

Minutes of the Meeting

Date: 17.07.2025

Time: 3:00 PM

Venue: IQAC Office

Agenda :

1. Welcome of the New Principal
2. Reconstitution of IQAC Composition
3. Preparation of Academic Calendar
4. MoU with Indian Rare Earths Ltd (IREL), Software Companies, and Placement Initiatives
5. Encouraging Students to Enroll in NPTEL Courses

Minutes :

Agenda	Discussion	Action Taken
Welcome of the New Principal	The IQAC formally welcomed the newly appointed Principal and acknowledged the leadership role in steering institutional quality initiatives.	A formal welcome note was recorded, and the Principal assured full support for IQAC activities.
Reconstitution of IQAC Composition	Discussed the inclusion of new members in IQAC as per NAAC guidelines to strengthen quality assurance and enhancement activities.	The IQAC was reconstituted with updated members representing faculty, administration, and external stakeholders.
Preparation of Academic Calendar	It was decided that IQAC will assist in reviewing the academic calendar to ensure its effectiveness	IQAC to review and provide feedback on the academic calendar.

	and coherence with academic goals.	
MoU with Indian Rare Earths Ltd (IREL), Software Companies, and Placement Initiatives	Discussed potential collaborations with industries and companies to strengthen placement and internship opportunities for students.	Steps were initiated to establish MoUs with IREL, software firms, and placement agencies to enhance industry-academia linkages.
Encouraging Students to Enroll in NPTEL Courses	The committee discussed the importance of motivating students to register for NPTEL online courses. It was highlighted that NPTEL certifications provide significant academic and professional advantages, enhancing employability and skill development.	Faculty members were advised to explain the benefits of NPTEL courses to students and encourage maximum enrollment. Department-level orientation sessions to be conducted to promote awareness about NPTEL opportunities.

Resolutions Passed :

- The IQAC officially welcomes the new Principal and records appreciation for the commitment to quality enhancement in all academic and administrative aspects.
- The IQAC composition shall be reconstituted in accordance with NAAC guidelines, incorporating representation from faculty, administrative staff, students, alumni, and external stakeholders.
- The Academic Calendar for the current academic year shall reviewed and provide feedback on the academic calendar.
- Steps shall be initiated to establish MoUs with Indian Rare Earths Ltd (IREL), software companies, and placement agencies to strengthen industry-academia collaboration.

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Minutes of the Meeting

Date: 29.09.2025

Time: 3:00 PM

Venue: IQAC Office

Agenda :

1. Preparation for Submission of AQAR 2024–2025
2. Collection of Formal Data by HoDs
3. Conducting Seminars, Conferences, and Workshops
4. April 2025 Result Analysis
5. Updates on MoUs.
6. NPTEL Achievements, and New Industry Linkages
7. Newsletter 2025-26(June-November)

Minutes :

Agenda	Discussion	Action Taken
Preparation for Submission of AQAR 2024–2025	The importance of timely submission of AQAR was emphasized. HoDs were instructed to collect formal data required for submission.	HoDs initiated the process of collecting formal data. An IQAC working committee for AQAR preparation was formed.
Collection of Formal Data by HoDs	Departments were reminded of their role in providing accurate and complete data for AQAR.	HoDs started compiling the required information and documentation.
Conducting Seminars, Conferences, and Workshops	Departments were encouraged to organize academic events to promote research culture, knowledge exchange, and student development.	All departments were instructed to prepare schedules for seminars, conferences, and workshops during the academic year.

<p>April 2025 Result Analysis</p>	<p>The overall results of the April 2025 examinations were reviewed. The analysis highlighted department-wise pass percentages, areas of strength, and subjects requiring academic support.</p>	<p>The analysis was documented. IQAC recommended remedial measures and mentoring support to improve performance in weaker areas.</p>
<p>Updates on MoUs,</p>	<p>The committee was pleased to inform that the institution has signed an MoU with Indian Rare Earths Ltd. (IREL), and students from various departments visited the industry as part of an industrial exposure program. Additionally, an MoU was signed with SkillSync Pro Pvt. Ltd, through which students from several departments gained internships and benefited from practical learning experiences.</p>	<p>The IQAC recorded appreciation for these achievements. Departments were instructed to maintain follow-up reports for MoUs and ensure wider student participation in internships and online courses.</p>
<p>NPTEL Achievements, and New Industry Linkages</p>	<p>The IQAC congratulated two students who emerged as toppers in NPTEL courses — one in 'Python for Data Science' and another in 'Enhancing Software Skills and Personality'. The committee also discussed the preliminary</p>	<p>IQAC congratulated two students who emerged as toppers in NPTEL courses & The committee will continue discussions with TVS Training and Service Limited to formalize collaboration.</p>

	steps to create a linkage with TVS Training and Service Limited for student training and placement opportunities.	
Preparation of Committee for Newsletter 2025–26 (June–November)	The committee discussed the preparation and publication of the institutional Newsletter for June–November 2025. Members emphasized documenting key academic activities, achievements, MoUs, events, and student accomplishments. A dedicated editorial team was proposed to manage content collection and editing, and departments were instructed to submit reports and photographs in the required format within the deadline.	An Editorial Committee for Newsletter 2025–26 (June–November) was constituted. Departments were informed to start submitting content. IQAC will oversee the progress and ensure timely publication of the newsletter.

