


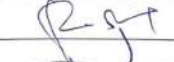





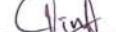
INTERNAL QUALITY ASSURANCE CELL
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI.

Date: 17.06.2022

CIRCULAR

The IQAC meeting will be held on 17.06.2022 at 10.00 a.m. in the IQAC room. All are attend without fail.


Dr. M. Amalanathan
 (IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali - Criteria I	
3.	Mr. K.R. Krishna Prasad	
4.	Dr. R. Jolly Rosalind Silva } Criteria II	
5.	Dr. L. Thomas Robinson - Criteria III	
6.	Mrs. Sajitha Sajan	
7.	Dr. V.J. Hema Reji } Criteria IV	
8.	Dr. R. Shoba Rani	
9.	Dr. N. Vinil Kumar	
10.	Dr. C. Limcy } Criteria V	
11.	Dr. A. Ajitha - Criteria VI	
12.	Mrs. V. Vincy - Criteria VII	

Date: 17/6/22

Year: 2022

Time: 10.00 am

AGENDA:

- 1) New nurse appointment.
- 2) Classes for next academic year
- 3) Preparation of workload, subject allocation, timetable.
- 4) Preparation of QLM report department wise.
- 5) Stock verification
- 6) Admission duty.
- 7) Exam duty
- 8) Document preparation.

MINUTES:

1) Since the old nurse Sis. Matilda got transferred, it was decided that a new nurse should be appointed.

2) The classes for the next academic year was planned to be started from July.

3) The HOD's were asked to prepare the workload, time table, subject allocation and submit it to the office.

4) The HOD's were instructed to finish the QLM report and submit for correction.

5) It was decided that a team would do the stock verification in all necessary areas.

6) The staff were allocated with various responsibilities for the admission work.

- 7) The staff for exam duty were to be short listed and scheduled.
- 8) The criteria members were asked to prepare the documentary evidences based on their QLM.

ACTION TAKEN REPORT :

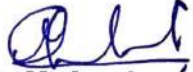
- 1) New nurse; Srs. Sharmila was appointed.
- 2) Academic calender was prepared and the HOD's submitted the work load, timetable, and subject allocation to the office.
- 3) The QLM was corrected and was given for document preperation. Based on the QLM documents were also submitted and filed.
- 4) The stock verification was done and the necessary arrangements were done for restocking.
- 5) The admission work was done as per schedule.
- 6) The exam duty was conducted as per schedule.









INTERNAL QUALITY ASSURANCE CELL
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI.

Date: 08.07.2022

CIRCULAR

The IQAC meeting will be held on 08.07.2022 at 10.00 a.m. in the IQAC room. All are attend without fail.


Dr. M. Amalanathan
 (IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali – Criteria I	
3.	Mr. K.R. Krishna Prasad } Criteria II	
4.	Dr. R. Jolly Rosalind Silva }	
5.	Dr. L. Thomas Robinson – Criteria III	
6.	Mrs. Sajitha Sajan } Criteria IV	
7.	Dr. V.J. Hema Reji }	
8.	Dr. R. Shoba Rani } Criteria V	
9.	Dr. N. Vinil Kumar }	
10.	Dr. C. Limcy }	
11.	Dr. A. Ajitha – Criteria VI	
12.	Mrs. V. Vincy – Criteria VII	

Date: 8/7/2022

Year: 2022

Time: 10:00 am

AGENDA:

- 1) Removing of
- 2) Producing 100% result.
- 3) Graduation day
- 4) Government scholarship Rs.1000/-
- 5) NAAC SSR report preparation
- 6) Documents for QLM.
- 7) Preparation of PPT.
- 8) Wi-Fi enabled.
- 9) SSR language correction
- 10) Conduction of alumni meet
- 11) College reopening
- 12) Improve the quality in PG science department.
- 13) Conduction of seminar for II. PG
- 14) Tally course.
- 15) Ist internal exam. from August 29.
- 16) First year data entry.
- 17) II. Internal exam - 26. September.

MINUTES:

- 1)
- 2) It was decided that the staff have to work even better to produce 100% results.
- 3) It was planned that the graduation day for 2018-2021 batch should be conducted.
- 4) The HOD's were informed about the govt. scholarship of Rs.1000/- for the students.
- 5) Every staff and criteria heads were asked to support in the preparation of SSR reports and finish it in a months time.
- 6) The documents for QLM were to be verified.













- 7) The HOD's were asked to prepare a power point presentation based on the specialities of their departments.
- 8) The college was provided with free broadband connectivity.
- 9) The SSR reports prepared were to be given for language correction.
- 10) Every departments were advised to conduct an alumni meet.
- 11) Discussions were made on the date of reopening of the college for the new academic year.
- 12) It was decided that the quality of the PA science department has to be improved.
- 13) All the HOD's were asked to conduct a workshop for the II PA students.
- 14) Tally courses were introduced and it was planned to be advertised.
- 15) The IQAC planned that the 1st internal exam would be conducted on august 29.
- 16) The data entry for the first year coas to be completed within a week.
- 17) The 2nd internal exam was scheduled for 26th september.

ACTION TAKEN REPORT :

- 1) The college staff and students are working hard to attain 100% results.
- 2) The graduation for 2018-2021 batch was conducted in a grand manner.
- 3) The students were announced about the scholarship.
- 4) The SSR report was prepared and sent to the officials.
- 5) The documents for QM were submitted and HOD's also submitted the PPT.

- 6) User Id and passwords were created for each staff and students to use Wi-Fi.
- 7) The SSR reports were corrected by the English department staff and was submitted.
- 8) Alumni meet was conducted in every departments.
- 9) The college was reopened on 15. June.
- 10) The quality of PA science department was upgraded.
- 11) Workshops were conducted for II.PA students.
- 12) Tally classes were began and is going on regularly.
- 13) The 1st internal exams were conducted on 29th august and the 2nd internal was conducted from 26th september.

