



DON BOSCO ARTS & SCIENCE COLLEGE

ANGADIKADAVU, KANNUR – 670706

IQAC – NAAC Core Team Meeting Minutes

Date	08-09-2020			
Timing	From	10.45 am	To	01.15 pm
Venue	Computer Lab			

AGENDA:

- ✚ Prayer by Fr. Dr. Biju J. Nellissery.
- ✚ Team started evaluation of the Criterion I - Curricular aspects.
- ✚ Discussion initially focused on considering the good practices of the institution in initiating each programme / courses in relevance to the local needs and with the emerging national and global trends. (Consider factors like literacy rate, geographical area, statistics of the local students etc.)
- ✚ Each of the 8 departments was divided among the team to gather the specific data for criteria 1.

Name of the faculty	Assigned departments
Centil Abraham .K.	Commerce & Management
Nishamol N.V. & Babu Sir	Psychology & Social work
Vineetha Mathew	Computer Applications & Mathematics
Ansa George	English
Fr.Bastin	Journalism

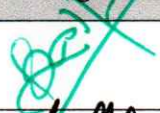


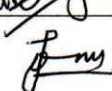


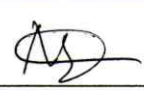
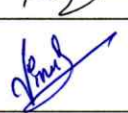
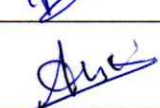
- ✚ Detailed discussion on 1.1.1 – How well we have documented and planned the curriculum delivery in our college. Team to gather the details for each department and ensure all the required documents are available.
- ✚ 1.1.2 - IQAC to upload all previous years academic calendar in the website and ensures that the Academic council meeting reports , action taken report, Exam committee minutes and notices are available.

- ✚ Team to validate the data provided by the departments for criteria 1.1.3 and follow up with those departments with incomplete details.
- ✚ Babu sir to collect the office related data (1.2.1) for NAAC SSR submission.
- ✚ Fr.Biju .J. Nellisery suggested the need of a separate camera (with all geo-tagged optioned enabled) to be available in the office and to appoint Jijo to capture the photographs of all activities happening in the college and submit to IQAC.
- ✚ Need of implementing Moodle platform in the college was also discussed. This would help in capturing the data effectively.
- ✚ Team to finalize the data of add on courses as part of criteria 1.2.2 and 1.2.3
- ✚ Team to coordinate with the HODs of the departments to collect the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Also gather the supporting documents.
- ✚ Departments with project /field work or internship was also discussed as part of criteria 1.3.2 and 1.3.3
- ✚ Feedback collection statistics and action taken report preparation topics were also discussed.
- ✚ Vote of Thanks

DECISIONS TAKEN:

1. Deadline set for completion of data collection on Criteria 1 - Sept 18th, 2020 (Friday).
2. Follow up meeting planned for Sept 28, 2020 (Monday) – 10.00 am.

Attendees list :

SL. No.	Names of Faculty	Designation	Department	Signature
1.	Fr. Dr. Francis Karackat	Chairperson	Principal	
2.	Fr. Dr. Biju J. Nellissery	IQAC Co-ordinator	Vice Principal	
3.	Divya K. Joseph	IQAC Supervisor	IQAC	
4.	Sony Thomas	IQAC Secretary	IQAC	
5.	Babu Grigoriose	Administrative Officer	Office Superintendent	
6.	Centil Abraham .K.	Asst. Professor	Commerce	
7.	Nishamol N.V.	Asst. Professor	Commerce	
8.	Vineetha Mathew	Asst. Professor	Computer	
9.	Ansa George	Asst. Professor	English	

Signature:



IQAC Co-ordinator -
Fr. Dr. Biju .J. Nellissery

IQAC Coordinator
DON BOSCO ARTS & SCIENCE COLLEGE
Angadikadavu, Kannur - 670 706

Principal - 
Fr. Dr. Francis Karackat

FR. DR. FRANCIS KARACKAT
PRINCIPAL
DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU, KANNUR DT.
KERALA, PIN - 670706

Photographs

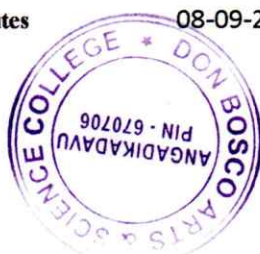
Discussion of initiation of each program in our college – based on curricular aspects



Evaluation of the progress of NAAC accreditation work.



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FR. DR. FRANCIS KARACKAT
PRINCIPAL
DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU, KANNUR DT.
KERALA, PIN - 670706