



# INTERNAL QUALITY ASSURANCE CELL ST. MARY'S COLLEGE



(Affiliated to University of Calicut), Run by the Congregation of the Sons of the Immaculate Conception (CFIC)  
NAAC Accredited (First Cycle) With A+ Grade (3.45/4) Puthanangadi, Angadippuram, info@stmaryscollege.info, www.smcp.ac.in, 04933 258704, 9497442978

04/12/2025, Thursday

## IQAC MEETING MINUTES-2025

NAME OF THE MEETINGS	IQAC MEETING	DOCUMENT ID	2025-26 EVEN/IQAC
VENUE	CONFERENCE HALL	ACADEMIC YEAR	2025-26
DATE	04/12/2025	TIME	02.00PM-03.00PM

Honorable Principal inaugurated the meeting. He welcomed the members in the meeting.

### MEMBERS PRESENT: -

POSITION	NAME	DESIGNATION
PRINCIPAL PERSON	Rev.Fr. Denny Cholappallil CFIC	Principal
MEMBERS FROM MANAGEMENT	Rev.Fr Chacko Kochuparambil CFIC	Vice Principal
TEACHERS' REPRESENTATIVE	Abdul Musabir K	IQAC Coordinator
	Anand C	IQAC Joint Coordinator
	Shijil Prasad	IQAC Joint Coordinator
	Yadu Krishnan K	Asst. Professor
	Anu Joseph	Asst. Professor
	Rinu K	Asst. Professor
	Abdul Navas K T	Asst. Professor
	Shameem Babu P	Asst. Professor
	Bibin John	Asst. Professor
	Nikhil T	Asst. Professor
Abhinand S R	Librarian	

### 1. Welcome And Introduction

- The meeting began with the welcoming speech of Principal Rev Dr. Denny C M.

**AGENDA, DISCUSSIONS & DECISIONS MADE: -**

1. KIRF data collection and submission.
2. NIRF data collection and submission.

**PROCEEDINGS:**

1. **KIRF data collection and submission:** - discussed different methods and ideas to collect KIRF data.
2. **NIRF data collection and submission:** - discussed different methods, ideas and parameters to collect NIRF data.

**ACTION POINTS AND TIMELINE:**

- Decided to initiate KIRF data collection with the cooperation of all departments.
- Faculty members were assigned responsibility to collect and verify KIRF related data.
- Data collection of NIRF was initiated under various parameters.
- Departments to submit accurate and verified data within the stipulated time.
- A review process will be carried out before final submission to ensure accuracy and completeness of data.

**CLOSING: -**

The session concluded with a Vote of Thanks from the IQAC Coordinator.

**IQAC Coordinator,**

Abdul Musabir K