MEMBERS :


- 1) Dr. A. Meenakshi Sundaraman 
- 2) Dr. M. Amalanathan 
- 3) Dr. R. Murali 
- 4) Dr. R. Shoba Rani 
- 5) Mrs. V. Vinny 
- 6) Dr. A. Ajitha 
- 7) Dr. L. Thomas Robinson 
- 8) Mr. K.R. Krishna Prasad 
- 9) Mrs. Sajitha Sajan 
- 10) Dr. N. Vinil kumar 
- 11) Dr. V.J. Hema Reji 
- 12) Dr. C. Lewicy 


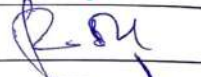





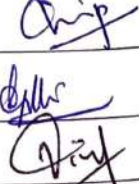
INTERNAL QUALITY ASSURANCE CELL
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI.

Date: 02.08.2022

CIRCULAR

The IQAC meeting will be held on 02.08.2022 at 10.00 a.m. in the IQAC room. All are attend without fail.


Dr. M. Amalanathan
 (IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali – Criteria I	
3.	Mr. K.R. Krishna Prasad	
4.	Dr. R. Jolly Rosalind Silva } Criteria II	
5.	Dr. L. Thomas Robinson – Criteria III	
6.	Mrs. Sajitha Sajan	
7.	Dr. V.J. Hema Reji } Criteria IV	
8.	Dr. R. Shoba Rani	
9.	Dr. N. Vinil Kumar	
10.	Dr. C. Limcy } Criteria V	
11.	Dr. A. Ajitha – Criteria VI	
12.	Mrs. V. Vincy – Criteria VII	

Date : 2/08/2022.

Year : 2022

Time : 10:00 am

AGENDA :

- 1) Minority Scholarship
- 2) Bus Concession
- 3) Independence day celebration
- 4) Chess competition for students
- 5) Badminton competition for staff
- 6) IGNOU academic council.

MINUTES :

1) The IQAC decided that the eligible candidates should get minority scholarships and it was informed to the HOD's to inform the students.

2) The students who are in need of bus concession were taken list and it was arranged.

3) It was decided that the Independence day would be celebrated in our campus with flag hoisting.

4) The sports club and IQAC decided that a chess competition would be organised for the students in accordance with Independence day.

5) To motivate the staff members it was decided that a badminton competition would be organised for the staff.

6) The IGNOU academic council discussed the dates of exam from 22nd - 24th August.

ACTION TAKEN REPORT:

- 1) The students eligible for the scholarship were announced and were helped to get the scholarship.
- 2) The students who are in need of bus concession were provided with the same.
- 3) The Independence day was celebrated on August 25th with the staff and students. Breakfast was also provided to all.
- 4) The sports club & IQAC conducted chess competition for students and badminton for the staff.
- 5) The JNUOU academic council conducted the IGNOU exam on 22, 23, 24 August

MEMBERS:

- 1) Dr. A. Meenakshi Sundaramajan 
- 2) Dr. M. Amalanathan.
- 3) Dr. R. Murali
- 4) Dr. R. Shoba Rani
- 5) Mrs. V. Vinay.
- 6) Dr. A. Ajitha
- 7) Dr. L. Thomas Robinson
- 8) Mrs. K.R. Kristina Prasad. 
- 9) Mrs. Sajitha Sajan. 
- 10) Dr. N. Vinod Kumar. 
- 11) Dr. V. P. Hema Reji. 
- 12) Dr. C. Limcy. 


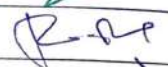






INTERNAL QUALITY ASSURANCE CELL
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI.

Date: 07.09.2022

CIRCULAR

The IQAC meeting will be held on 07.09.2022 at 10.00 a.m. in the IQAC room. All are attend without fail.


Dr. M. Amalanathan
 (IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali – Criteria I	
3.	Mr. K.R. Krishna Prasad } Criteria II	
4.	Dr. R. Jolly Rosalind Silva }	
5.	Dr. L. Thomas Robinson – Criteria III	
6.	Mrs. Sajitha Sajan } Criteria IV	
7.	Dr. V.J. Hema Reji }	
8.	Dr. R. Shoba Rani } Criteria V	
9.	Dr. N. Vinil Kumar }	
10.	Dr. C. Limcy }	
11.	Dr. A. Ajitha – Criteria VI	
12.	Mrs. V. Vincy – Criteria VII	

Date: 7/9/22

Year: 2022

Time: 10:00 am

AGENDA:

- 1) Onam celebration
- 2) Good samaritan scheme
- 3) IQA approval
- 4) SSR submission
- 5) NAAC document submission.

MINUTES:

1) It was planned by the IQAE to celebrate onam in all the departments.

2) The good samaritan scheme was to be continued and the staff were asked to select a deserving student, to be helped by this scheme.

3) The IQA got approval and it was appreciated in the meeting.

4) It was decided that the SSR report was to be submitted before 7th October.

5) It was decided that the documents should be submitted to NAAC before 19th September.

ACTION TAKEN REPORT:

1) The onam celebration was done in a grand manner in all the departments.



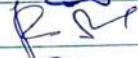








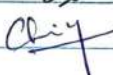
2) The money for the good samaritan scheme

was collected regularly and the department representatives gave the list to the office.

3) The SSR was submitted on 7/10/22.

4) The documents for NAAC were submitted on September 17th.

MEMBERS:

- 1) Dr. A Meenakshi Sundaraman. 
- 2) Dr. M. Amalanathan. 
- 3) Dr. R. Murali. 
- 4) Dr. R. Shoba Rani. 
- 5) Mrs. V. Vinu. 
- 6) Dr. A. Ajitha. 
- 7) Dr. L. Thomas Robinson. 
- 8) Mrs. K. R. Krishna Prasad. 
- 9) Mrs. Sajitha Sajan. 
- 10) Dr. N. Vinu Kumar. 
- 11) Dr. V. J. Hema Reji. 
- 12) Dr. C. Limcy. 


