The meeting began at 2pm IQAC coordinator welcomed the faculty members to the meetings. Principal Dr.Anuradha V.K delivered the presidential address and reassured that the college has potential for get A grade of NAAC, which we narrowly missed in the last two cycles. Following the presidential address IQAC Co-ordinator made a presentation on the vision and mission of NAAC and IQAC in colleges. The main stages of the accreditation process and the seven criteria for assessment were presented laying stress on the marks earmarked for PG Affiliated College like ours. In the discussion that followed major decisions taken were

- 1. Documentation of all the three consecutive years from 2017-18,2018-19 and 2019-20 can be done simultaneously
- 2. All the correspondence to the IQAC of the college has to be made to the official email id knmiqac2022@gmail.com
- 3. Individual faculty members' personal credentials, their academic engagements, extracurricular and extension activities have to extensively mapped in the respective year's AQAR at the Department level. At the department level, faculty details of all the faculty, cocurricular, extension activities engaged by the concerned faculty and departmental activities have to mapped and consolidated at the department level. Then consecutive consolidation will be done at college level by the IQAC Committee.
- 4. Faculty members will have provide soft copies of all supporting documents for the entries made in the AQAR regarding the personal credential and other academic engagements. Soft copy has to be retained at personal level, department level and at the college level with IQAC to be uploaded to college websites or any other drive as and when required by NAAC.
- 5. The department level of consolidation of AQAR for the academic year 2017-18 has to be finalized before November 10th and consolidation at college level should be over by November 16th,2020.

The meeting came to an end by 4.00pm

Dr. Jyothi S Nair **IQAC** coordinator

31.10.2020

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