

## Internal Quality Assurance Cell

## Minutes of Meeting

Date : 15<sup>th</sup> May 2023

Time : 10:00 AM

Venue : IQAC Room

## Members Present :

Adv. K. M. Mijas

Dr. Harvey Thomas (Principal)

Dr. Litto Manuel (Coordinator)

Dr. Lakshmi Priya E.

Dr. Amal E.A.

Dr. Sajil John

Dr. Jayesh J. Unnithan

Dr. Renu Ann Mathew

Dr. Bigimole Jose

Dr. Nishin K. John

Dr. Joby Paulose

Dr. Pritha Alex

Dr. Sharon Vincent

Dr. Surya Suprabhan

Dr. Abhilash Mathews Thomas

Dr. Albert Baby

Mrs. Laila Kareem

Mr. Marzuban Shamis

**INTERNAL QUALITY ASSURANCE CELL**


**Minutes of Meeting**

**Date:** 15-05-2023

**Time:** 10:00AM

**Venue:** IQAC Room

**Members Present:**

- Adv. K. M. Mijas
- Dr. Harvey Thomas (Principal)
- Dr. Litto Manual (Coordinator)
- Dr. Lakshmi Priya E.
- Dr. Amal E.A
- Dr. Sajil John
- Dr. Jayesh J. Unnithan
- Dr. Renu Ann Mathew 
- Dr. Bijimole Jose
- Dr. Nishin K. John
- Dr. Joby Paulose
- Dr. Prijitha Alex
- Dr. Sharon Vincent
- Dr. Surya Suprabhan
- Dr. Abhilash Mathews Thomas
- Dr. Albert Baby
- Mrs. Laila Kareem
- Mr. Marzuban Shamis

**Agenda:**

1. Preparation of academic calendar for the next academic year in association with Academic Curriculum committee
2. Preparation and submission of IIQA
3. Website upgradation
4. SSR Preparation
5. Criteria wise review
6. Document storage of physical and digital copies
7. Database for student satisfaction survey

8. Criteria wise weblinks
9. Review of various activities and committees under IQAC
10. Review of documents criteria wise
11. Celebrating days of significance
12. Any other matter with the permission of the chair.

The meeting of the Internal Quality Assurance Cell (IQAC) took place, at 10:00 AM in the IQAC Room.

The first agenda focused on crafting the academic calendar for the upcoming academic year in collaboration with the Academic Curriculum committee. Dr. Amal E.A suggested involving the Academic Curriculum committee to ensure alignment with academic goals. Responsibilities were assigned to members from both committees, and a timeline for completion was established.

Dr. Litto reviewed the progress of IIQA preparation and deadlines were set for its completion and submission.

The committee then delved into discussions regarding the upgrading of the institution's website. Dr. Renu Ann Mathew acknowledged the need for improvements and user-friendly navigation. Specific tasks for content and design updates were assigned.

The meeting also addressed the preparation of the SSR. Criteria-wise review was then discussed, focusing on the internal evaluation criteria. A schedule was set for a thorough evaluation, ensuring alignment with accreditation standards and comprehensive scrutiny.

Document storage, both physical and digital, was another important point on the agenda. The committee stressed the significance of organized document storage.

The agenda also included the creation of a database for student satisfaction surveys. Dr. Sajil John initiated the discussion, and Dr. Bijimole Jose provided insights into data collection and analysis. Dr. Joby Paulose stressed the importance of regular updates and feedback. The committee discussed the importance of a comprehensive database, assign the tasks for data collection and analysis, and stressed the significance of student feedback.

Weblink management, specifically criteria-wise weblinks, was another focal point. The committee discussed the inclusion of relevant data under these weblinks and assigned

responsibilities for updating and maintaining them, ensuring easy access to criteria-specific resources.

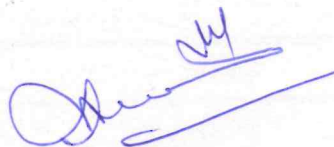
A unanimous decision was reached, mandating that all committees operating under IQAC submit an action plan. This plan will be integrated into the academic calendar for the upcoming year.

Additionally, the agenda encompassed the commemoration of significant days, involving strategies for coordinating events and fostering community involvement. Tasks were delegated to members to ensure the effective implementation of these celebratory initiatives.

The meeting concluded with the approval of the previous minutes.