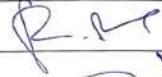

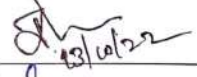
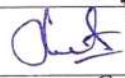


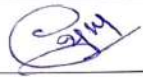
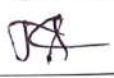
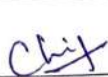
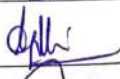
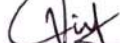
INTERNAL QUALITY ASSURANCE CELL
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI.

Date: 13.10.2022

CIRCULAR

The IQAC meeting will be held on 13.10.2022 at 10.00 a.m. in the IQAC room. All are attend without fail.


Dr. M. Amalanathan
 (IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali – Criteria I	
3.	Mr. K.R. Krishna Prasad } Criteria II	
4.	Dr. R. Jolly Rosalind Silva }	
5.	Dr. L. Thomas Robinson – Criteria III	
6.	Mrs. Sajitha Sajan } Criteria IV	
7.	Dr. V.J. Hema Reji }	
8.	Dr. R. Shoba Rani } Criteria V	
9.	Dr. N. Vinil Kumar }	
10.	Dr. C. Limcy }	
11.	Dr. A. Ajitha – Criteria VI	
12.	Mrs. V. Vincy – Criteria VII	

Date: 13/10/22.

Year: 2022

Time: 10:00 am.

AGENDA:

- 1) Afternoon classes for BBA; B.Com; B.Sc Computer Science - Part II.
- 2) Syllabus completion
- 3) Internal test attendance entry in university portal.
- 4) University exam on 24/11/2022.
- 5) Practical exam on 9/11/2022.
- 6) Exam fee payment on 20/10 - 29/10 - without penalty. & 31/10 - 4/11 with penalty.
- 7) Optional papers allocation.
- 8) NAAC SSR Submission.

MINUTES:

1) As per the new decision of the state government it was decided that afternoon classes can be conducted for BBA; B.Com and B.Sc Computer Science students to finish off the language papers.

2) The HOD's were instructed to take necessary steps to finish the syllabus on time.

3) The internal mark entry in the university portal was due on 20/11/2022.

4) The HOD's were informed that the university exams were to begin on 24/11/2022.

5) The university practical exams were to begin on 9/11/2022.

6) The HOD's were informed that the exam fee for the university exam should be paid within 20/10 to 29/10 without penalty and from 31/10 - 4/11 with penalty.


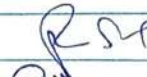



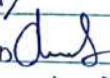





7) The optional paper were allocated on 14/10.

8) It was planned that the NAAC SSR submission should be done on 17/10/22.

ACTION TAKEN REPORT:

- 1) The part II and language classes were taken for BBA; B.Com and B.Sc. Computer Science.
- 2) The syllabus was completed within the stipulated time.
- 3) The internal marks were entered in the portal.
- 4) The university exams began from 24/11/22.
- 5) The practical exams began from 9/11/22.
- 6) The students paid the exam fee on time.
- 7) The optional papers were allocated.
- 8) It was planned to submit the NAAC SSR.

MEMBERS:

- 1) Dr. A. Meenakshi Sundaranajan. 
- 2) Dr. M. Amalanathan.
- 3) Dr. R. Murali 
- 4) Dr. R. Shoba Rani 
- 5) Mrs. V. Vinay. 
- 6) Dr. A. Ajitha. 
- 7) Dr. L. Thomas Robinson 
- 8) Mr. K.R. Krishna Prasad. 
- 9) Mrs. Sajitha Sajan 
- 10) Mrs. Sajitha Sajan. 
- 11) Dr. Al. Vinil kumar. 
- 12) V.G. Hema Reji. 


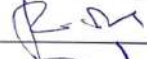

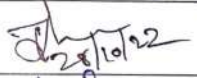
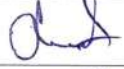






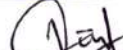
INTERNAL QUALITY ASSURANCE CELL
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI.

Date: 28.10.2022

CIRCULAR

The IQAC meeting will be held on 28.10.2022 at 10.00 a.m. in the IQAC room. All are attend without fail.


Dr. M. Amalanathan
 (IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali – Criteria I	
3.	Mr. K.R. Krishna Prasad } Criteria II	
4.	Dr. R. Jolly Rosalind Silva }	
5.	Dr. L. Thomas Robinson – Criteria III	
6.	Mrs. Sajitha Sajan } Criteria IV	
7.	Dr. V.J. Hema Reji }	
8.	Dr. R. Shoba Rani } Criteria V	
9.	Dr. N. Vinil Kumar }	
10.	Dr. C. Limcy }	
11.	Dr. A. Ajitha – Criteria VI	
12.	Mrs. V. Vincy – Criteria VII	

Date: 28/10/2022

Year: 2022

Time: 10.00 am

AGENDA:

- 1) Theory university exam
- 2) University practical exam
- 3) Model exam for arts and science
- 4) NAAC file verification
- 5) NAAC SSS - 11.65 %
- 6) No dues certificate

MINUTES:

1) The theory university exams were rescheduled to Dec. 1 and it was discussed in the IQAC meeting.

2) The university practical exams were to be conducted from 14/11 - 16/11.

3) The model exams for the students were planned to be conducted before the university practicals began.

4) NAAC files were to be verified.

5) The NAAC SSS was rated with 11.65% on 28/10/2022.

6) It was decided that the no dues certificate was mandatory to get the hall tickets signed.

ACTION TAKEN REPORTS:

1) The university exams were rescheduled and conducted on December 1

2) The university practical exams were conducted as per schedule.

3) The model exams for science were to begin on 7/11/22 and for arts on 14/11/22.

4) The no dues certificate was issued to students and only then their hall tickets were signed.

MEMBERS:

- 1) Dr. A. Meenakshi Sundararajan.
- 2) Dr. M. Amalanathan
- 3) Dr. R. Marali.
- 4) Dr. R. Shoba Rani.
- 5) Mrs. V. Vinay.
- 6) Dr. A. Ajitha
- 7) Dr. J. Thomas Robinson
- 8) Mr. K. R. Krishna Prasad
- 9) Mrs. Sajitha Sajan
- 10) Dr. N. Vinil Kumar.
- 11) Dr. V. J. Hema Reji
- 12) Dr. C. Lincy.


