

# DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY (DiST)

## Internal Quality Assurance Cell (IQAC) Executive Meeting

### Meeting Report

Date: 24-09-2021

Time: 4.00 PM

Venue: Online in WebEx Platform

#### Agenda

1. Welcome
2. Report reading
3. Presidential address
4. Research Paper Publication by students.
5. Add-on programmes
6. Vehicle and Green Policy implementation
7. Progress of Value Education classes and Mentoring
8. Updates in OBE evaluation and Outcomes
9. Bring Your Own Device (BYOD)
10. Fix days for Core Committee and General Staff Meeting
11. Sahapadikku Oru Veedu
12. Any relevant matters to be discussed
13. Vote of Thanks

#### Detailed Report

1. Mr. Ajesh T. A., NAAC Criterion 7 Coordinator, extended a warm welcome to all IQAC members.
2. The last meeting report was approved after being read by IQAC Secretary Ms. Revathy T.S.
3. Principal Dr. Unni C. J. presided over the meeting and gave the presidential presentation, outlining the current pandemic situation and how the college had responded to it.
4. The administrator, Rev. Fr. George Pottayil V C, spoke about the necessity to emphasise teaching and learning while also highlighting the value of extracurricular activities that benefit society.
5. Mr. Jacob Thaliyan, the IQAC Coordinator, focused on the items on the agenda in the following discussions:

- The meeting covered ways to encourage final year students to write research papers in reputable publications. The meeting recommended that students work with the responsible faculty to develop papers on pertinent seminar themes and projects.
  - All departments were asked to provide more supplemental courses for students to expand their knowledge in relevant fields.
  - The meeting voted to execute the vehicle and green policies after discussing the significance of green initiatives. Fr. Robin Chittuparimbil was given the task of drafting and carrying out the same.
  - The principal gave an update on the mentoring and value education sessions, and a discussion followed.
  - The significance of Outcome-Based Education (OBE) and its evaluation were highlighted at the meeting. Faculty members should inform students of the results of their individual courses and submit their OBE assessment forms on schedule.
  - The Bring Your Own Device (BYOD) initiative will now be implemented. As a pilot project, the programme will be initially implemented in the School of Computer Science and School of Management.
  - The days for the Core Committee and General Staff Meetings were set as the second Thursday and the fourth Wednesday of each month, respectively.
  - All departments were requested to identify suitable recipients from their respective departments as part of a discussion on fundraising for the initiative "Sahapadikku Oru Veedu."
6. The NAAC Criterion 3 Coordinator, Ms. Sunitha Benoy, gave the vote of thanks to conclude the IQAC meeting at 5:15 p.m.

Ms. Revathy T.S  
IQAC Secretary

Mr. Jacob Thaliyan  
IQAC Coordinator

Dr. Unny C J  
Chairperson





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No.	NAME	DESIGNATION	SIGNATURE
1	DR. UNNY C J	Chairperson / Principal	X
2	FR. GEORGE POTAYYIL	Director / Management Representative	X
3	FR. LINDO PUTHUPARAMBIL	Finance Director / Management Representative	X
4	MR JACOB THALIYAN	NAAC Coordinator	X
5	MR ANOSH PAUL	NAAC Asst. Coordinator	X
6	DR. GEO BABY	Director, SM	X
7	MS JISMY VARGHESE	Asst. Professor	X
8	MR SUBIN GEORGE	Asst. Professor	X
9	MS SUNITHA BENOY	Asst. Professor	X
10	MS ASWATHY K R	Asst. Professor	X
11	MR AJESH T A	Asst. Professor	X
12	MS ANUJA DAS P.M.	Asst. Professor	X
13	MS REVATHY T.S	Asst. Professor	X
14	MR DENNY DEVASSY	NAAC Office Secretary	X
15	MS JANCY JOHNY	Office Superintendent	ABSENT
16	MS RANI MARTIN	Librarian	X
17	AJITHA TEACHER	Ward Councillor	ABSENT
18	MS VIDYA NARAYANAN	Regional Manager HR, Carnival Group	ABSENT
19	MR SAJI KODANKANDATH	Executive Director, CIAL, Kochi	X
20	MR M N RAMU	PTA Vicepresident	ABSENT
21	MR JITHU GEORGE	Alumni Member.	X
22	NAVEEN K BEJOY	MBA 2019	X
23	JESNA THOMAS	M.COM 2020	X