Action taken report of the previous meeting:

1. Committee was reconstituted. Dr. Lakshmi Priya E and Dr. Albert Baby were welcomed to IQAC.
2. Deadline for submission of IIQA was set.
3. Specific tasks assigned for website upgradation;
4. Dr. Litto Manual and Dr. Harvey Thomas provide insights into DVV process; subcommittee formed for the same.
5. Dr. Sajil John and Dr. Bijimole Jose assigned for student satisfaction survey database; data collection guidelines discussed.
6. Dr. Lakshmi Priya E. and Dr. Nishin K. John initiate criteria-wise weblinks discussions; responsibilities assigned.
7. Dr. Albert Baby and Dr. Abhilash Mathews Thomas lead discussions on activities and committees under IQAC; focus on collaboration.



Coordinator  
IQAC  
Al Azhar Dental College  
Thodupuzha

## Internal Quality Assurance Cell



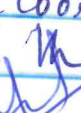



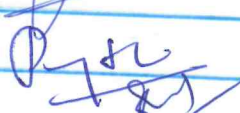
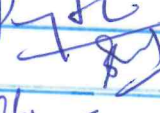



## Minutes of Meeting

Date : 23<sup>rd</sup> August 2023

Time : 10:00 AM

Venue : IQAC Room

## Members Present :

Dr. Harvey Thomas (Principal) Dr. Litto Manuel (Coordinator) Dr. Lakshmi Priya E. Dr. Amal E. A. Dr. Sajil John Dr. Jayesh J. Unnithan Dr. Renu Ann Mathew Dr. Bijimole Jose Dr. Nishin K. John Dr. Joby Paulose Dr. Prujitha Alex Dr. Sharon Vincent Dr. Surya Suprabhan Dr. Abhilash Mathew Thomas Dr. Albert Baby 

## INTERNAL QUALITY ASSURANCE CELL

### Minutes of Meeting

**Date:**-23-08-2023

**Time:**10:00AM

**Venue:** IQAC Room

**Members Present:**

- Dr. Harvey Thomas (Principal)
- Dr. Litto Manual (Coordinator)
- Dr. Lakshmipriya E.
- Dr. Amal E.A
- Dr. Sajil John
- Dr. Jayesh J. Unnithan
- Dr. Renu Ann Mathew *AL*
- Dr. Bijimole Jose
- Dr. Nishin K. John
- Dr. Joby Paulose
- Dr. Prijitha Alex
- Dr. Sharon Vincent
- Dr. Surya Suprabhan
- Dr. Abhilash Mathews Thomas
- Dr. Albert Baby

**Agenda:**

1. Preparation of SSR
2. Standardised format for all criteria related documents
2. Uploading SSR
3. Weblinks and data upload for SSR related documents
4. Criteria wise review
5. Scrutiny of documents for SSR
6. Submission of SSR.

The committee discussed the progress in preparing the Self-Study Report (SSR). Dr. Litto Manual provided an update and urged all members to contribute their inputs.

A proposed standardized format for all criteria-related documents was presented. Members were encouraged to review and provide feedback on the format to ensure consistency in documentation.

The process and timeline for uploading the SSR were discussed before 20 th September. Technical aspects and guidelines for uploading the report were provided. Members were urged to adhere to the deadline for submission.

The importance of including relevant weblinks and data in the SSR was discussed. Members were requested to ensure that all necessary supporting documents and web references are included.

The committee decided to conduct a criteria-wise review to ensure that each aspect is thoroughly assessed. Members Dr. Sharon Vincent, Dr. Surya and Dr. Albert were assigned specific criteria for in-depth evaluation.

The importance of scrutinizing all documents to ensure accuracy and completeness was emphasized. A checklist for document scrutiny will be circulated among members.

The meeting concluded with a reminder to all members to actively contribute to the preparation of the SSR and to collaborate for a comprehensive and high-quality report.

Action taken report of the previous meeting:

1. In collaboration with the Academic Curriculum Committee, the academic calendar for the upcoming year was prepared.
2. The Institutional Internal Quality Assurance (IIQA) report was completed and submitted on time.
3. The institution's website was successfully upgraded, enhancing accessibility and user experience.

4. Advancements were made in preparing the Self-Study Report (SSR) for a comprehensive self-assessment.
5. A meticulous review of institutional criteria was conducted to identify areas of improvement and excellence.
6. A robust system for the storage of both physical and digital documents was established for easy retrieval and archival.
7. A database for the efficient collection and analysis of student satisfaction survey data was developed.
8. Criteria-wise weblinks were integrated to facilitate seamless access to relevant information.
9. A thorough review of various activities and committees under the IQAC was conducted to improve coordination.
10. Documents were systematically reviewed criteria-wise to ensure alignment with quality standards.