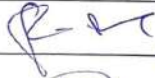






INTERNAL QUALITY ASSURANCE CELL
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI.

Date: 12.11.2022

CIRCULAR

The IQAC meeting will be held on 12.11.2022 at 10.00 a.m. in the IQAC room. All are attend without fail.


Dr. M. Amalanathan
 (IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali – Criteria I	
3.	Mr. K.R. Krishna Prasad	
4.	Dr. R. Jolly Rosalind Silva } Criteria II	
5.	Dr. L. Thomas Robinson – Criteria III	
6.	Mrs. Sajitha Sajan	
7.	Dr. V.J. Hema Reji } Criteria IV	
8.	Dr. R. Shoba Rani	
9.	Dr. N. Vinil Kumar	
10.	Dr. C. Limcy } Criteria V	
11.	Dr. A. Ajitha – Criteria VI	
12.	Mrs. V. Vincy – Criteria VII	

Date : 12/11/2022

Year : 2022

Time : 10.00 am

AGENDA :

- 1) Attendance entry
- 2) Practical mark entry
- 3) Internal mark entry
- 4) Hall ticket downloading
- 5) M.Phil exam fee payment
- 6) No dues compulsory
- 7) NAAC SSR - 127.
- 8) DVV came for verification

MINUTES :

1) It was decided that the attendance entry should be done before 25/11. in the university portal.

2) The portal for practical mark entry opens from 24/11 - 20/11 and the staff were asked to enter it on time.

3) The internal mark entry portal will be opened on 29/11 - 15/12 and the staff were asked to enter the marks on time.

4) The hall tickets can be downloaded from the university website from 28/11. It was informed to all the students through the class incharges.

5) It was informed that M.Phil exam fee portal opens from 24/11.

6) The no dues certificate was announced to be compulsory.

4) The NAAC SSS was rated 12% by 12/11/22 and it was appreciated.

8) The DVV came for verification.

ACTION TAKEN REPORT:

1) The portal for attendance entry was open on 21/11 to 25/11 and the mark entry was also done.

2) The practical and internal mark entry was done on the respective days.


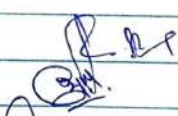



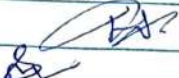




3) Hall tickets were downloaded and signed by the principal.

4) The M.Phil exam fee was paid on 24/11.

5) The NAAC SSS 12% was appreciated by all.

6) The DVV verification was successful.

MEMBERS:

- 1) Dr. A. Meenakshi Sundarajan 
- 2) Dr. M. Amalanathan.
- 3) Dr. R. Murali.
- 4) Dr. R. Shoba Rani 
- 5) Mrs. V. Vinay 
- 6) Dr. A. Ajitha 
- 7) Dr. I. Thomas Robinson 
- 8) Mrs. K.R. Krishna Prasad. 
- 9) Mrs. Sajitha Sajan 
- 10) Dr. N. Vinol Kumari 
- 11) Dr. V. J. Hema Reji 
- 12) Dr. C. Limcy 

INTERNAL QUALITY ASSURANCE CELL
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI.





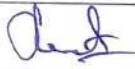




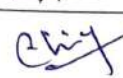
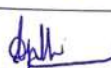
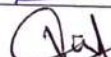
Date: 14.12.2022

CIRCULAR

The IQAC meeting will be held on 14.12.2022 at 10.00 a.m. in the IQAC room. All are attend without fail.



Dr. M. Amalanathan
(IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali – Criteria I	
3.	Mr. K.R. Krishna Prasad } Criteria II	
4.	Dr. R. Jolly Rosalind Silva }	
5.	Dr. L. Thomas Robinson – Criteria III	
6.	Mrs. Sajitha Sajan } Criteria IV	
7.	Dr. V.J. Hema Reji }	
8.	Dr. R. Shoba Rani } Criteria V	
9.	Dr. N. Vinil Kumar }	
10.	Dr. C. Limcy }	
11.	Dr. A. Ajitha – Criteria VI	
12.	Mrs. V. Viney – Criteria VII	

Date : 14/12/2022.

Year : 2022

Time : 10:00 am

AGENDA :

- 1) College reopens
- 2) Christmas celebration
- 3) Pongal celebration
- 4) Squad for sem exam
- 5) IQAC academic audit
- 6) Evaluating personality development papers at university.
- 7) Workload and Timetable submission.
- 8) Discipline duty.
- 9) PPT presentation for HOD's
- 10) Result analysis
- 11) Citation with index
- 12) Mock NAAC visit

MINUTES :

1) The college reopens as already planned on 14/12/2022.

2) It was decided that Christmas ~~the~~ day would be celebrated on 20th December.

3) It was planned that the Pongal celebration would be celebrated in the common ground on 25th January.

4) The squad for the sem exam was allocated.

5) The IQAC academic audit was planned to be conducted as usual.

6) The staff allotted for valuing personality

development paper were sent to the university for valuation.


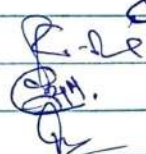

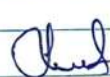
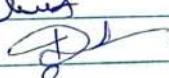


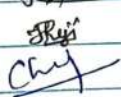
- 7) The HOD's were asked to submit the workload and timetable to the office.
- 8) Staff were allotted for maintaining discipline in the campus.
- 9) It was decided that Result analysis must be done when the results are being published.
- 10) All the HOD's were asked to submit their Power point presentations for verification.
- 11) All staffs were asked to check the citation index for their publications.
- 12) It was planned that a mock NAAC would be conducted for the Arts on 27/12/22 and for science on 30/12/22.

ACTION TAKEN REPORT :

- 1) Christmas and Pongal were celebrated as per schedule on 20th december and 25th January.
- 2) The IQAC academic audit was done with perfection.
- 3) The evaluation process was done in a good way.
- 4) The workload and timetable was submitted by the HOD's to the office.

