



COCHIN ARTS & SCIENCE COLLEGE

MANAKKAKADAV, KAKKANAD-COCHIN-65


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IQAC Meeting Minutes

Meeting ID: CASC/IQAC/2019-20

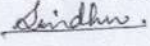
Date and Time: Monday, 10/06/2019, 12.00 – 01.00 PM


Venue: Principal's chambers


Attendees: Dr. Varghese Baby, Principal 


Ms. Fathima Kondeth, HOD, Computer Application, IQAC Coordinator 


Ms. Bindu SK, HOD, Management


Ms. Sindhu K. Chandran, Assistant Professor, Department of Commerce 

Ms. Rejitha K R, Assistant Professor, Department of Commerce 

Ms. Sandra Jose, Assistant Professor, Department of Computer Applications 

Ms. Elizabeth Paul, Assistant Professor, Department of Computer Applications 

Mr. Hiran Sreekanth, Assistant Professor, Department of Management Studies 

Aibel Varghese, 3rd BBA, Student Representative 

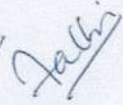
- The meeting resolved to pursue NAAC accreditation in 2023, following a briefing by the Principal on its significance.
- It was decided to select members for the Internal Quality Assurance Cell (IQAC) to manage actions for NAAC certification.
- The IQAC team, including Dr. Varghese Baby as Chairperson and Ms. Fathima Kondeth as Coordinator, along with faculty members Ms. Bindu SK, Ms. Sandra Jose, Ms. Sindhu K Chandran, Rejith KR, Elizabeth Paul, Hiran Sreekanth were nominated.
- Academic departments were instructed to maintain documentation of activities, including reports, photos, and posters.
- Department heads were instructed to involve the IQAC coordinator in all departmental extracurricular activities.



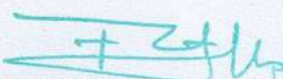
Dr. RENJITH K.P., Ph.D., MBA, M.F.M.
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- Plans were discussed to demonstrate social responsibility through the adoption of a colony.
- The IQAC decided to distribute accreditation guidelines to all teachers.
- The meeting addressed the need to reconstitute committees, clubs, and cells to include recently joined faculty members.

Minutes prepared by



Fathima Kondeth, IQAC Coordinator



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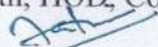
IQAC Meeting


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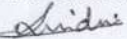
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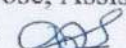
Attendees: Dr. Varghese Baby, Principal 

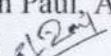
Ms. Fathima Kondeth, HOD, Computer Application,
IQAC Coordinator 


Ms. Bindu SK, HOD, Management 


Ms. Sindhu K. Chandran, Assistant Professor, Department of
Commerce 

Ms. Rejitha K R, Assistant Professor, Department of Commerce 

Ms. Sandra Jose, Assistant Professor, Department of Computer
Applications 

Ms. Elizabeth Paul, Assistant Professor, Department of Computer
Applications 

Mr. Hiran Sreekanth, Assistant Professor, Department of Management
Studies 

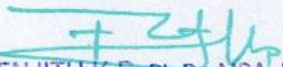
Aibel Varghese, 3rd BBA, Student Representative 

Agenda: Formation of IQAC Team

Discussions:

1. The meeting resolved to pursue NAAC accreditation in 2023 after the Principal gave a briefing on the significance of the accreditation.

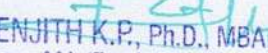



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2. To manage the actions for NAAC certification, the college must have members of the Internal Quality Assurance Cell (IQAC), so the meeting decided to select IQAC cell members.
3. The following members of the teaching and non-teaching staff were nominated and chosen for the IQAC team by the requirements of the IQAC. At a later time, the remaining nominees from the local business community, employers, and industrialists would be chosen and appointed:
 - Chairman: Dr. Varghese Baby, Principal
 - IQAC coordinator: Ms. Fathima Kondeth, HOD, Computer Application
 - Faculty members: Ms. Bindu SK, Ms. Sandra Jose, Ms. Sindhu K Chandran, Rejith KR, Elizabeth Paul, Hiran Sreekanth
 - Student Representative: Aibel Varghese
4. All academic department faculty members are instructed to maintain documents of all activities, which include reports, photos, and posters.
5. The Principal gave all Department Heads instructions to inform the IQAC coordinator prior to any extracurricular activities that were scheduled and to include the IQAC cell in all the activities conducted by the respective departments.
6. The committee plans to demonstrate its social responsibilities by adopting a colony.
7. The IQAC decided to distribute guidelines explaining the requirements for NAAC accreditation to all the teachers.
8. The requirement of reconstituting committees, clubs, and cells to include recently joined faculty members was discussed in the meeting.




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ACTION TAKEN REPORT 2019-2020

- To enhance the educational experience on campus, all Heads of Departments (HoDs) analysed their department's results and submitted the findings to the Internal Quality Assurance Cell
- Continuous monitoring of remedial systems was carried out department-wise.
- Each department needed to submit their remedial coaching register, which was cross-verified by the IQAC.
- Departments offered additional add-on and certificate courses to improve student competency, with the college hosting 8 add-on courses this year.
- An induction programme for first-year students was successfully executed, fostering an inclusive and supportive environment for their transition to college life.
- A Mentor-Mentee system was implemented to assess and support students at different learning levels.
- Department organised industrial visits were arranged to various relevant industries, ensuring alignment with students' fields of study and interests.
- CASC has initiated social responsibility by adopting a colony to improve the environment.
- Students from different departments undertake industry-related projects as part of their coursework, providing practical exposure and hands-on experience in their respective fields.
- The Department of Computer Applications organised a workshop on Digital Marketing, a Skill Development Workshop on Amazon Web Services and a seminar on Cloud computing, providing valuable learning opportunities
- Departments, clubs, and cells organised skill development programmes, outreach activities, career development workshops, and capacity-building initiatives.
- The computer lab was equipped with ten new computers.
- Library resources worth Rs. 17,748 were acquired during the year.




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- The college allocated resources worth Rs. 17,000 towards the e-governance initiative, which aims to enhance administrative efficiency, transparency, and service delivery
- The college has initiated the RUKKIYA UMMA scholarship programme, providing free scholarships worth Rs. 8,47,000 to deserving students, aiming to alleviate financial burdens and promote equitable access to education.
- All faculty members prepared course plans and monthly progress reports promptly.
- Printed materials outlining the criteria for NAAC accreditation were distributed to all teachers by the IQAC
- Cells, clubs, and committees were reconstituted as necessary.
- Student participation in Entrepreneurship Development (ED) Club activities showed improvement.




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