



# ST. MARY'S COLLEGE

(Affiliated to University of Calicut), Run by the Congregation of the Sons of the Immaculate Conception (CFIC)  
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## IQAC MEETING MINUTES-2024

NAME OF THE MEETING	IQAC MEETING	DOCUMENT ID	2023-24/EVEN/IQAC
VENUE	CONFERENCE HALL	ACADEMIC YEAR	2023-24
DATE	4 JANUARY 2024	TIME	02PM-04PM

Honorable principal inaugurated the MEETING. He welcomed the members to the meeting

### MEMBERS PRESENT: -

Position	Name	Designation
Principal Person	Rev.Fr. Denny Cholappallil	Principal
Members From Management	Rev.Fr. Varghese Kochuparambil	Provincial Superior
	Rev.Fr. Mathukutty	Vice Principal
Teacher representatives	Mr. Narayanan C. M	HOD Of Commerce & Management Studies
	Mr. Muhammed Rafi.M	HOD Of Political Science
	Mr. Nipin P Kurian	HOD Of English
	Dr. Georgie	HOD Of Chemistry
	Mrs. Maya M	HOD Of Mathematics
	Mr. Thomas K George	HOD Of Physics
	Mrs. Sonima Das Ck	HOD Of Computer Science
	Mr. Abdul Navas Kt	Assistant Professor
	Mrs. Rinu K	Assistant Professor
	Mr. Abdul Sammad P	Assistant Professor
Library	Mr. Abhinand	Librarian
IQAC	Mr. Shameem babu	IQAC Co-Ordinator
Administrative Staff	Mr. Antony C. J	Office Superintendent
	Mr. Rajesh P. S	Accounts Manager

Alumni Representative	Mr. Mohammed Shaheer	Alumni
External Member	Mrs. Shakeela	PTA President
	Mrs. Saeeda	Grama Panchayat President, Angadipuram
Industry Representative	Mr. Jobin Sebastian	Ceo, Ralfiz Technologies, Perinthalmanna
Student Representative	Mr. Shadil	College Union Chairman

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

##### **1. Welcome and Introduction**

- The meeting began with the Principal welcoming all returning members and acknowledging their valuable experience from the previous NAAC visit in October 2023.
- The Principal briefly introduced the agenda for the meeting, focusing on preparations for the upcoming NAAC revisit and leveraging the expertise of the existing committee members.

##### **2. NAAC Revisit Update**

- The IQAC Coordinator presented an update on the status of preparations for the NAAC revisit, including:
- Key areas identified for improvement based on the previous visit report.
- Revised Self-Assessment Report (SSR) incorporating feedback from the peer team.
- Confirmation of NAAC revisit dates and schedule.
- Logistics considerations for the revisit, including potential changes due to seasonality or updated guidelines.
- Members discussed any concerns or questions regarding the revisit based on their experience from the previous visit.

##### **3. Leveraging Previous Visit Experience**

- The meeting acknowledged the advantage of having the same committee members involved in both the initial visit and the revisit.
- Members reflected on their learnings and takeaways from the previous visit, identifying areas where their experience can be utilized effectively for the revisit.
- Specific strategies were discussed for:
- Optimizing visit arrangements based on previous feedback from the peer team.

- Streamlining document presentation and data accessibility based on previous queries.
- Tailoring classroom observations and student interactions to address revisit focus areas.

#### **4. Revisit Arrangements by Committee Members**

- Building upon the existing committee structure and expertise, roles and responsibilities were reaffirmed and refined for the revisit.
- Members shared any updates or changes in their availability or capacity to handle specific tasks.
- Additional support roles were identified for members who may have gained relevant experience since the previous visit.

#### **5. Action Points and Timeline**

- An updated action plan was developed, assigning specific tasks and deadlines to each member for pre-visit preparations and actual revisit logistics.
- The IQAC Coordinator emphasized the importance of leveraging existing knowledge and materials while adapting to the specific focus areas of the revisit.

#### **6. Collaboration and Communication**

- The meeting emphasized the importance of open communication and collaboration between committee members throughout the preparation and revisit process.
- Regular meetings and progress updates were scheduled to ensure everyone is kept informed and on track.

#### **7. Any Other Matters**

- Members raised any other pertinent concerns or suggestions regarding the NAAC revisit.
- The Principal addressed all raised points and clarified any further questions.

#### **8. Closing**

- The Principal thanked all members for their continued commitment and invaluable experience in preparing for the NAAC revisit.
- The meeting concluded with a positive outlook on utilizing the committee's collective expertise for a successful revisit.
- The session concluded with a vote of thanks from the IQAC Coordinator.



**IQAC Coordinator**



**Principal**

**IQAC CO-ORDINATOR**  
**ST. MARY'S COLLEGE**  
**PUTHANANGADI**  
**MALAPPURAM - 679321**



**Principal**  
**St. Mary's College**  
**Puthanangadi**  
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