- 5) The discipline duty was done as per the work allotted.
- 6) The PPT's were submitted by the HOD's.
- 7) The mock NAAC visit was held on 27th & 30th of December.

MEMBERS :


- 1) Dr. A. Meenakshi Sundararajan. 
- 2) Dr. M. Amalanathan. 
- 3) Dr. R. Murali.
- 4) Dr. R. Shoba Rani.
- 5) Mrs. V. Vinay.
- 6) Dr. A. Ajitha 
- 7) Dr. L. Thomas Robinson. 
- 8) Mrs. K.R. Krishna Prasad. 
- 9) Mrs. Sajiha Sajjan. 
- 10) Dr. N. Vinil Kumar. 
- 11) Dr. V.S. Hema Reji. 
- 12) Dr. C. Limcy.









INTERNAL QUALITY ASSURANCE CELL
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI.

Date: 07.01.2023

CIRCULAR

The IQAC meeting will be held on 07.01.2023 at 10.00 a.m. in the IQAC room. All are attend without fail.


Dr. M. Amalanathan
 (IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali – Criteria I	
3.	Mr. K.R. Krishna Prasad } Criteria II	
4.	Dr. R. Jolly Rosalind Silva }	
5.	Dr. L. Thomas Robinson – Criteria III	
6.	Mrs. Sajitha Sajan } Criteria IV	
7.	Dr. V.J. Hema Reji }	
8.	Dr. R. Shoba Rani } Criteria V	
9.	Dr. N. Vinil Kumar }	
10.	Dr. C. Limcy }	
11.	Dr. A. Ajitha – Criteria VI	
12.	Mrs. V. Vincy – Criteria VII	

Date: 4/01/23.

Year: 2023

Time: 10:00 am

AGENDA:

- 1) Print outs of the powerpoint presentation.
- 2) Student committee for NAAC meeting
- 3) Pongal Celebration
- 4) Exhibition on NAAC visit day
- 5) Qualification approval
- 6) Publications in UAC care listed journals
- 7) Cleaning day.
- 8) HOD's presentation to the students.
- 9) Academic audit re-verification.

MINUTES:

- 1) It was decided by the IQAC that, a copy of all the presentations by the HOD's would be taken print outs and given for language verification.
- 2). A committee of students were selected to meet the NAAC peer team during their visit to the institution.
- 3) The Pongal was to be celebrated department wise in the common ground on 25th January.
- 4) Every departments were asked to prepare an exhibition on the day of NAAC visit.
- 5) Every staff were advised to get qualification approval from the university.
- 6) The IQAC motivated the staff to publish papers

in UAC care listed journals.

- 7) It was decided that 30th January 2023 can be a cleaning day to all the departments, in accordance with NAAC visit.
- 8) The HOD's were instructed to give a presentation of their PPT's to the selected student committee.
- 9) It was planned that an academic audit re-verification should be done before the NAAC peer team visit to the college.

ACTION TAKEN REPORT :

1) All the PPT's were taken print outs and were verified by the staff of English department.

2) The students committee was selected and the HOD's did the presentation of 19/01.

3) Pongal was celebrated on 25th Jan.

4) The cleaning day was successfully done and the staff and students did a great job.

5) Academic audit re-verification was done.

INTERNAL QUALITY ASSURANCE CELL





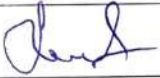






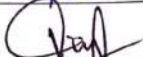
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE KALIYAKKAVILAI.

Date: 30.01.2023

CIRCULAR

The IQAC meeting will be held on 30.01.2023 at 10.00 a.m. in the IQAC room. All are attend without fail.


Dr. M. Amalanathan
(IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali – Criteria I	
3.	Mr. K.R. Krishna Prasad } Criteria II	
4.	Dr. R. Jolly Rosalind Silva }	
5.	Dr. L. Thomas Robinson – Criteria III	
6.	Mrs. Sajitha Sajan } Criteria IV	
7.	Dr. V.J. Hema Reji }	
8.	Dr. R. Shoba Rani } Criteria V	
9.	Dr. N. Vinil Kumar }	
10.	Dr. C. Limcy }	
11.	Dr. A. Ajitha – Criteria VI	
12.	Mrs. V. Vincy – Criteria VII	

Date: 30/1/2023

Year: 2023

Time: 10:00 am

AGENDA:

- 1) Peer team members
- 2) Categorising and arranging committees for the NAAC peer visit.

MINUTES:

1) It was informed that a peer team consisting of three members

* Prof. Dr. L.B. Laxmikanth Rathod
(Chairperson)

Vice Chancellor,
Palamuru University
Administrative Building
Mahabubnagar - 509001, Telangana.

* Dr. M.V. Peeszada (Member Co-ordinator)

Former professor and dean,
Dept. of Science
Cluster University
Srinagar, Jammu & Kashmir.

* Dr. Kiran Reddy, (Member)

CEO & Principal
Acharya Institute of Management & Science
Bangalore, Karnataka.

were to visit the college on 3rd and 4th of February.

2) Separate committees were arranged for the needs to be met on 3rd and 4th of Feb.

The committees and convenors are as follows.

- 1) Reception committee - Dr. A. Ajitha.
- 2) Decoration - Mr. Y.R. Dhrsa Bendhu.
- 3) Culturalts / Fine Arts - Mrs. R. Christobel Merlin Mahin
- 4) Assisting the Peer team - Dr. M. Amalanadhan
- 5) PPP arrangements at places of presentation /
Public address systems - Dr. L. Thomas Robinson.
- 6) Seating arrangements - Mr. Viju.
- 7) Photos and videos - Mr. P.R. Paucelin
- 8) Discipline - Dr. R. Rooban Raja Selvar
- 9) Hosting the alumni, parents and local
community
 Alumni - Dr. E. Sahaya Eugio Manj
 Parents - Mrs. R. Biji
 Students - Dr. N. Venil Kumar.
- 10) Hosting the management - Fr. Secretary.
- 11) Food - Dr. K.C. Abilash Sam Paulston
- 12) Refreshments - Mr. K. Lucas
- 13) Campus Cleanliness - Mr. J. Jayaseelan.
- 14) Documents - Mrs. K.R. Korishna Prasad

15) Certificates to NAAC Peer Team - Mrs. V. Bena



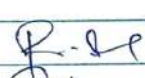
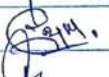

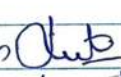
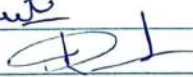

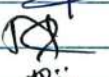


16) Accomodation / Transport / Sight seeing - Dr. G. Rajesh Babu.

