

IQAC MEETING REPORT 30/10/2023

Report

DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY (DiST) Internal Quality Assurance Cell (IQAC) Executive Meeting Meeting Report

Date: 30-10-2023

Venue: DiST, Board Room

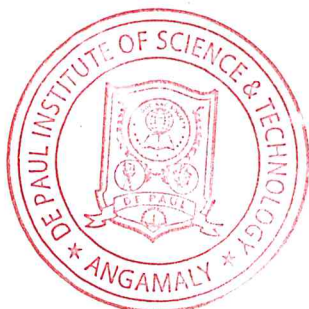
Time: 2.00 PM

Agenda

1. Welcome
2. Report reading
3. Presidential address
4. Add on courses
5. Fest Preparation
6. Notebook Checking
7. Remedial Classes
8. Daily Attendance Marking
9. Language Lab, Audio & Computer Lab
10. Late Comers
11. Internal Exams & Result Publication
12. NAAC
13. Reconstituting admission team
14. Including new courses
15. General discussion
16. Vote of Thanks

Detailed Report

1. Assistant Professor Jacob Thaliyan, NAAC coordinator extended a warm welcome to all participants during the meeting.
2. The meeting report received approval subsequent to a thorough review by the IQAC Secretary, Ms. Regha P Antony.
3. Principal Fr. (Dr.) Johnny Chacko Mangalath V C took charge of the proceedings, overseeing the meeting and delivering the keynote presentation.
4. The institutional head inquired about the add on courses offered by the departments and directed the encouragement of students to enrol in more Massive Open Online Courses (MOOCs).
5. The forthcoming college events, Daksh and Dignito, have been meticulously outlined in the event plan illustrations, skillfully prepared.
6. The Principal discussed the successful implementation on the uploading of teaching notes and lesson plans on Dicoman/Intranet Servers starting next semester, with more details to follow.
7. The next agenda item focused on remedial classes, with the principal advising Heads of Departments (HoDs) and class animators to initiate them as early as possible for the current semester, preferably starting from the first internal examinations.
8. A reminder was issued regarding daily attendance entry on Dicoman, with the management instructing faculty members to complete this task without fail.



FR. (DR.) JOHNY CHACKO MANGALATH
PRINCIPAL
DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY
ANGAMALY SOUTH - 683 573, KERALA

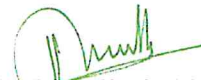
9. All departments were directed to guide students to the library and promote the use of the language lab. The committee recommended maintaining proper documentation at Computer and Audio labs.
10. The principal urged departments to address students' habitual late coming, proposing that a student arriving late for the 5th time be directed to the Principal's office, and on the 6th occurrence, the lateness should be reported to parents for a meeting with college authorities.
11. Management advised the teaching staff to upload the students' internal exams 'marks and progress cards on intranet within the 10 days from the exam dates.
12. The Academic Council recommended initiating the preparation of NAAC documentation, with Rev. Dr. Norby Vithayathil, VC, suggesting the development of a strategic plan for the next four years in anticipation of the NAAC peer team visit.
13. Principal Rev. Dr. John Mangalath VC talked about reconstituting admission team and advised to reach more plus two schools and degree colleges to boost the next academic year's admission procedures.
14. The management praised the council members that the college has submitted applications for new courses, including Hotel Management, BSc Psychology, and an additional batch for BA Animation.
15. The IQAC meeting concluded at 4:30 p.m., with Ms. Sunitha Benoy, the NAAC Criterion 3 Coordinator, delivering the vote of thanks.



