



SANTHIGIRI COLLEGE

OF COMPUTER SCIENCES

Affiliated to M.G. University, Approved by AICTE and Accredited by NAAC



IQAC Minutes

2024-2025



INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting Minutes

Date: 20/06/2024

Time: 10.30 AM

Venue: IQAC Room

AGENDA

- Preparation of AQAR
- NIRF planning
- Preparation and planning of academic calendar
- Discussion of new accreditation process
- FDP on FYUGP programmes
- Course plan preparation

The Meeting started with a silent prayer.

Rev. Dr. Jose John CMI, the new Principal, extended a warm welcome to the gathering, sharing his expectations for the upcoming year. Dr. Neetha Thomas, the newly appointed IQAC Coordinator, then initiated the first meeting of the academic year by outlining key objectives and goals for the year ahead. The meeting created a positive atmosphere for the 2024-2025 academic year.

➤ Preparation of AQAR

The committee emphasized the importance of submitting the AQAR promptly, as the report for the academic year 2022-2023 is also pending. The Principal highlighted the need to ensure timely submission of AQARs for both academic years. This will help in maintaining institutional compliance and ensure smooth accreditation processes. Immediate action will be taken to prepare and submit the reports.

➤ NIRF planning

Dr. Jose John CMI principal elucidate the need of going for NIRF ranking, which gives a significant important to the perception of institution. He assigned Dr. Stalin J as the NIRF coordinator.

➤ Preparation and planning of academic calendar

Principal delineated the importance of academic planning as new academic year falls under MGU-UG pattern slight changes should be made in the planning, structuring and implementation of academics. He advised the all faculty members to attend and learn more about the FYUGP programs as per the university requirement. He asked to select the nodal officer, senior faculty adviser (SFA), faculty adviser (FA) for every departments. Dr. Neetha Thomas and Mr. Gibin George will create the academic calendar and academic planning, this decisions is agreed by the committee.



➤ Discussion of new accreditation process

Principal stated briefly on the binary accreditation process. IQAC coordinators stated that 7 criterions has splinted and formed 10 criterions. NAAC will proposed the details by July 2024.

➤ FDP on FYUGP programs

For understanding planning and implementation of FYUGP FDP programs are organized a 5 day session is planned for the faculty members.

➤ Course plan preparation

Principal asked to prepare the course plan for the academic year 2024-25 as there is a delay in starting the UG programs, he asked all the faculty members to complete the course plan and submit before June 28.

IQAC Coordinator proposed vote of thanks.

List of Participants

Rev.Dr.Jose John CMI	
Rev.Fr.Shinto Joseph CMI	
Dr.Neetha Thomas	
Dr.Stalin J	
Mr.Alwin Jose Alex	
Ms.Sigma Sathyan	
Mr.Sharafudeen PJ	
Dr. Bincy baby	
Ms.Remya R	
Mr. Gibin George	
Mr.Mejo John Johnson	

Neetha Thomas
IQAC coordinator

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting Minutes

Date: 05/09/2024

Time: 1:10 PM

Venue: Board Room

AGENDA

- Status of Criteriaions
- AQAR submission
- NIRF status
- Best Practices
- Paper Publications and FDP attending
- Event report submission
- Binary Accreditation

The meeting started by IQAC coordinator by welcoming Fr. Principal and all the members present.

➤ Status of Criteriaions

Status of criteriaions are verified, all the criterion coordinators explained the current status of work and where they are lagging behind.

➤ AQAR submission

The Principal emphasized the need for the faster progress in preparing the AQAR. The IQAC reminded the team about the Google Drive folders, where all documents can be securely stored for easy access and organization. It was highlighted that October 15th is the final date for submitting data to the Google Drive, urging the team to meet the deadline. The IQAC also encouraged everyone to ensure all relevant information is uploaded and properly categorized. Timely submission is crucial to avoid delays in the overall process. The team was reminded to double-check the data before uploading to ensure accuracy and completeness.

➤ NIRF status

Dr.Stalin J explained the current status of NIRF data accumulation. The need of forming a committee for the accumulation of files is raised in the meeting. This will help streamline the process and ensure accurate data collection.

➤ Best Practices

Best practices of Santhigiri College can be conceptualize, the committee loudly agreed the idea.

➤ Paper Publications and FDP attending

Principal highlighted the importance of paper publications and conference participation. He asked all the faculty members to attend/present their contributions in every academic year.