ACTION TAKEN REPORT :

1) The necessary arrangements for the Peer team was made in the college.

2) The committees were monitored continuously and continuously helped by the management and convenors.

MEMBERS :

- 1) Rev. Fr. Dr. Eckermann Michael
- 2) Dr. A. Meenakshi Sundarasaran 
- 3) Dr. M. Arulanathan 
- 4) Dr. R. Murali 
- 5) Dr. K. Shoba Rani 
- 6) Mrs. V. Veincy 
- 7) Dr. A. Ajitha
- 8) Dr. L. Thomas Robinson 
- 9) Mr. K. R. Krishna Prasad 
- 10) Mrs. Sajitha Sajan 
- 11) Dr. N. Vinil Kumar 
- 12) Dr. V. J. Hema Reji 
- 13) Dr. C. Lincy 

Date: 13/02/2023

Year: 2023

Time: 10.00 am

AGENDA :

- 1) Appreciation to the co-ordinators and staff for getting 'A' grade with CGPA 3.24.
- 2) College day
- 3) Perspective plan for next five years.
- 4) Village adoption
- 5) Teachers were asked to apply for research projects from funding agencies.
- 6) Remedial classes.
- 7) Seminars in all departments.
- 8) FOP for staff
- 9) NIRF details has to be submitted
- 10) Admission work - Team constituted
- 11) Syllabus completion on time.
- 12) Internal test I - March first week.

MINUTES :

1) The staff members and co-ordinators of each criteria were appreciated whole heartedly for their sincere work in achieving 'A' grade in the NAAC visit, with a CGPA of 3.24.

2) It was decided that the college day would be celebrated grandly as a token of appreciation to the support given by the students during the NAAC visit.

3) It was advised that we would have to be ready with a perspective plan for the next five years with the changes already

suggested by the NAAC Peer team.

4) We found it a better idea to continue the village adoption project which was stopped due to the COVID-19 pandemic.

5) The teaching faculty of our college were asked to apply for ~~funding~~ ^{research} projects from various funding agencies.

6) It was planned that remedial classes should be conducted for both slow learners and the toppers.

7) All the departments were asked to conduct seminars for the betterment of the students.

8) It was planned that an FDP should be arranged to make the teachers more motivated and even more efficient.

9) It was decided that the NIRF details have to be submitted.

10) The admission works were to be started and separate teams were allotted for concentrating on areas more appropriately.

11) It was advised to the staff members that syllabus has to be completed on time.

12) The internal exam I was to be conducted in the first week of March.




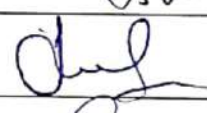

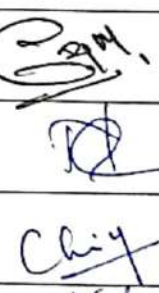

INTERNAL QUALITY ASSURANCE CELL
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI.

Date: 13.02.2023

CIRCULAR

The IQAC meeting will be held on 13.02.2023 at 10.00 a.m. in the IQAC room. All are attend without fail.

Dr. M. Amalanathan
(IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali – Criteria I	
3.	Mr. K.R. Krishna Prasad	
4.	Dr. R. Jolly Rosalind Silva } Criteria II	
5.	Dr. L. Thomas Robinson – Criteria III	
6.	Mrs. Sajitha Sajan	
7.	Dr. V.J. Hema Reji } Criteria IV	
8.	Dr. R. Shoba Rani	
9.	Dr. N. Vinil Kumar	
10.	Dr. C. Limcy } Criteria V	
11.	Dr. A. Ajitha – Criteria VI	
12.	Mrs. V. Vincy – Criteria VII	

Date: 13/02/2023

Year: 2023

Time: 10.00 am

AGENDA :

- 1) Appreciation to the co-ordinators and staff for getting 'A' grade with CGPA 3.24.
- 2) College day
- 3) Perspective plan for next five years.
- 4) Village adoption
- 5) Teachers were asked to apply for research projects from funding agencies.
- 6) Remedial classes.
- 7) Seminars in all departments.
- 8) FOP for staff
- 9) NIRF details has to be submitted
- 10) Admission work - Team constituted
- 11) Syllabus completion on time.
- 12) Internal test I - March first week.

MINUTES :

1) The staff members and co-ordinators of each criteria were appreciated whole heartedly for their sincere work in achieving 'A' grade in the NAAC visit, with a CGPA of 3.24.

2) It was decided that the college day would be celebrated grandly as a token of appreciation to the support given by the students during the NAAC visit.

3) It was advised that we would have to be ready with a perspective plan for the next five years with the changes already

suggested by the NAAC Peer team.

4) He found it a better idea to continue the village adoption project which was stopped due to the COVID-19 pandemic.

5) The teaching faculty of our college were asked to apply for ~~funding~~^{research} projects from various funding agencies.

6) It was planned that remedial classes should be conducted for both slow learners and the toppers.

7) All the departments were asked to conduct seminars for the betterment of the students.

8) It was planned that an FDP should be arranged to make the teachers more motivated and even more efficient.

9) It was decided that the NIRF details have to be submitted.

10) The admission works were to be started and separate teams were allotted for concentrating on areas more appropriately.

11) It was advised to the staff members that syllabus has to be completed on time.

12) The internal exam I was to be conducted in the first week of March.

