

# **IQAC MINUTES & ACTION TAKEN REPORT - 2022-'23**

## **MEETING HELD ON 01.06.2022**

A meeting of the IQAC of the college was held on Wednesday, 1<sup>st</sup> June 2022, in the IQAC Room at 3.30 PM. The meeting was attended by the following members and the following discussions and decisions were made:

### **Members Present:**

1. Dr. Santhosh V. M., Principal (Chairman) (S/d)
2. Dr. P. R. Swaran., Department of Zoology (Co-ordinator) (S/d)
3. Dr. Prakash V., Department of Physics (Jt. Co-ordinator) (S/d)
4. Smt. Binila Mathews, Department of Economics (Member) (S/d)
5. Dr. Sindhu A., Department of Hindi (Member) (S/d)
6. Dr. Ratheesh Narayanan M. K., Department of Botany (Member) (S/d)
7. Dr. Sujith K. V., Department of Chemistry (Member) (S/d)
8. Dr. Vinodkumar T., Department of Physics (Member) (S/d)
9. Dr. Vigi V. Nair, Department of Management Studies (Member) (S/d)
10. Sri. V. G. Nayanar, Alumnus (Member) (S/d)
11. Sri. Sreekanth K. V., Junior Superintendent (Member) (S/d)

### Resolutions and Actions Taken:

| Item No. | Resolution   | Action Taken   |
|----------|--|--|
| 1.       | Discussed and finalized the Academic Calendar for the year.  | The Academic Calendar was followed for the activities for the year. Department-level calendars were made in tune with the college-level calendar.  |
| 2.       | Approved the Teacher's Diary format for 2022-'23 and decided to implement the same from the 1 <sup>st</sup> week of June itself. Monthly submission of the diary by the teachers, and verification by the HoD and Principal to be ensured. | The Teacher's Diary was printed in the decided format and distributed to the teachers. Submission and verification ensured.  |
| 3.       | Decided to collect the Teacher's Diary of 2021-'22, for verification by IQAC.  | Teacher's diary collected, verified and returned.  |
| 4.       | Suggestions were drafted for the NSS, NCC activities for the academic year 2022-'23. More importance to be given to activities on Green Initiatives, waste management, life skill trainings, celebration of national days etc.             | Several programmes in the line of activities suggested were conducted.   |
| 5.       | Decided to complete the process of feedback analysis from various stakeholders and to collect the action taken report from the teachers.   | Feedback analysis was done for all the stakeholders. The ATR was collected from the teachers. The feedback reports were submitted to the Principal for necessary follow up actions.                        |
| 6.       | Decided to form criteria-wise committees for the NAAC re-accreditation process.  | Formed 7 criteria committees, each with an IQAC member as Convenor and 3-4 other teachers as members.  |
| 7.       | Decided to strengthen the support from the alumni and retired teachers to the college by organizing meetings and functions.  | Departments organized alumni meetings and a Grand Alumni Meet was conducted in the month of August. Alumni and retired teachers offered various scholarships and sponsorships to the students and college. |

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## MEETING HELD ON 13.07.2022

A meeting of the members of the IQAC was held in the IQAC Room at 3.30 PM on Wednesday 13<sup>th</sup> July 2022. The following members attended the meeting and the following discussions were made and decisions taken:

### Members Present:

1. Dr. Santhosh V. M., Principal (Chairman) (S/d)
2. Dr. P. R. Swaran., Department of Zoology (Co-ordinator) (S/d)
3. Dr. Prakash V., Department of Physics (Jt. Co-ordinator) (S/d)
4. Smt. Binila Mathews, Department of Economics (Member) (S/d)
5. Dr. Sindhu A., Department of Hindi (Member) (S/d)
6. Dr. Ratheesh Narayanan M. K., Department of Botany (Member) (S/d)
7. Dr. Sujith K. V., Department of Chemistry (Member) (S/d)
8. Dr. Vinodkumar T., Department of Physics (Member) (S/d)
9. Dr. Vigi V. Nair, Department of Management Studies (Member) (S/d)
10. Dr. Y. V. Kannan, Representative of Local Society (Member) (S/d)
11. Sri. Sreekanth K. V., Junior Superintendent (Member) (S/d)
12. Kum. Devapriya E. V., Student Representative (Member) (S/d)

