



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-2023

NAME OF THE MEETING	IQAC MEETING	DOCUMENT ID	2023-24/ODD/IQAC
VENUE	CONFERENCE HALL	ACADEMIC YEAR	2023-24
DATE	3 OCTOBER 2023	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 RAFIM	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. T. AKSHAY KUMAR	LIBRARIAN
IQAC	Mr. SHAMEEM BABU	IQAC CO-ORDINATOR

ADMINISTRATIVE STAFF	Mr. ANTONYC.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
STUDENTREPRESENT AT IVE	MR. YADHU KRISHNAN	COLLEGE UNION CHAIRMAN

AGENDA OF THE MEETING

1. Welcome and Introduction

- The meeting began with the principal welcoming all members present.
- The principal briefly introduced the agenda for the meeting, focusing on preparations for the upcoming NAAC visit and discussing visit arrangements by college faculty committee members.

2. NAAC Visit Update

The IQAC Coordinator presented an update on the status of preparations for the NAAC visit, including:

- Progress on Self-Assessment Report (SSR) completion.
- Confirmation of NAAC peer team visit dates and schedule.
- Logistics arrangements for the visit, including accommodation, transportation, and refreshments.
- Briefing materials and documents to be prepared for the peer team.
- Members discussed any concerns or questions regarding the preparations and clarified any doubts.

3. Visit Arrangements by Faculty Committee Members

- The meeting focused on assigning roles and responsibilities for faculty committee members during the NAAC visit.

Specific teams were formed for:

1. Welcome and Reception: To greet and escort the peer team upon arrival, coordinate introductions, and facilitate initial meetings.
2. Document Presentation: To present specific documents and data requested by the peer team during their visit.
3. Campus Tour: To guide the peer team through the college facilities, showcasing infrastructure, classrooms, laboratories, libraries, and other relevant areas.
4. Classroom Observation: To escort the peer team to observe faculty members during actual teaching sessions.
5. Student Interaction: To organize interactions between the peer team and student groups representing different academic programs and extracurricular activities.
6. Feedback and Q&A: To facilitate any discussion with the peer team, address their questions, and clarify any requested information.

Each team leader discussed their responsibilities and identified any additional support or resources needed from other members.

4. Action Points and Timeline

- A concrete action plan was outlined, assigning specific tasks and deadlines to each team for pre-visit preparations and actual visit logistics.
- The IQAC Coordinator emphasized the importance of adhering to the timeline and maintaining open communication channels between teams.

5. Closing

- The Principal thanked all members for their active participation and contribution to the meeting.
- The meeting concluded with a reiteration of the importance of collaborative efforts towards a successful NAAC visit.
- 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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