ACTION TAKEN REPORT :

- 1) The college day was celebrated grandly with the VC as the chief guest.
- 2) The HOD's submitted the perspective plans for the next five years.
- 3) It was made a point the remedial classes take place regularly in all departments.
- 4) A few departments organised seminars and others have given dates when they would organise a seminar.
- 5) An FDP for the staff were conducted.
- 6) NIRE details were submitted.
- 7) Groups for admission were constituted and the works are continuously monitored.
- 8) The internal exams were conducted as per schedule.
- 9) The syllabus was also completed as per schedule.

MEMBERS :

- 1) Dr. A. Meenakshi Sundararajan
- 2) Dr. M. Amala Nathan
- 3) Dr. R. Murali
- 4) Dr. R. Shoba Rani
- 5) Mrs. V. Vincy
- 6) Mr. K. R. Krishna Prasad

- 4) Dr. R. Jolly Rosalind Silva ~~Chiy~~
- 8) Mrs. Sajitha Sajan ~~Chiy~~
- 9) Dr. V.J. Hema Reji ~~Chiy~~
- 10) Dr. R. Shoba Rani
- 11) Dr. N. Vinil Kumar ~~Chiy~~
- 12) Dr. C. Lency ~~Chiy~~
- 13) Dr. A. Ajitha. ~~Chiy~~
- 14) Dr. R.L. Thomas Robinson





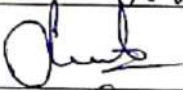



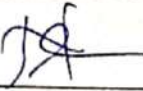


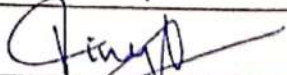
INTERNAL QUALITY ASSURANCE CELL
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI.

Date: 09.03.2023

CIRCULAR

The IQAC meeting will be held on 09.03.2023 at 10.00 a.m. in the IQAC room. All are attend without fail.

Dr. M. Amalanathan
(IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali – Criteria I	
3.	Mr. K.R. Krishna Prasad	
4.	Dr. R. Jolly Rosalind Silva	
	} Criteria II	
5.	Dr. L. Thomas Robinson – Criteria III	
6.	Mrs. Sajitha Sajan	
7.	Dr. V.J. Hema Reji	
	} Criteria IV	
8.	Dr. R. Shoba Rani	
9.	Dr. N. Vinil Kumar	
10.	Dr. C. Limcy	
	} Criteria V	
		
11.	Dr. A. Ajitha – Criteria VI	
12.	Mrs. V. Vincy – Criteria VII	

Date: 9/03/2023

Time: 10.00 am

Venue: IQAC Hall

AGENDA :

- 1) Advanced learners - training on every Wednesday. List to be submitted to the Principal.
- 2) A two days tour was allowed.
- 3) Sports day
- 4) April 2nd week - college day
- 5) Plan to prepare AQAR report from June 2023
- 6) Classes for slowlearners
- 7) Naan Mudhalvan Scheme classes for I, II & III year. One staff from each department.
- 8) Book & journal requirements - to Librarian
- 9) Library visit to Nesamony Memorial College.
- 10) Result analysis will be done.
- 11) Internal Exam II. - April 1st week, 2023 onwards.
- 12) Question paper submission March 27, 2023. last date.

MINUTES:

1) It was planned that the classes for advanced learners has to be conducted regularly to improve the performance of the students and also the number of university ranks. The training will be conducted on all Wednesdays and the HODs were asked to submit the list of advanced learners to the Principal.

2) It was planned that a two days tour will be organised for all the final year students department wise.

3) It was planned that a sports day would be conducted and the sports committee would be made incharge of it.

4) The college day was planned on 2nd week of April.

5) It was decided that AQAR can be made ready from June 2023.

6) The remedial classes were being followed regularly after the Internal Exam - 1.

7) For the Naan Mudhalvan classes for I, II, & III year students, it was planned that each teacher from a department will be deputed to attend the SPOC meeting in Thrissur.

8) The books & journals required for the new academic year was to be short listed and submitted to the librarian.

9) It was planned that as per the MoU with NMCC, Marthandam the students can be taken to that library.

10) It was planned that the result analysis for the previous semester has to be done.

11) It was planned that the II - Internal Exam will be conducted from the 1st week of April and the last date to submit the question paper was 27. March, 2023.

ACTION TAKEN REPORT :

1) The classes for both advanced learners and the slow learners were began systematically and the list was submitted to the Principal.

2) Tours were organised for the final year UA & PA students by the departments individually.

3) The sports day was organised well by the members of the sports committee.

4) The AQAR was planned to be prepared and the necessary details were collected.

5) The staff deputed for Naan Mudhalvan attended the SPOC's meeting at Tirunelveli. It was an orientation programme for 1 week.








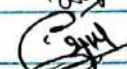

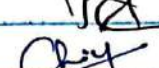
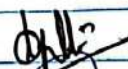


6) The books and journal requirements were listed out and submitted to the librarian.

7) Students were taken to the NMCC Library department wise.

8) The result analysis was done with the secretary and Principal department wise and the areas to be improved were also found.

9) As discussed the Question papers were submitted to the exam cell and the internal exam II began in the 2nd 1st week of April.

MEMBERS :

- 1) Dr. A. Meenakshi Sundararajan 
- 2) Dr. M. Amalanathan 
- 3) Dr. R. Murali 
- 4) Mr. K.R. Krishna Prasad 
- 5) Dr. R. Jolly Rosalind Silva 
- 6) Dr. L. Thomas Robinson 
- 7) Mrs. Sajitha Sajan 
- 8) Dr. V.J. Hema Reji 
- 9) Dr. R. Shoba Rani 
- 10) Dr. N. Vimal Kumar 
- 11) Dr. C. Lunicy 
- 12) Dr. A. Ajitha 
- 13) Mrs. V. Vincy 










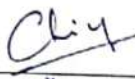


INTERNAL QUALITY ASSURANCE CELL
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI.

Date: 10.04.2023

CIRCULAR

The IQAC meeting will be held on 10.04.2023 at 10.00 a.m. in the IQAC room. All are attend without fail.