➤ Event report submission

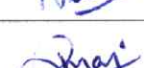
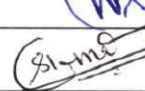
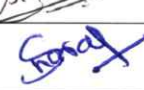
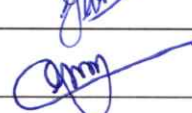
IQAC reminded the members to submit the report of events, soon after its conduct within 3 days.

➤ Binary Accreditation

Principal given an explanation on the binary accreditation procedures, how it will be implemented in coming years.

IQAC coordinator proposed vote of thanks and concluded the meeting.

List of Participants

Rev.Dr.Jose John CMI	
Dr.Neetha Thomas	
Ms. Manju P.K	
Dr.Stalin J	
Mr.Alwin Jose Alex	
Ms.Sigma Sathyan	
Mr.Sharafudeen PJ	
Dr. Bincy baby	
Ms.Remya R	
Mr. Gibin George	
Mr.Mejo John Johnson	



INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting Minutes

Date: 09/10/2024

Time: 03:30 pm

Venue: Board Room

AGENDA

- AQAR Status
- Adding industrialist to IQAC
- Conduct of SSS
- Printing of Documents

The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.

- AQAR Status

The Principal inquired about the status of AQAR 2022-2023, as a quick window has been opened for the pending AQAR submission. As Kerala falls under the South Zone, the portal will be available from 28/10/2024 to 30/10/2024 for submission. Criterion coordinators were asked to provide updates on their respective areas of work. They explained the current progress and highlighted the pending tasks.

The team is actively working to ensure the submission is completed before the deadline. All relevant documents are being finalized for upload. The coordinators are coordinating closely to avoid any delays.

- New industrialist to IQAC

As per the latest notification from NAAC composition of IQAC has been restructured and uploaded in the website. A new industrialist Mr. John Kuriakose along with other nominees from various sectors were also added.



➤ Conduct of SSS

The Student Satisfaction Survey was conducted by Criteria 2 Coordinator, Mr. Gibin George. The survey aimed to gather feedback on various aspects of student experience. Mr. Gibin ensured the process was smooth and efficient, focusing on the overall satisfaction of students.

➤ Printing of Documents

The Principal asked for the printing and filing of the documents. To streamline this process, the new color printer has been brought to IQAC. This addition will enhance the efficiency of document handling and filing.

IQAC coordinator proposed vote of thanks and the meeting ended at 4:30 pm.

List of Participants

Rev.Dr.Jose John CMI	
Dr.Neetha Thomas	
Ms. Manju P K	
Mr.Alwin Jose Alex	
Ms.Sigma Sathyan	
Mr.Sharafudeen PJ	
Dr. Bincy baby	
Ms.Remya R	
Mr. Gibin George	
Mr.Mejo John Johnson	





INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting Minutes

Date: 11/11/2024

Time: 10.30 AM

Venue: IQAC Room

Agenda

1. Submission of AQAR 2022-2023
2. Preparation of AQAR 2023-2024
3. Conduct of events and submission of reports.
4. Conduct of research promotion and FDP under the initiative of SIRC
5. Circulation of key events in faculty group

Meeting started with silent prayer

- Committee welcomed Ms. Deepa M to IQAC criterion coordinators group.
- The 2022-2023 AQAR work has been completed, and the principal appreciated all the coordinators who contributed their best efforts for the timely completion and support.
- Filing Documents for 2022-2023 AQAR must complete on 12/11/2024.
- The 2023-2024 AQAR work must be started by 12/11/2024 and completed within the month of November.
- All the pending reports of 2023-2024 event report must forward to IQAC drive on or before 13/11/2024.
- Pending report list of 2024-2025 is circulated to departments.
- Committee suggested having an External Academician in IQAC team.
- The drive link of Photos taken by dept. of Animation /Photography cell must provide in faculty groups, it shouldn't be shared with students.



- Committee suggested allocating a Documentation committee. The principal stated that the suggestion to allocate a Documentation cell is not necessary at this time.
- All Event reports must contain geotagged photos, participation list, broucher/postures and sample certificates (if any) are mandatory.
- In the event reports outcome of the program must written compulsorily in 100 words.
- If any students participating in various programs outside the campus, include those decisions /details in department meeting minutes as well, as it can be taken as a referral.
- A separate folder has been created in IQAC drive to upload the reports of student's participation in various programs outside colleges/organization.
- SIRC will organize conference in this academic year
- SIRC must promote research culture among faculty and students through paper publication and research participation
- SIRC in association with FDP cell must plan national/state level FDP in this academic year(online/offline)
- Few confidential data's need to be hidden in college website using passkey.
- All extension activities must include participation list and Beneficiaries list too in additional.
- An Event Conduct form is available in principal's office. Any dept. or cells planning to organize an event must fill the form prior.
- Share information about key events from departments/cells in the faculty group, especially when students represent Santhigiri College in other organizations.
- The meeting concluded with a vote of thanks delivered by the IQAC coordinator.



