

BHARATA MATA SCHOOL OF LEGAL STUDIES, ALUVA
Internal Quality Assurance Cell (IQAC)

Venue: Board Room

Date: 30th June 2025

Time: 3:45 PM

Minutes of the IQAC Meeting

The Internal Quality Assurance Cell (IQAC) of Bharata Mata School of Legal Studies, Aluva, held a meeting on **30th June 2025 at 3:45 PM** in the **Board Room**. The session focused on planning and streamlining upcoming NAAC-related tasks and preparing for the submission of the Annual Quality Assurance Report (AQAR).

Meeting Chaired by:

- **Rev. Dr. Biju Antony**, Director & Principal-in-Charge
- **Fr. Jomish Vattakara**, Assistant Director
- **Dr. Suranya S. Kumar**, Vice Principal, IQAC & NAAC Coordinator
- **Ms. Shyama B**, IQAC Coordinator

Participants:

All IQAC members were present and actively contributed to the discussions.

Highlights of the Discussion:

1. AQAR Submission – The Road Ahead

The primary agenda was the upcoming AQAR (Annual Quality Assurance Report). Members agreed on the importance of starting the process without delay. It was noted that all supporting documents and data must be collected beginning from October 2023 to ensure comprehensive reporting.

2. Need for Better Documentation

A key part of the discussion focused on collecting detailed reports from various student clubs and committees. Members recognised the need for more consistent documentation of activities and outcomes to reflect the vibrancy of campus life in the AQAR.

3. Reorganising the NAAC Work Structure

In view of future preparations, the team discussed restructuring the existing criterion-wise leadership and membership. A reconstitution of these groups will help distribute responsibilities more effectively and ensure better coordination moving forward.

Next Steps:

- Begin collection of relevant data and documents from October 2023 onwards.
- Reach out to clubs and committees for detailed activity records.
- Finalise and circulate the new list of criterion leaders and members.
- Prepare a timeline for AQAR completion and assign responsibilities accordingly.

The meeting concluded on a collaborative note, with all members reaffirming their commitment to maintaining the academic and institutional quality standards expected by NAAC.