduced NAAC accreditation system, with special emphasis on the revised attributes and their implications for institutional quality assurance.

#### **3. Circulation of Report Template**



A new report template designed by IQAC was shared with the faculty. All members were requested to prepare and submit reports in the prescribed format to ensure uniformity in documentation

#### **4. Implementation of Input–Output Process in Events**

Fr. Principal highlighted the significance of adopting an input–output process model in planning and executing institutional activities. He stressed the need to complete the event register both before and after each program to strengthen systematic documentation and evaluation.

#### **5. Discussion on AQAR Submission**

The committee deliberated on the preparation of the Annual Quality Assurance Report (AQAR). As NAAC has recently introduced a new submission system, clarity is awaited on the updated process. Rev. Fr. Vice Principal emphasized that all events should be conducted and documented without any compromise on quality standards.

#### **6. Accreditation Status and Future Preparations**

SCCS falls under the MBGL category, having successfully completed one cycle of accreditation. The present accreditation is valid until 22 November 2028. Fr. Principal urged all members to initiate timely preparations and sustained efforts to achieve the best outcome in the forthcoming cycle. It was further highlighted that for the next accreditation cycle, SCCS must systematically collect and consolidate data covering a period of 3 to 5 years, with final confirmation on the required duration awaited.

#### 7. Report Submission and Social Media Dissemination

The IQAC Coordinator, Dr. Neetha Thomas, requested faculty to upload all reports promptly to the designated IQAC Drive upon completion of events. Fr.Vice Principal underscored the importance of disseminating event highlights and videos through the college's official social media platforms to enhance visibility and outreach.

#### 8. Vote of Thanks and Conclusion

The meeting concluded at 4:30 p.m. with a vote of thanks proposed by the IQAC Coordinator.



**List of Participants**

RevDr.Jose John CMI	
Rev.Fr.Shinto Joseph CMI	
Dr.Neetha Thomas	
Mr. Gibin George	
Dr.Stalin J	
Ms. Manju P.K	
Ms.Sigma Sathyan	
Mr.Sharafudeen PJ	
Dr. Bincy baby	
Ms.Remya R	
Ms.Deepa M	
Mr.Sankar PD	
Mr.Gibin Jose	



Dr. Neetha Thomas.