

MINUTES OF MEETING HELD ON 4.8.23 AT
3 PM IN IOAC OFFICE.

Agenda:-

- 1) Gap Analysis Meet - Phase I mock visit
- 2) Schedule Phase II - mock peer visit.

Members present:-

- 1) Fr. Baijn George Ponthenpilly 
- 2) Mr. Abhinand C.S. 
- 3) Mr. Vinod Chandran 
- 4) Ms. Basanth Kumar 
- 5) Ms. Harikrishnan 
- 6) Ms. Shema Prakash 

The meeting started at 3 pm in the IOAC room with Fr. Baijn welcoming the gathering.

After discussions, following decisions were taken:

- 1) A gap analysis meet of the Phase I mock visit was conducted and changes were noted to be made.
- 2) Schedule Phase II mock peer visit with external experts to evaluate.

The meeting concluded at 4:30 pm with Mr. Abhinand C.S. proposing the vote of thanks.

Action taken report:-

- 1) Mock presentations were conducted
- 2) Phase I corrections were completed.





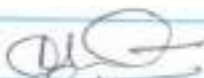
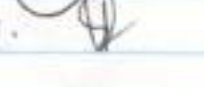

FR. BAIJN GEORGE
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MINUTES OF MEETING HELD ON 14/8/23
IN IDAC OFFICE AT 10 AM.

Agenda.

- 1) Phase II - mock peer visit gap analysis
- 2) Final review of preparations.

Members present:-

- 1) Mr. Abhinand C.S. 
- 2) Ms. Shema Prakash 
- 3) Mr. Aravind A 
- 4) Ms. Hareena Antony 

A meeting was conducted at 10 am with Mr. Abhinand C.S. welcoming the gathering.

After meeting, following decisions were taken:

- 1) Analysis of gaps in Phase II - mock visit to be conducted to correct possible errors.
- 2) Final review meeting of all committees to be scheduled to measure preparation.

The meeting concluded by 10:45 am. Mr. Aravind A proposed the vote of thanks.

Action taken report:-

- 1) Mock gap analysis of Phase I completed
- 2) Phase II mock visit experts invited and schedule ~~given~~ Visit completed.



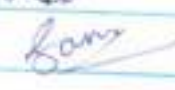

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MINUTES OF MEETING HELD ON JANUARY 4th, 2024
AT IQAC OFFICE AT 1:30 PM.

Agenda:

- ① AQAR Preparation status
- ② NIRF Status:
- ③ 2B/12F Status

Members Present:

1. Mr. Abhinand CS 
2. Ms. Mareena Antony 
3. Ms. Mary PK 
4. Ms. Lalamy TK 
5. Ms. Soumya & Tomy. 

A meeting of IQAC members were held on the 4th of January, 2024 at 1:30 pm. Ms. Mareena Antony welcomed the gathering and Mr. Abhinand C.S chaired the session.

Action taken Report:

1. 2B/12 F status was applied by the college and is awaiting a reply from the concerned source.
2. IQAC portal training was conducted for the criteria leaders successfully.

After discussion, following decisions were taken:-

1. To create a schedule for criteria does it be



submitted and uploaded into the portal.

② NIRF procedures were completed and paperwork was submitted. Results are awaited.

③ 2 For 2B/12F, the University accepted the paperwork and has intimated the college. Results awaited.

The meeting concluded by 2:30 pm. Ms. Mary P.K. proposed the vote of thanks.

Members absent:-

1. Mr. Deepak M
2. Mr. Gayatri A
3. Ms. Sneelakshmi PP
4. Ms. Laxmi Devi



Consent Duly

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MINUTES OF MEETING HELD ON 06/03/2024
IN IQAC OFFICE AT 1.30 PM

Agenda :-

- ① New IQAC Joint Coordinators - IQAA report
- ② AICTE Application
- ③ AQAR Preparation Status

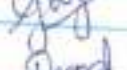
Members Present :-

1. Mr. Abhinand C.S
2. Ms. Chinna Mohanas
3. Ms. Mary P.K
4. Ms. Resmi Devi S.R
5. Ms. Sreelekshmi P.P
6. Ms. Lalamy T.K
7. Ms. Gayathri A
8. Mr. Deepak M










A meeting of IQAC members was held on the 06th of March 2024 at 1.30 PM in the IQAC office. Mr. Abhinand C.S welcomed the members to the meeting and introduced and welcomed the new IQAC Joint Coordinators, Ms. Chinna Mohanas. The agenda of the meeting was also discussed by the IQAC Coordinators. The action taken report is as follows.

- (1) Schedule for Criteria leaders were created and communicated for AQAR data verification & uploading.



After the discussion in the meeting, the following decisions were taken.

- 1) An application for getting AICTE approval for BBA, BCA and Hotel Management courses was opened on 04/03/2024 and it will be completed soon.
- 2) AQAR preparation must be completed as early as possible and use the schedule given to Criteria leaders for the data verification and uploading.
- 3) The IQAA report preparation was assigned to the new IQAC Joint Coordinators.

The meeting was concluded by 2:00 PM. Ms. Lalamy proposed the vote of Thanks and the meeting was concluded.

Members Absent:-

- 1) Ms. Soumya & Tomy



Ponnemolly

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