



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

15/07/2025, Tuesday

IQAC MEETING MINUTES-2025

NAME OF THE MEETINGS	IQAC MEETING	DOCUMENT ID	2025-26 ODD/IQAC
VENUE	CONFERENCE HALL	ACADEMIC YEAR	2025-26
DATE	15/ 07 /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
	Aswin P K	Asst. Professor
	Sreelakshmi T	Asst. Professor
	Anand C	Asst. Professor
	Shijil Prasad	Asst. Professor
	Anu Joseph	Asst. Professor
	Yadu Krishnan K	Asst. Professor
	Rinu K	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: -

- Preparation and submission of OBE based course plans.
- Restructure the existing NAAC criterion teams.

3. Distribution of mentor mentee list.
4. Update faculty profile on college website.
5. Propose the inclusion of a student representative in IQAC team Propose the inclusion of a student representative in IQAC team.

PROCEEDINGS:

1. **Preparation and submission of OBE based course plans:** - The IQAC coordinator Mr. Abdul Musabir K, instructed to submit course plans aligned with OBE.
2. **Restructure the existing NAAC criterion teams:** - decided to reconstitute all Criterion teams.
3. **Distribution of mentor mentee list:** - Mentor Mentee list will be revised and re issued by including first year students and can be continued in the existing mentor mentee diaries.
4. **Update faculty profile on college website:** - decided to update the faculty profile on college website by adding newly appointed staff members.
5. **Propose the inclusion of a student representative in IQAC team:** - decided to consider Mr. Vishnu Narayanan from MA Economics as the student representative in IQAC team.

ACTION POINTS AND TIMELINE:

- All teachers to submit OBE course plans by 25th July and class teachers should send the same to students' WhatsApp group.
- Reconstituted Criterion teams will be finalized by the last week of July.
- Revised Mentor Mentee list will be reissued at the earliest, and the IQAC team will come for an inspection.
- Ms. Rinu, website developer to Update faculty profile on the college website at the earliest.
- Included Mr. Vishnu Narayanan from MA Economics as the student representative in IQAC team.

CLOSING: -

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

IQAC Coordinator,

Abdul Musabir K