

MEETING MINUTES

INTERNAL QUALITY ASSURANCE CELL, BSOLS

Date: 16 July 2026

Time: 10:00 a.m.

Venue: IQAC

An Internal Quality Assurance Cell meeting was held on 16 July 2026 at 10:00 a.m. in the IQAC Room with the participation of the IQAC members and the External Expert. The meeting focused on strengthening the functioning of the Department IQAC Coordinators and streamlining the data collection process for the preparation of the Annual Quality Assurance Report (AQAR).

Members Present

- Dr. Shiny Palatty (External member)
- Akshara Sadan (Coordinator)
- Richin Mathew (Joint Coordinator)
- Akshara B (Member)
- Mary Viny (Member)
- Suji Cheriyan (Member)
- Shilpa Jose (Member)
- Vineeth Kumar E V (Member)
- Dina Joy (Member)
- Neelima C S (Member)
- Caroline Ignatius

Agenda

- Discussion on the roles and responsibilities of Department IQAC Coordinators.
- AQAR data collection procedure and documentation.

- Timely submission and verification of departmental records.

Resolutions

- The External Expert explained the key roles and responsibilities of the Department IQAC Coordinators in monitoring quality initiatives and maintaining departmental records.
- The procedure for collecting criterion-wise data for AQAR was discussed in detail, highlighting the importance of systematic documentation and supporting evidence.
- Department IQAC Coordinators were instructed to collect, verify, and compile data from their respective departments in the prescribed format within the stipulated timelines.
- The meeting emphasized maintaining uniformity, accuracy, and authenticity in all documents submitted for AQAR preparation.
- It was decided that the IQAC would periodically review the progress of data collection and provide necessary guidance to the departmental coordinators to ensure the timely completion of AQAR documentation.