

IQAC MINUTES & ACTION TAKEN REPORT — 2019-'20

MEETING HELD ON 25.06.2019

A meeting of the IQAC of the college was held in the Principal's chamber from 3.00 pm onwards on Tuesday, 25th June 2019. The meeting was attended by the following members and the following discussions were made:

Members Present:

1. Dr P.C. Sreenivas, Principal (Chairman) (S/d)
2. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
3. Dr Santhosh V.M., Department of English (Co-ordinator) (S/d)
4. Er Jacob John, Industrialist (Member) (S/d)
5. Dr Premachandran Keezhoth, Department of English (Member) (S/d)
6. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
7. Dr Prakash V., Department of Physics (Member) (S/d)
8. Sri. A Nisanth, Department of Statistics (Member) (S/d)
9. Dr Sapna Jacob, Department of Zoology (Member) (S/d)
10. Dr P.R. Swaran, Department of Zoology (Member) (S/d)
11. Sri. Sreekanth K.V., Junior Superintendent (Member) (S/d)
12. Sri. Rajeevan T.V., Head Accountant (Member) (S/d)
13. Ms Akhina Parayil, Student (Member) (S/d)
14. Dr Aradhana N., Department of Chemistry (Member) (S/d)
15. Er Thejraj Mallar, Alumni (Member) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Approved the Academic Calendar for the year and entrusted the Principal to place the same before the College Council.	The Academic Calendar was discussed in the College Council and approved and implemented.
2.	Decided to conduct a training programme on LaTeX software for the benefit of the teachers and PG students of science departments.	The programme could be implemented only in a minimal way. Shall be implemented in a more structured way during this year.
3.	Decided to conduct an FDP on online learning platforms such as Moodle and on MOOC.	FDP on online learning and teaching was conducted in May 2020.
4.	Decided to conduct a collaborative learning programme on popular softwares such as MS Word, Excel, PowerPoint, and Photoshop.	A few informal sessions were carried out during the year.

5.	Reviewed the preparations for the FDP as well as the departmental presentations scheduled on 29.6.2019.	Both the programmes were effectively implemented.
6.	Decided to conduct a short-term programme on Basic Exercise and Self Defence Techniques for girl students.	Training sessions on Self Defence Techniques for girl students were conducted with the support of the Women's Cell, Kerala Police in December 2019.
7.	Discussed and finalized the Data Sheet format for collecting data from various constituencies of the college for the preparation of the AQAR 2018-'19.	Data was collected and AQAR was submitted in time.
8.	Decided to direct all departments to conduct Entry-level Test for checking the fundamental knowledge and aptitude of the first semester UG students and to reset the Bridge Course syllabus as per the result of the test.	Entry-level Tests were conducted by the departments and Bridge Courses offered appropriately.
9.	Decided to conduct an Orientation Programme for the newly-recruited teachers on NAAC Assessment Parameters.	The Orientation Programme was conducted in September 2019.
10.	Decided to conduct an Orientation Session to the staff on New Generation Banking.	The programme was conducted in July 2019 with the support of Canara Bank.

MEETING HELD ON 17.09.2019

A meeting of the members of the IQAC was held in the Principal's chamber at 3.00 pm on Tuesday, 17th September 2019. The following members attended the meeting and the following discussions were made and decisions taken:

Members Present:

1. Dr P.C. Sreenivas, Principal (Chairman) (S/d)
2. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
3. Dr Santhosh V.M., Department of English (Co-ordinator) (S/d)
4. Sri. A Nisanth, Department of Statistics (Member) (S/d)
5. Dr P.R. Swaran, Department of Zoology (Member) (S/d)
6. Dr Aradhana N., Department of Chemistry (Member) (S/d)
7. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
8. Dr Prakash V., Department of Physics (Member) (S/d)
9. Sri. Sreekanth K.V., Junior Superintendent (Member) (S/d)
10. Sri. Rajeevan T.V., Head Accountant (Member) (S/d)

11. Ms Akhina Parayil, Student (Member) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Decided to apply for NIRF of MHRD	Applied for NIRF.
2.	Discussed the details of the AQAR 2018-'19.	The AQAR 2018-'19 was submitted in time.

MEETING HELD ON 01.01. 2020

A meeting of the members of the IQAC was held in the IQAC Room from 3.30 pm on Wednesday, 1st January 2020. The following members attended the meeting and the following discussions were made and decisions taken:

Members Present:

1. Dr P.C. Sreenivas, Principal (Chairman) (S/d)
2. Dr Santhosh V.M., Department of English (Co-ordinator) (S/d)
3. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
4. Dr Premachandran Keezhoth, Department of English (Member) (S/d)
5. Dr P.R. Swaran, Department of Zoology (Member) (S/d)
6. Dr Sapna Jacob, Department of Zoology (Member) (S/d)
7. Dr Aradhana N., Department of Chemistry (Member) (S/d)
8. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
9. Dr Prakash V., Department of Physics (Member) (S/d)
10. Sri. Sreekanth K.V., Junior Superintendent (Member) (S/d)
11. Sri. Rajeevan T.V., Head Accountant (Member) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Approved the AQAR 2018-'19 to be submitted to NAAC.	The AQAR 2018-'19 was submitted in time.