Resolutions Passed :

- IQAC will oversee the preparation and timely submission of the Annual Quality Assurance Report (AQAR) 2024–2025. All HoDs shall begin collecting and compiling formal data immediately.
- A dedicated IQAC Working Committee for AQAR 2024–2025 is constituted to coordinate data collection, verification, and report submission.
- All departments shall organize seminars, conferences, and workshops during the academic year to promote research culture and academic growth.

- The April 2025 examination result analysis is recorded, and IQAC shall plan remedial measures and mentoring support to enhance student performance in future examinations.
- IQAC records appreciation for the new MoUs with IREL and SkillSync Pro Pvt Ltd.
- Congratulates the NPTEL toppers for their achievements and supports the proposed linkage with TVS Training and Service Limited for student training and placement opportunities.
- IQAC resolved to form an Editorial Committee for the Newsletter 2025–26 (June–November) and instructed all departments to submit required content on time to ensure its timely publication.


Dr. K. Pazhanikumar Ph.D.,
IQAC Coordinator
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Minutes of the Meeting

Date: 01.12.2025

Time: 3:00 PM

Venue: IQAC Office

Agenda :

1. Even Semester Time Table
2. Student Union Election
3. Digital Learning Centre
4. Seminar Collaboration with IPR
5. IQAC Newsletter Release
6. AQAR 2024–2025 Preparation

Minutes :

Agenda	Discussion	Action Taken
Even Semester Time Table	The committee discussed the preparation and implementation of the Even Semester timetable in accordance with the academic calendar, ensuring balanced workload distribution and effective utilization of classrooms and laboratories.	All Heads of Departments were instructed to prepare, finalize, and circulate the Even Semester timetable to the faculty members concerned prior to the commencement of the semester.
Student Union Election	The need to conduct Student Union elections as per University, Government, and statutory guidelines was discussed, with emphasis on transparency and	The Principal was requested to constitute a Student Union Election Committee to conduct the elections in a fair and timely manner..

	active student participation.	
Digital Learning Centre	The IQAC discussed strengthening the utilization of the Digital Learning Centre particularly for Research Scholars and M.Com students. Members emphasized the need to provide access to e-resources, online journals, databases, MOOCs, research tools, and advanced learning materials to enhance research quality and academic performance.	Research Scholars and M.Com students are encouraged to regularly utilize the Digital Learning Centre for research, dissertation work, online certification courses, and academic enrichment. The IQAC may organize orientation sessions to familiarize students with available digital resources.
Seminar Collaboration with IPR	The IQAC discussed organizing a collaborative seminar/workshop on Intellectual Property Rights (IPR) to create awareness on patents, copyrights, innovation, and research ethics among students and faculty.	The proposal was approved. The IPR Committee was asked to identify suitable external experts/agencies and submit a detailed plan for organizing the programme.
Preparation of Committee for Newsletter 2025-26 (June-November)	The committee discussed the preparation and release of the IQAC Newsletter, highlighting the importance of documenting academic	An Editorial Committee was proposed. All departments were instructed to submit activity reports and photographs within the

		activities, best practices, achievements, MoUs, and student accomplishments.	stipulated timeline to ensure timely release of the newsletter.
AQAR Preparation	2024-25	<p>The IQAC discussed the recent clarification issued by NAAC stating that Higher Education Institutions are not constrained to submit the Annual Quality Assurance Report (AQAR) for the academic year 2024–2025. This decision is part of NAAC’s reform agenda aligned with the rollout of the Binary Accreditation Framework (BAF) and the proposed Maturity-Based Graded Levels (MBGL) framework, wherein NAAC will introduce alternative mechanisms—either through its own system or via platforms such as ONOD—to capture institutional progress during the accreditation cycle.</p> <p>Despite this relaxation, the committee emphasized the importance of continuous quality documentation</p>	The IQAC resolved to proceed with the internal preparation of AQAR 2024–2025 as a good governance and quality assurance practice. All Heads of Departments were instructed to collect and compile criterion-wise data and supporting documents to ensure systematic documentation and readiness for future accreditation requirements.

	and institutional preparedness.	
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Resolutions Passed:

- To finalize and implement the Even Semester timetable as per the academic calendar.
- To conduct Student Union elections following prescribed norms and procedures.
- To enhance effective utilization of the Digital Learning Centre.
- To organize a seminar/workshop in collaboration with IPR experts.
- To release the IQAC Newsletter with contributions from all departments.
- To internally prepare AQAR 2024–2025 despite NAAC relaxation, as part of continuous quality improvement and institutional readiness.


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