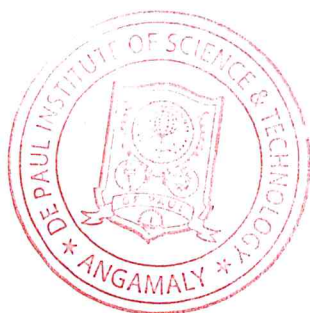
Ms. Regha P. Antony
IQAC Secretary



Ms. Sunitha Benoy
IQAC Coordinator



Fr. (Dr.) Johny Chacko Mangalath
Chairperson



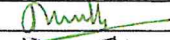


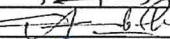
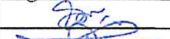


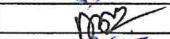

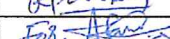
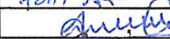
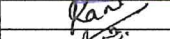




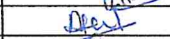


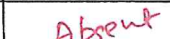
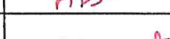
FR. (DR.) JOHNY CHACKO MANGALATH
PRINCIPAL
DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY
ANGAMALY SOUTH - 683 573, KERALA

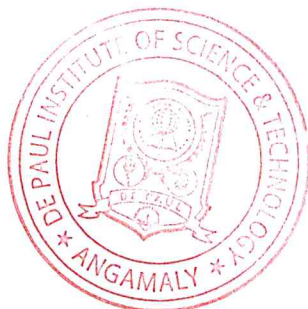
DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY (DiST)
Internal Quality Assurance Cell (IQAC) Executive Meeting -Second Cycle
Attendance

Date: 30.10.2023

Time: 2.30 PM

Venue: DiST, Board Room

No.	NAME	DESIGNATION	SIGNATURE
1	FR. (DR.) JOHNY CHACKO MANGALATH VC	Chairperson / Principal	
2	FR. MATHEW MALIECKAL VC	Vice Principal	
3	FR. (DR.) NORVY VITHAYATHIL V C	Vice-Principal	
4	FR. LINDO PUTHUPARAMBIL VC	Finance Director /	
5	MR JACOB THALIYAN (NAAC Coordinator)	Head of the Department	
6	MS. SUNITHA BENOY (IQAC Coordinator)	Assistant professor	
7	MS JITHA JOSE (Head- Criteria 1)	Assistant professor	
8	MS. DINUMOL (Head- Criteria 2)	Assistant professor	
9	MS. ASHA SEBASTIAN (Head- Criteria 3)	Assistant professor	
10	MR. ABHILASH (Head- Criteria 4)	Assistant professor	
11	MS. CHINJU CJ (Head- Criteria 5)	Assistant professor	
12	MS. REGHA P ANTONY (Head- Criteria 6)& IQAC	Assistant professor	
13	DR. JESSY (Head- Criteria 7)	Head of the Department	
14	MS JANCY JOHNY (IQAC Member)	Office Superintendent	
15	MS RANI MARTIN (IQAC Member)	Librarian	
16	MS VINILA (IQAC Member)	Receptionist	
17	MS AJITHA TEACHER (IQAC Member)	Ward Councillor	Absent.
18	MR SAJI KODANKANDATH (IQAC Member)	Executive Director, CIAL, Kochi	
19	SIBICHEN MATHEW (IQAC Member)	PTA Representative	
20	MR JITHU GEORGE (IQAC Member)	Alumni Member	
21	MR. ATHUL HARI (MBA22) (IQAC Member)	Student Representative	
22	MR. KISHORE M (BCA22) (IQAC Member)	Student Representative	
23	MR. M P ANTONY	President, Kerala Social Work Association	Absent
24	MR. RAJANI KANTH RAJAGOPAL	Account Manager , UST Global	Absent
25	DR. AJAY S SHEKHER	Research Supervisor, Department of English SSUS, Kalady.	Absent
26	MR. P S ANTONY JOSEPH	Managing Director, Aqa Quality Management Systems	Absent
27	MR. BABU VELAPPAYA	Chief News Editor Jeevan TV	Absent
28	MR. JOSHY VARKEY	Director, CML Biotech Pvt Ltd.	Absent.
29	DR. JOHN T ABRAHAM	HOD , Department of Computer Science, Bharata Mata College.	Absent.



FR. (DR.) JOHNY CHACKO MANGALATH
PRINCIPAL
DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY
ANGAMALY SOUTH - 683 573, KERALA