12th Internal Quality Assurance Cell/IQAC Meeting

Attendance sheet

MEMBERS

1. Rev. Fr. Manoj Mekkadath
2. Dr. K. Krishnakumar — 08/02/2024
3. Dr. Linxy George — 8/2/24
4. Mrs. Meena Chandran — 08/02/2024
5. Mrs. Rosmin Jacob
6. Mrs. Rinku Jayaprakash
7. Mrs. Asa Samuel — 08/2/24
8. Mrs. Aji Varghese — 08/02/24
9. Dr. Sathish Kumar M — 08/2/24
10. Mrs. Smitha PV
11. Mrs. Tesmy Jaiju — 8/2/24
12. Mr. Tom Diaz
13. Mr. Raphael Mathew — 08/2/24
14. Mr. David Paliyoor
15. Mr. Babu Moothedan
16. Mr. Joji VJ
17. Mr. Akhil Paul — 8/2/24
18. Dr. Dinesh Kumar B — 8/2/24
19. Dr. K. Kannan — 8/2/24

12th Internal Quality Assurance Meeting

Date:- 8.2.2024 Time: 2pm Venue:- IQAC cell Office.

Minutes of Meeting:-

The IQAC Coordinator welcomed all the members of IQAC to the meeting. All the members except Mr. David Pulgoor (the industry expert) were present for the meeting.

The IQAC Chairperson thanked the Management for providing a newly renovated IQAC office with modern infrastructure facilities, including IT & stationary requirements.

Then the IQAC Chairperson proposed the following agenda to the members for detailed discussion and approval.

12.1. Action taken report on 11th IQAC meeting held on 16.06.23 & confirmation of minutes.

The action taken report on 11th IQAC meeting was presented to all the members. Since there was no changes in the minutes of the last meeting, all the members unanimously agreed to confirm the minutes of the previous meeting.

Sl.No	11th IQAC Resolutions	Action Taken.
11.1	IIC Activities	Activities of 3rd & 4th Quarter for 2022-2023 was submitted in IIC Portal. Single star rating was obtained. IIC was reconstituted.
11.2	World Yoga Day celebrations	World Yoga Day Celebrations 2023 was carried out from June 21 to June 23 (Theme: Yoga for Vasudhaiva Kutumbakam)
11.3		
11.4	Strengthening of Quality Enhancement Activities.	The following Quality Enhancement Programmes (QEP) were organized:

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S.No	11th IQAC Resolutions	Action Taken
		1. Academic Integrity & Research Quality on 31.07.23 2. Establishment of the SJCOPS Quality circle, along with an orientation session on 11.09.23 3. Faculty Development Programme on Innovative Teaching & Learning Methodologies in Higher Education on 14.10.23
11.a	Preparation of QPs as per Bloom's Taxonomy.	Theory & practical sessional question papers were prepared as per Bloom's Taxonomy for all the programmes.
11.b	AQAR 2022-23 Submission.	The NAAC AQAR (2022-2023) was Submitted to NAAC on December 20th 2023, & was uploaded to the College website
11.b	Report of activities organized/ Coordinated by IQAC.	A detailed report of other activities Coordinated or Organized by IQAC is attached as Annexure-1

KUHS - QAS Mock Inspection

12.2. It was resolved to conduct a mock inspection of KUHS - Quality Assurance Standards (QAS) Accreditation on 20.03.24.

12.3. KUHS - QAS Application Submission.

It was resolved to submit the application for KUHS - Quality Assurance Standards (QAS) Accreditation on 27.03.24

12.4. KUHS - QAS proposed Dates of Inspection.

It was resolved to propose the following dates for the

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KUHS – QAS Accreditation inspection team visit:
(a) 17.04.24
(b) 24.04.24
(c) 02.05.24

12.5 IQAC Activity Calendar (2023–2024)
The IQAC activity calendar (23-24) prepared on the basis of PCI/KUHS/NAAC/QAC/NIRF was discussed and accepted. Further, it was resolved to propose a date for each activity in the IQAC activity calendar of 2023–24. (Attached as Annexure 2)

12.6. NAAC Bench Mark Review
A detailed NAAC – Benchmark quarterly review report for each criterion was presented by an expert from academia (Dr. K. Kannan).
The metrics that need improvement, identified as grey areas that need further detailed analysis (based on AQAR's & SSCOPS benchmark monthly reports), were discussed.
It was resolved to concentrate the accreditation activities based on the benchmark quarterly review report (Attached as Annexure 3)

12.7. Strengthening the activity of reconstituted committee's.
It was resolved to Constitute or reconstitute various Statutory or non-Statutory committees, Cells, Clubs etc. to Strengthen the activities for statutory compliance and accreditation.
Different statutory or non-statutory committees, Cells, & Clubs were reconstituted or Constituted as per the latest Government/PCI/KUHS Acts, Rules, Guidelines, & Circulars.
The required Stationary items for each committee were provided for regular documentation.

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12.8. 4 certificates for each graduating student.
It was resolved to conduct add-on course, value-added course, skill enhancement courses, and ability enhancement courses for all the programmes.
It was further resolved to provide 4 certificates for the successful completion of a) Add-on course, b) Value Added course, c) Skill Enhancement Course, d) Ability Enhancement Course to each graduating student in order to enhance the opportunities for employment, entrepreneurship, higher education, research and innovation.

12.9. Revision of COs for all programmes.
It was resolved to revise the COs of all programmes as per Bloom's Taxonomy within April 2024 for Co-Po mapping and attainment calculation using OBE software.

12.10. Designing templates and forms for documentation.
It was resolved to prepare standard templates or forms for the documentation of college activities.

12.11. Newsletters.
It was resolved to continue with the Department of Pharmacy Practice Newsletter (with emphasis on department activities & health-related articles), Student Magazine, & College Journal annually.
It was resolved to further prepare the bi-annually published College Newsletter & the annual IQAC Newsletter, NSS Newsletter, Alumni Newsletter, PTA Newsletter, Training & Placement Newsletter, & IIC Newsletter.
It was resolved to involve students in the editorial board & process to enhance their leadership and management skills.

12.12. Any other matters.
a) It was resolved to institute the Best Library Utilization

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Awards for students & faculty every year inorder to enhance library utilization. It was further resolved to prepare detailed criteria for the award and dissemiate the information enclosed to the students & faculty.

b) An employer representative suggested entrepreneurship training for graduate students as well as conducting more placement drives.

c) A student member suggested hosting sports & cultural events.

d) PTA member suggested the collection and utilization of PTA funds for Co curricular and extra curricular activities.

e) Faculty members suggested incentivizing faculty & student achievements for research contributions (papers presentation & publication) & also the need to increase the number of quality publications.

B. D...

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