Academic Year 2022-2023

MINUTES OF IQAC MEETING

DR. JACOB P.M.
Director
Naipunnya Business School
Pongam, Koratty East, Thrissur Dist.
Kerala, INDIA-680 308

IQAC Meeting

Date: 20.07.2022   Time: 10.00am

AGENDA

- Overview of IQAC Activities and Future Plans for the year 2022-2023
- Academic Initiative
- NIRF & AISHE participation
- Equipment Audit
- Collaboration with Foreign Universities
- UGC Skill Hub Initiative

MINUTES OF THE MEETING

SUGGESTIONS

IQAC Coordinator Ms. Nayana S., welcomed thegathering. She presented the overview of the activities of the previous year and stated the plans for the current academic year.

IQAC Action Plan for the year 2022-2023
- Submission of AQAR
- Feedback consolidation and Analysis
- Department and faculty appraisal
- Student Induction Programme
- Faculty Induction Programme
- Awareness Programme on Intellectual Property Rights
- Workshop and Vaidakthya Conference

Academic Initiatives
- The reconstitution of BOS and Academic Council with one member from industry in the board.
- Introduction of Business analytics course
- MoU to be signed with Industrial visit partners and OBT.

NIRF & ARIIA participation
- Submission of data for NIRF 2022
- ARIIA Ranking
- Submission of data for AISHE ranking

Equipment Audit
- Audit SOP should be completed.
- Most equipment are well maintained, some to be serviced and replaced.
- Old equipment's will be upgraded or replaced.
- ICT Audit to be conducted periodically

Collaboration with Foreign Universities
- Plans to have MoU with Institutions in India and abroad.
- Co-teaching should be done, and collaborative publication to be undertaken.

Closing Remarks:

IQAC coordinator informed that we need to start Yoga training program and certificate program as a part of IKS. The meeting ended with a note of thanks and appreciation to all by the Chairperson. He said that the coming year will be challenging and asked all staff to work hard and equip themselves in the field of academics in light of the changes that are made by UGC & other bodies. All the departments were instructed to have a plan of action for Community Outreach Program. All faculty members were asked to work towards NEP, Alumni relations and International Collaboration.

ACTION TAKEN REPORT

- AQAR 2020-21 submitted, approved and accepted.
- Stakeholders (Alumni, Employers, Parents, Teachers, and Students) feedback completed for 2021-2022.
- Faculty appraisal completed for 2021-2022.
- NIRF 2022 submitted
- Workshop on Intellectual Property Rights conducted on 7th June, 2022
- Student Induction Programme organized from 2nd August to 21st August 2022.
- Faculty Induction Programme conducted.
- Outbound activity organized at Leap Outbound for 21-23 and 22-24 batches
- The Academic Council meeting was held on August 2022

IQAC Meeting

Date: 06.10.2022   Time: 11.00 am

AGENDA
- Department Review Meeting
- Board of Studies
- Academic Audit
- Programmes to be organized by IQAC

SUGGESTIONS

Department review meeting
- ❖ Review meeting with Secretary will be in the 3rd week of October and the plan of action with respect to NAAC, NIRF, ARIIA, and Research Project.
- ❖ Department review meeting with Chairperson - Important activities and achievements of the department for the academic year 2022-23 to be highlighted

Academic Audit
- ❖ The Academic Audit of all programmes was completed with the respective external subject experts this month.

Board of Studies
- ● Board of studies meeting for the 4th semester can be conducted by getting the approval through mail on or before 03.12.2022.
- ● Business Analytics certificate course for both batches to be introduced.

Programmes to be organized
- Vaidakthya 2023
- Yoga day
- Frosty fest
- Gandhian values in Business management

ACTION TAKEN REPORT
- Submitted ARIIA Ranking
- Review meeting for to be conducted in the 3rd week of October
- The Academic Audit was completed with the respective external experts from 10th to 18th October 2022
- Vaidakthya 23 to be organized in May, 2023
- Vision mission workshop to be organized in December.

IQAC Meeting

Date: 26.12.2022   Time: 10.00 am

AGENDA
- ISO Audit
- Academic Council Meeting
- AQAR to be submitted
- NIRF Submission
- Academic and Administrative Audit
- Programmes to be organized

SUGGESTIONS

ISO Audit
- ISO Surveillance Audit will be held in August, 2022.
- ISO Internal Audit for the odd semester 2022-2023 is planned on 9 & 10 January 2023. Departments are instructed to be ready with the ISO files.

AQAR Submission
- AQAR for the academic year 2021- 22 is planned to be submitted in the NAAC portal in December.
- The criteria heads are requested to upload the details in the portal in the first week of December. IQAC team has to check the details and proceed with the submission this month.

NIRF Submission
- NIRF for the academic year to be submitted in January 2023.

BoS Meeting
- BoS meetings for even semester of the academic year 2022-23 are planned to be conducted in the 2nd week of December 2022.

Academic Council Meeting
- Academic Council Meeting is planned to be held in February.

Appraisal
- All faculty members are requested to submit the hard copy of the appraisal with Principal's signature to before May 2023

Academic and Administrative Audit (AAA)
- Academic and Administrative Audit shall be held February 2022 on the basis of the ten parameters, Curriculum, Teaching, Learning, Evaluation, Research, Consultancy, Extension, Student Support Systems, Infrastructure and Governance

National Conference

- NAAC sponsored two-day international conference, to be planned for 2023
- Vaidakthya proceedings to be released as a book with ISBN number.
- IQAC team to consolidate the accepted papers and proof read the same for publishing.

ACTION TAKEN REPORT
- The AQAR Report for 2021-22 which was submitted to NAAC was placed before the Governing Body for approval.
- BoS meetings for the even semester of the academic year 2022-23
- Academic Council Meeting was held in February 2023
- The Academic and Administrative Audit (AAA) was conducted in December 2022.
- NIRF 2023 was submitted in January 2023

IQAC Meeting

Date: 17-03-2023   Time: 10.00 am

AGENDA

- ISO Audit
- Staff and Department appraisal
- Feedback Consolidation

SUGGESTIONS

ISO Audit

- ISO Internal Audit for the even semester was conducted in May 2023
- ISO Surveillance Audit will be held in August, 2023

Department and Staff Appraisal

- Heads of the Department to collect the appraisal reports from the Principal's office and submit the same on or before March 2023
- Faculty appraisal to be completed before the College Day scheduled on April 2023
- Best faculty award and best department awards are to be decided for the academic year and to be announced on the College Day

Feedback

- Students' feedback on Teaching and Learning for the academic year 2022-23 is to be collected from all the students
- The schedule for the classes will be planed based on University Academic calendar
- Stakeholders feedback is to be completed for 2022-2023 from all stakeholders - Alumni, Employers, Parents, Teachers, Students

Academics

Academic Council Meeting

- Meeting of the Academic Council is planned to be conducted June 2023.

Blended mode of teaching

- Blended mode of teaching learning shall be implemented from the academic year 2023-2024

ACTION TAKEN REPORT

- ISO Internal Audit for the even semester was conducted March 2023
- ISO Surveillance Audit was held on April 2023
- Department appraisal and faculty appraisal completed for 2022-2023
- Stakeholders feedback and students' feedback were obtained for the academic year 2022-23
- Meeting of the Academic Council was held in February 2023
- All the classes need to follow the timetable provided in the learning management system.