



NEHRU ARTS AND SCIENCE COLLEGE KANHANGAD

(Govt. Aided Private Institution Affiliated to Kannur University)

P.O. Padnekat, Kasaragod, Kerala - 671314

NAAC Re-Accredited with 'A' Grade (3rd Cycle)

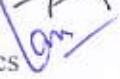
P: 0467-2280 335 (O) | E: nascollegekanhangad@gmail.com | W: www.nasc.ac.in

Minutes of the meeting of IQAC held on 10.06.2025

Venue : IQAC Room

Date & Time : 10.06.2025, 2.30 PM

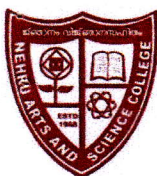
Members Present

1. **Dr. Dinesh T**
Chairman, IQAC 
2. **Dr. Vijayakumar V**
Co-ordinator, IQAC 
3. **Sri. Mithun A V**
Assistant Professor, Department of Computer Science 
4. **Sri. Biju N C**
Assistant Professor, Department of English 
5. **Dr. Salini N G**
Associate Professor, Department of Chemistry 
6. **Dr. Agretious Thomas**
Associate Professor, Department of Botany 
7. **Dr. Supriya N T**
Assistant Professor, Department of Zoology 
8. **Dr. Vinesh Kumar K V**
Assistant Professor, Department of Economics 
9. **Dr. Rekha P**
Assistant Professor, Department of Statistics 
10. **Sri. Balagopalan**
Junior Superintendent 

Members Attended through online

Nil

Dr. T. Dinesh, Principal and Chairman of the IQAC, chaired the meeting and welcomed all the members present. The primary agenda discussed was the duty division and allotment of Criteria Managers. During the discussion, most members agreed that responsibilities should be distributed based on individual areas of specialisation to ensure efficiency. Sri A. V. Mithun emphasized the importance of developing a Standard Operating Procedure (SoP) for programme reporting, which was well-received by the committee. The proposal to adopt five villages under



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the Unnat Bharat Abhiyan (UBA) scheme was unanimously supported by all members. Additionally, Dr. N. T. Supriya took charge of organizing and conducting Intellectual Property Rights (IPR) programmes. All other members actively participated in the discussions and shared valuable inputs on the listed agenda items. After detailed discussion and deliberation and consolidating the suggestions and opinions the following resolutions were taken:

Agenda 1: Duty Division / Allotment of Criteria Managers

Resolved to:

Distribute duties among IQAC members by appointing them as **Criteria Managers** for the NAAC Accreditation process. The responsibility of each criterion has been allotted as follows:

- | | | |
|----|----------------------|--|
| 1 | Dr. Vijayakumar V | Criterion 4 – Financial Resources and Management |
| 2 | Sri. Mithun A V | Criterion 1 – Curriculum Design |
| 3 | Sri. Biju N C | Criterion 2 – Faculty Resources |
| 4 | Dr. Salini N G | Criterion 5 – Learning and Teaching |
| 5 | Dr. Agretious Thomas | Criterion 10 – Sustainability (Green Initiatives) |
| 6 | Dr. Supriya N T | Criterion 3 – Infrastructure |
| 7 | Dr. Vinesh Kumar K V | Criterion 6 – Extended Curricular Engagements |
| 8 | Dr. Rekha P | Criterion 8 – Student Outcomes |
| 9 | Dr. Salini K | Criterion 9 – Research and Innovation Outcomes |
| 10 | Sri. Balagopalan P K | Criterion 7 – Governance and Administration |

Agenda 2: Village Adoption under Unnat Bharat Abhiyan (UBA) Programme

Resolved to:

Adopt **five villages** from different Panchayats under the **Unnat Bharat Abhiyan (UBA)** programme as part of the institution's rural engagement and development initiative.

- **Dr. Vinesh Kumar K V** is appointed as the **Nodal Officer** for overall coordination and implementation of the UBA programme.
- **Sri. Biju N C** is designated as the **Coordinator** for the village-level activities and monitoring.

The IQAC recommended active participation of faculty and students in all development initiatives under the UBA framework, ensuring effective community linkage and sustainable outcomes.

Agenda 3: IQAC Meeting Time During the Academic Year

Resolved to:

Conduct **IQAC meetings at regular intervals** to ensure continuous monitoring and quality enhancement of academic and administrative activities.

It is **decided to schedule the IQAC meeting on the 15th of every month** during the academic

year.
If the 15th falls on a holiday, the meeting will be held on the next working day.



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Agenda 4: Standard Operating Procedure (SoP) for Programme Reporting to IQAC

Resolved to:

Develop a Software-Based Reporting System for all academic, co-curricular, and extension activities conducted by departments and committees. This system aims to streamline documentation, ensure timely submissions, and enhance transparency in reporting to IQAC.

- **Sri. Mithun A V** is assigned the responsibility of **developing and implementing the software** and ensuring all stakeholders are trained in its usage.

The IQAC emphasized the importance of standardized digital reporting for accurate data management and NAAC documentation.

Agenda 5: Developing the Annual Master Plan of the Institution

Resolved to:

Prepare a comprehensive **Annual Master Plan** for the institution outlining academic, co-curricular, extension, and administrative activities for the academic year.

- The IQAC decided to **initiate the drafting of the Master Plan**, incorporating inputs from all departments and cells.
- **Dr. Vijayakumar V**, IQAC Coordinator, is entrusted with the **responsibility of leading the preparation and coordination of the master plan**.

This initiative aims to ensure timely planning, effective execution, and institutional alignment with quality benchmarks.

Agenda 6: Administrative Staff Training

Resolved to:

Conduct a **training programme for administrative staff**, specifically targeting those in the cadre of **Assistants and above**. The training will focus on:

- Enhancing awareness and efficiency in **administrative procedures**.
- Ensuring smooth and effective **implementation of the FYUGP (Four-Year Undergraduate Programme)**.

The IQAC emphasized the importance of capacity-building initiatives for administrative staff to strengthen institutional governance and support academic reforms.

IQAC Coordinator

Co-ordinator

Internal Quality Assurance Cell

Nehru Arts and Science College Kanhangad

P.O. Padnekat, Kasaragod (Dt.) Kerala-671314

Principal

Chairman IQAC

Dr. DINESH T.

Associate Professor in charge of Princip-
& D.D.O.

Nehru Arts and Science College Kanhangad
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