**Coordinator  
IQAC  
Al Azhar Dental College  
Thodupuzha**



## Internal Quality Assurance Cell

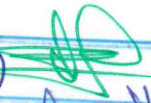



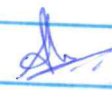



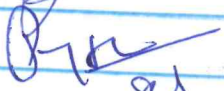




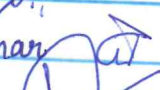
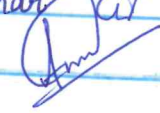
## Minutes of Meeting

Date : 11<sup>th</sup> January 2024

Time : 10:00 AM

Venue : IQAC Room

## Members Present :

Dr. Harvey Thomas (Principal) Dr. Lito Manuel (Coordinator) Dr. Lakshmi Priya E Dr. Anal E.A Dr. Sajil John Dr. Jayesh J. Unnithan Dr. Renu Am Mathew Dr. Bijmole Jose Dr. Nishin K. John Dr. Joby Paulose Dr. Pranjitha Alex Dr. Sharon Vincent Dr. Susya Suprabhan Dr. Albert Baby Dr. Mazood Ahamed Dr. Anjana Mohan Kumar Dr. Anu Mathew 

**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of Meeting**

**Date:**-11-01-2024

**Time:**10:00AM

**Venue:** IQAC Room

**Members Present:**

- Dr. Harvey Thomas (Principal)
- Dr. Litto Manual (Coordinator)
- Dr. Lakshmipriya E.
- Dr. Amal E.A
- Dr. Sajil John
- Dr. Jayesh J. Unnithan
- Dr. Renu Ann Mathew *AL*
- Dr. Bijimole Jose
- Dr. Nishin K. John
- Dr. Joby Paulose
- Dr. Prijitha Alex
- Dr. Sharon Vincent
- Dr. Surya Suprabhan
- Dr. Albert Baby
- Dr. Mazood Ahamed
- Dr. Anjana Mohan Kumar,
- Dr. Anu Mathew

**Agenda:**

1. Reconstitution of the committee
2. Review of submitted SSR
3. Review of DVV
4. Identifying grey areas
5. Preparation for peer team visit
6. Delegation for responsibility for peer team visit
7. Segregation of Qualitative metrics.

#### 8. Criteria wise discussions

On the 11th of January 2024, a meeting of the Internal Quality Assurance Cell (IQAC) was convened at 10:00 AM in the IQAC Room. New members- Dr. Mazood Ahamed, Dr. Anjana Mohan Kumar, and Dr. Anu Mathew were welcomed.

The committee then pivoted towards a critical examination of the institution's performance in the SSR. Dr. Litto Manual, the Coordinator, steered the discussion, emphasizing the importance of accurate and complete representation of the institution's strengths and areas for improvement. The focus was on evaluating the overall quality, aiming to gauge the accuracy and completeness of the information presented in the report.

Following this, a meticulous analysis of the performance in Data Verification and Validation (DVV) was undertaken to identify and address any deficiencies. The performance in mock SSR was evaluated.

Dr. Sajil John spearheaded the examination of potential grey areas in academic and administrative processes, with the committee collaboratively devising strategies to enhance overall performance in these identified areas.

The agenda then moved to preparations for the upcoming NAAC Peer Team Visit. Tasks for a successful visit, including documentation and facility readiness, were outlined, and responsibilities were allocated among committee members.

Dr. Renu Ann Mathew suggested a systematic segregation of documents related to qualitative metrics, ensuring a structured and organized approach. Criteria-wise discussions for NAAC accreditation were undertaken, delving into each criterion with detailed deliberations and clarification of doubts.

The meeting concluded with a summary of assigned tasks and a timeline for completion. Acknowledgments were made for the commitment of new members, and gratitude was expressed for their valuable involvement. The next meeting was scheduled to assess the progress of assigned tasks and address any outstanding issues before the peer team visit.

Action taken report of the previous meeting:

1. A consistent structure for all criteria-related documents was established to ensure uniform content presentation.
2. A comprehensive evaluation of each criterion was undertaken, examining the documentation for compliance and completeness.
3. SSR documents were carefully scrutinized for accuracy, relevance, and alignment with accreditation standards
4. The Self-Study Report (SSR) was adeptly uploaded with relevant web links and data, following prescribed guidelines.
5. The submission of the SSR was successfully completed, offering a comprehensive and thoroughly documented overview of institutional performance.



**Coordinator  
IQAC  
Al Azhar Dental College  
Thodupuzha**