Dr. M. Amalanathan
(IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali – Criteria I	
3.	Mr. K.R. Krishna Prasad	
4.	Dr. R. Jolly Rosalind Silva	
	} Criteria II	
5.	Dr. L. Thomas Robinson – Criteria III	
6.	Mrs. Sajitha Sajan	
7.	Dr. V.J. Hema Reji	
	} Criteria IV	
8.	Dr. R. Shoba Rani	
9.	Dr. N. Vinil Kumar	
10.	Dr. C. Limcy	
	} Criteria V	
		
11.	Dr. A. Ajitha – Criteria VI	
12.	Mrs. V. Vincy – Criteria VII	

Date: 10/04/2023

Time: 10.00 am

Venue: IQAC Hall

AGENDA :

- 1) Tamil Kanavu programme organised by Government of Tamilnadu. in our campus on 11/04/2023. - Co-ordinator Dr. Peril Therese.
- 2) DST - first committee meeting was held.
- 3) Sports day on April 24 ; College day April 25.
- 4) Attendance has to be entered in office automation. software.
- 5) Internal Exam III from 08/05/2023.
- 6) Students achievement report on sports has to be submitted to physical director.

MINUTES :

1) The tamil kanavu programme by the govt. of Tamil Nadu was to be organised in our college on 11/04/2023. Dr. Peril Therese, the HOD of Tamil was made the co-ordinator of the programme.

2) The DST first committee meeting was held.

3) The sports day was planned to be held on 24th of April and the College day was to be held on 25th April.

4) The HOD's were advised to finish the

attendance entry in the office automation software.

6) The internal exam III was to be conducted from 8/05/2023.

4) The physical director was made responsible for collecting the list of students who have made achievements in sports.

ACTION TAKEN REPORT :

1) The Tamil karavu programme was held successfully.

2) The sports day and college day was celebrated with the students in a prestigious manner.

3) The attendance entry was finished by all in the stipulated time allotted.

4) The internal exam III was conducted.

5) The students list was submitted to the physical director.

MEMBERS :

- 1) Dr. A. Meenakshi Sundararajan
- 2) Dr. M. Amalanathan
- 3) Dr. R. Murali
- 4) Mr. K. R. Krishna Prasad.
- 5) Dr. R. Jolly Rosalind Silva
- 6) Mrs. Sajitha Sajjan
- 4) Dr. M. J. Hema Roji
- 8) Dr. R. Shoba Rani

A. Meenakshi Sundararajan
Dr. M. Amalanathan
Dr. R. Murali
Mr. K. R. Krishna Prasad.
Dr. R. Jolly Rosalind Silva
Mrs. Sajitha Sajjan
Dr. M. J. Hema Roji
Dr. R. Shoba Rani

9) Dr. N. Vinil Kumar

10) Dr. C. Lincy

11) Dr. A. Ajitha

12) Mrs. V. Vericy.

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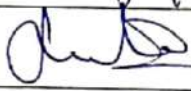
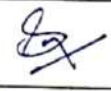



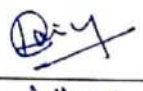


INTERNAL QUALITY ASSURANCE CELL
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI.

Date: 15.05.2023

CIRCULAR

The IQAC meeting will be held on 15.05.2023 at 10.00 a.m. in the IQAC room. All are attend without fail.


Dr. M. Amalanathan
(IQAC Co-ordinator)

Sl. No.	Name of the Staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal & Chair Person)	
2.	Dr. R. Murali – Criteria I	
3.	Mr. K.R. Krishna Prasad	
4.	Dr. R. Jolly Rosalind Silva	
	} Criteria II	
5.	Dr. L. Thomas Robinson – Criteria III	
6.	Mrs. Sajitha Sajan	
7.	Dr. V.J. Hema Reji	
	} Criteria IV	
8.	Dr. R. Shoba Rani	
9.	Dr. N. Vinil Kumar	
10.	Dr. C. Limcy	
	} Criteria V	
		
11.	Dr. A. Ajitha – Criteria VI	
12.	Mrs. V. Vincy – Criteria VII	

Date: 15/05/2023

Time: 10.00 am

Venue: IQAC Hall

AGENDA :

- 1) Exam duty - no leave will be permitted
- 2) Internal mark entry in office automation
- 3) Work load, timetable for next semester (2023 - 2024) odd sem to be prepared.
- 4) Year plan to be submitted to IQAC.
- 5) Stock verification in laboratories and Library will be done.
- 6) Admission work for staff members.
- 7) Self - appraisal report - staff
- 8) Admission committee - online & offline.
- 9.

MINUTES :

1) The exam duty was to be allotted to the staff members and they were not allowed to take leave.

2) It was advised to the HOD's to enter the internal marks in the office automation software.

3) The HOD's were asked to submit the workload & timetable for the new semester (2023-24)

4) The HOD's were asked to submit the year plan to IQAC.

5) It was planned to conduct stock verification in library and the laboratory.

6) Admission works for staff were allotted area wise.

7) The staff were asked to submit the self-appraisal report.

8) The staff were allotted separately with admission duty both for offline & online duty.

ACTION TAKEN REPORT:

1) The exam duty was allotted to all staff members equally.

2) The HOD's entered the internal marks of the students in the allotted time.

3) The work load, time table and the Year plan was submitted to the JGAC by the HOD's.

4) The stock verification for library and laboratory were done.

5) The staff were allotted with admission duty for offline & online duty.

6) The self-appraisal report was submitted.

MEMBERS:

1) Dr. A. Meenakshi Sundararajan

2) Dr. M. Amalanathan

3) Dr. R. Murali

4) Ms. K. R. Krishna Prasad

5) Dr. R. Jolly Rosalind Selva

[Handwritten signatures and initials in green and blue ink]

- 6) Mrs. Sajitha Sajan
- 7) Dr. V.J. Hema Riji
- 8) Dr. R. Shoba Rani
- 9) Dr. N. Vinil Kumar
- 10) Dr. C. Lincy.
- 11) Dr. A. Ajitha
- 12) Mrs. V. Vinicy.

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