List of Participants

Rev.Dr.Jose John CMI	
Dr.Neetha Thomas	
Mr.Gibin George	
Dr.Stalin J	
Mr.Alwin Jose Alex	
Ms.Sigma Sathyan	
Mr.Sharafudeen PJ	
Ms.Manju PK	
Ms.Remya R	
Ms.Deepa M	
Mr.Mejo John Johnson	



Neetha
IQAC Coordinator



INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting Minutes

Date: February 11 and 13th 2025

Time: 3.30 PM

Venue: IQAC Room

AGENDA

1. Review of AQAR 23- 24 and its lacunas
2. Reports of the events must properly reach IQAC
3. Creation of IRINS instance
4. Conduct of AAA
5. NIRF Submission
6. Conduct of Conference

Meeting starts with a silent prayer led by Principal Rev.Dr.Jose John CMI.

1. Rev.Dr.Jose John CMI welcomed the gathering; He started the session by addressing the key agenda points and expressing gratitude for the participants' presence and contributions.
2. AQAR 23-24 has successfully submitted to NAAC on January 16th 2025. All the criterion coordinators reviewed their respective criterion and identified areas for improvement.
3. Criterion 1 Coordinator, Dr. Neetha Thomas, emphasized the importance of addressing more crosscutting issues, creating new programs, and ensuring the conduct of Add-on courses across all departments. She also instructed that all faculty members send a soft copy of their duty certificates to certificates@santhigiricollege.ac.in.



4. Criterion 2 Coordinator, Mr. Gibin George, highlighted the need to collect all details of admitted student's details from the office and record them in the departments as well. He also stressed the importance of effectively implementing and organizing Learning Methods.
5. Criterion 3 Coordinator, Ms. Sigma Sathyan, mentioned the necessity of collecting internship certificates and encouraging teacher participation in conferences. She requested detailed reports on all research events such as webinars, IPR, and workshops. Suggestions has be made to increase participation and recognition in various areas, including extension activities and other related fields.
6. Criterion 4 Coordinator, Mr. Sharafudeen PJ, draws attention to the filing upgrades of building infrastructure and the creation of a policy for maintaining various infrastructure-related services. He also emphasized the need for greater use of library and digital library facilities by both students and faculty.
7. Criterion 5 Coordinator, Ms. Manju PK, asked to track student progress and maintain records of students achieving certifications like GATE/GMAT/ IELTS/CLAT,. etc. She also stressed the importance of enhancing alumni engagement.
8. Criterion 6 Coordinator, Ms. Remya R, highlighted the necessity of attending and collecting FDP programs and certifications, as well as participating in NIRF activities and securing funds from philanthropists and NGOs.
9. Criterion 7 Coordinator, Mr. Alwin Alex Jose, discussed the need to upgrade best practices and implement a proper waste management system through formal contracts.
10. Principal, Rev. Dr. Jose John CMI, emphasized the importance of collecting and storing all reports in the IQAC. He reminded the criterion coordinators to document all events that align with their criteria and plan accordingly.
11. A new instance of IRINS has been created for Santhigiri College. The Principal has instructed all faculty members to join the platform and update their research details.



12. The Annual Academic Audit for 2024-2025 is scheduled for after April 20, 2025. All departments, cells, and committees must prepare the necessary documents and files in advance. After the internal audit, an external audit will be conducted.
13. The institution has successfully uploaded documents to NIRF.
14. Conference planning should be taken seriously. It is encouraged that two similar departments collaborate to organize a conference on a common theme.
15. The meeting concluded with a vote of thanks delivered by the IQAC coordinator.

List of Participants

Rev.Dr.Jose John CMI	
Dr.Neetha Thomas	
Mr.Gibin George	
Dr.Stalin J	
Mr.Alwin Jose Alex	
Dr.Bincy Joseph	
Ms.Sigma Sathyan	
Mr.Sharafudeen PJ	
Ms.Manju PK	
Ms.Remya R	
Ms.Deepa M	
Mr.Mejo John Johnson	

