

Minutes of the Meeting held on 29th August 2023

Agenda

1. Recommendation of Peer Team based on drawbacks observed
2. Meeting with Management on Thursday, 31/8/2023 for review of NAAC accreditation
3. Sports Day
4. Research Activities
5. Criteria Coordinators for second cycle of NAAC Assessment
6. Objective of next NAAC cycle to obtain A++ grade
7. Documents to be prepared for next cycle of NAAC accreditation in accordance with updated requirements in NAAC portal
8. Documentation to be a regular process.
9. NAAC related documents (soft copies) to be sent to Jyothi Kswani & Jagadeesh
10. Red Cross activities
11. NSS activities
12. Alumni Membership
13. Graduation & Alumni Day
14. Audit for Degree College
15. Bills for all purchases
16. Industrial visits department wise
17. NDKI activities for renewal of membership
18. Curriculum feedback.
19. Student Participation in intercollege activities
20. Social Media to be updated regularly regarding institutional activities
21. Any other matter arising

Minutes of the Meeting - Expansion

Based on the review and recommendations put forth by NAAC Peer Team (Cycle 1) the following requirements to be mentioned at the meeting with the Management on Thursday, 31/8/2023.

1. Placement Officer
2. Programmer
3. Lab Assistant
4. Physical Director

③ Calendar of Events for the academic year to be prepared for the meeting with Management

③ Sports Day to be held in the first week of December.

④ Research activities to gain momentum. HOD's asked to present and publish papers in research journals. The amount expended for both quite nominal. Students also to involve themselves in research.

⑤ No change in Criteria Coordinators for second cycle.

⑥ Documentation for 2nd cycle as per the updated versions in the NAAC portal.

⑦ Documentation for the second cycle to be done regularly in accordance with events and activities.

⑧ Soft copies of documents to be e-mailed to Gyothi Eswari and Jagdash - to the newly created e-mail, ug.igac@cicms.in

⑨ Red Cross membership to be opened in Principal's Account

⑩ NSS fund also to be opened in the Principal's account.

⑪ Alumni Membership - Rs 100/- per annum and Rs. 1,000 life time.

11. Documents to be kept ready for uploading of AQAR.

12. Graduation Day and Alumni Day to be scheduled on the same day in September.

13. Audit for CICMS to be conducted separately by the Management.

14. Bills for all purchases to be maintained by the office.

15. Industrial visit to be conducted separately for each department.

The Principal suggested a few places that can be utilised for industrial visit:

Stock Exchange, BEML, Apollo Hospital, KSRTC, Software companies and so on.

16. NDLI activities similar to User Awareness to be conducted regularly for renewal of membership. Sri Sethurajan to guide and assist Smt. Parvati - Librarian in this regard.

17. Curriculum feedback to be taken from B.Com/BBA/BCA for even semester 2022-23 while issuing hall tickets for End Semester Examination. Only 20 feedbacks from

18. each department to be filed for documentation.

19. Student Participation in inter college events to be encouraged in view of NAAC parameters for assessment. Mesuraj sir to be in charge. In his absence to be taken care of by Mrs. Padma or Ms. Sushila.

20. Social Media updates regarding activities to be projected continuously.

21. Under any other matter arising Smt. Jyothi Eswari stressed the importance of students attending UGC online courses - Swayam / MOOC. Each certificate generated for student participation was entitled for one point in NAAC. At least a

minimum of ten certificates would enhance the points required for NAAC accreditation.

Smt. Jyothi Eswari also suggested incentives for staff based on performance.

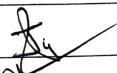
Mr. Yezuraj suggested a few alternatives for NSS activities such as adopting a school or village or bus stand.

Principal put forth the suggestion of adopting Suddhapuram Government School.

Smt. Jyothi Eswari suggested that MOU with Kayaka should be reviewed before it is renewed as students expressed dissatisfaction about the classes.

Software for attendance to be changed as present software is not updating attendance successfully.

Members Present

1. Jyothi Eswari 
2. Padmarathi N 
3. Sethurajan S 
4. Yezuraj B 
5. Lushila Rajan 
6. Jagadeesha H.K. 


29/08/2023
Principal