



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

06/10/2025, Monday

IQAC MEETING MINUTES-2025

NAME OF THE MEETINGS	IQAC MEETING	DOCUMENT ID	2025-26 EVEN/IQAC
VENUE	CONFERENCE HALL	ACADEMIC YEAR	2025-26
DATE	06/10/2025	TIME	02.30PM-03.30PM

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. Formation of NAAC criteria groups.
2. Distribution of AQAR work.

PROCEEDINGS:

1. **Formation of NAAC criteria groups:** - discussed possible formation of NAAC criteria group suggesting staff members to each criterion.
2. **Distribution of AQAR work:** - discussions and suggestions on AQAR work distribution.

ACTION POINTS AND TIMELINE:

- Decided to constitute separate team for each NAAC criterion for effective functioning.
- Faculty members were assigned to different NAAC criterion groups based on their experience and responsibilities.
- AQAR work distributed among the faculty members under the guidance of IQAC Coordinator.

CLOSING: -

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

IQAC Coordinator,

Abdul Musabir K