

### Minutes of the IQAC meeting

**Venue: Orchid Hall, Thejas building**

**Date and Time: 27.02.2024, 12:00 noon**

**Attendees:**

1. Dr. Suja K Kunnath , Executive Director
2. Dr. Anne Varghese (HoD, Psychology)
3. Ms. Daisy Sebastian (Coordinator Academic, Clinical & Intervention Programs)
4. Ms Raji Gopal, (HoD, DHI)
5. Dr. Shirly G(Head, New Initiatives)
6. Ms. Sindhu I V, (Coordinator, EIP)
7. Ms Soja Olivar (Administrative Officer)
8. Mr. Tomy Varghese (Librarian)
9. Dr. Vikrant (Physical Education Instructor)
10. Ms. Bini Mahesh, (HR-In Charge)
11. Dr. Anu Mukund (Lecturer, Degree HI)
12. Ms Saumya Sundaram (Asst Professor, ASLP)
13. Mr Nirmal Sugathan (Speech Language Pathologist, ASLP)
14. Ms. Sreebha Sreedhar (Senior Lecturer, ASLP)
15. Ms Sreena EN (Senior Lecturer/Audiologist & Speech Language Pathologist, ASLP)
16. Dr. Anjana A V (Senior Lecturer, ASLP)
17. Ms Rejitha L (HoD, Social Work)
18. Ms Jeena Mary Joy (Asst Professor, ASLP)
19. Ms Neena M (Senior Lecturer/Senior Software Engineer, DHI)

**Objective of the meeting:** The meeting has been convened to review the process of preparation for NAAC inspection cycle 2 and to select coordinators for NAAC cycle 3.

**Objective of the meeting:** The meeting has been convened to prepare for NAAC cycle 3 accreditation.

The Executive Director provided comments regarding the preparation for NAAC cycle 3, emphasizing the need for quality and to instill a culture of excellence among all staff members. The following meeting agenda has been outlined:

1.  
  
Formulating strategies to foster a culture of quality and steer in the right direction towards the preparation of cycle 3.
2.  
  
Selection of new members for the committee.

3.

Discussion on the necessity of obtaining NAAC/ISO certifications.

On the agenda point 1 above, the Executive Director asked opinions from previous NAAC coordinators.

- Mr. Nirmal pointed out that they were unable to upload complete documents available within the departments and have faced difficulty in retrieving documents from them in cycle 2. He suggested having trained staff in charge in each department to provide documents as per request.
- Dr. Shirley checked on the type of assessment as per the new standards, and accordingly, a system has to be developed.
- Dr. Anjana raised the requirement of a NAAC cell with representatives from all departments.
- Ms. Jeena Mary Joy inquired about any appeals to clear previous non-compliances or acknowledging the given grade and moving forward. It has been confirmed that no appeal is being taken forward, and we will be preparing for NAAC cycle 3 only. Effective internal audits with preset parameters should be conducted, as remarked by the Executive Director.
- Dr. Raji Gopal suggested having ISO audits to ensure that processes are regularly checked and certified, facilitating necessary corrective actions to move forward. It has been decided to have NAAC inspection only.
- Ms. Sreena pointed out that in the previous NAAC cycle, only documents were collected without any analysis. Hence, analysis is required to ensure the quality of the documentation.
- Ms. Soumya pointed out that duplications arose between the criteria in the previous documentation.
- Ms. Soja pointed out that a common format should be followed for all documentations made by the criteria owners. This would facilitate analysis and preparation in a single point, allowing for all documents to be uploaded to the NAAC portal. Rather than criteria owners uploading the documents individually, this single point could compile, analyze, and format the documents according to NAAC portal requirements.

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- The meeting decided that Ms. Neena will take over as the chief coordinator for cycle 3 and Ms. Jeena Mary Joy will serve as the Joint coordinator. For cycle 4, Ms. Jeena Mary Joy may take up the chief coordinator ship for cycle 4. The team can decide upon the selection of criteria owners. Conduct internal audits qualitatively.
- The meeting also discussed the need to maintain the campus in a well-maintained and hygienic manner. Several present issues were reported, including civil repair and maintenance works, proper maintenance of the sensory park, and trash removal from the ramp in the Dhyana building. The Executive Director assured to make necessary arrangements for regular maintenance by entering into an annual contract for repair and maintenance which is under process.
- Furthermore, the coordinators will prepare strategic systems and coordinate the NAAC cycle 3. The formation of a new team will be presented before the Project Board.

The meeting ended by 1:00 pm

Dr. SUJA K KUNNATH  
EXECUTIVE DIRECTOR NISH

Approved for Issue

Administrative Officer



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