### Resolutions and Actions Taken:

| Item No. | Resolution  | Action Taken   |
|----------|---|--|
| 1.       | Decided to conduct department visits by the IQAC team to verify the filing system.  | The IQAC team visited all the departments from 14.07.2022 to 03.08.2022 and verified the files.  |
| 2.       | Decided to conduct an awareness session on Revised NAAC Re-accreditation process by an external expert.   | Conducted NAAC Re-accreditation orientation on revised quality parameters on 21.07.2022 with Dr. Girish Vishnu, former IQAC Co-ordinator, KMM Govt. Women's College, Kannur, as the Resource Person.   |
| 3.       | Accepted the updated version of the Mentor Diary and decided to print and distribute the same.  | Printed and distributed the Mentor Diary to all the teaching faculty.  |
| 4.       | Decided to organize an orientation programme for the 1 <sup>st</sup> year students and parents to familiarize them with the policies and procedures followed by the college.<br><br>All the departments were directed to conduct an 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. The general topics will be decided by the criteria 1 team in consultation with the CBCSS Co-ordinator. | An orientation programme was conducted for the 1 <sup>st</sup> year students and parents on 26.08.2022.<br><br>Entry-level Tests were conducted by the departments and Bridge Courses were offered appropriately soon after the admission of 1 <sup>st</sup> year UG students.   |
| 5.       | Decided to organize and celebrate Azadi Ka Amrit Mahotsav ensuring the participation of all the staff and students.   | Celebrated Azadi ka Amrit Mahotsav with a variety of programmes by the college, in general, and all the departments. The celebrations started on 09.08.2022. The programmes included "Har Ghar Thiranga", "Freedom Expo", Webinars, Freedom Photo Contest, Patriotic Song Competition, Fit India Challenge, Freedom Wall, Swachh Campus etc. |

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## MEETING HELD ON 25.08. 2022

A meeting of the members of the IQAC was held in the IQAC Room from 3.30 PM on Thursday, 25<sup>th</sup> August 2022. The following members attended the meeting and the following discussions were made and decisions taken:

### Members Present:

1. Dr. Santhosh V. M., Principal (Chairman) (S/d)
2. Dr. P. R. Swaran., Department of Zoology (Co-ordinator) (S/d)
3. Dr. Prakash V., Department of Physics (Jt. Co-ordinator) (S/d)
4. Smt. Binila Mathews, Department of Economics (Member) (S/d)
5. Dr. Sindhu A., Department of Hindi (Member) (S/d)
6. Dr. Ratheesh Narayanan M. K., Department of Botany (Member) (S/d)
7. Dr. Sujith K. V., Department of Chemistry (Member) (S/d)
8. Dr. Vinodkumar T., Department of Physics (Member) (S/d)
9. Dr. Vigi V. Nair, Department of Management Studies (Member) (S/d)
10. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
11. Sri. V. G. Nayanar, Alumnus (Member) (S/d)
12. Dr. Y. V. Kannan, Representative of Local Society (Member) (S/d)
13. Kum. Devapriya E. V., Student Representative (Member) (S/d)

**Resolutions and Actions Taken:**

| <b>Item No.</b> | <b>Resolution</b>  | <b>Action Taken</b>  |
|-----------------|--|--|
| 1.              | Decided to strengthen research activities by submitting research proposals to various funding agencies.                                | Conducted a meeting of criteria 3 and Research Committee to identify potential investigators.<br>As an outcome of the meeting, 4 research proposals were submitted to SERB in October, 5 research proposals were submitted to KSCSTE in November by science faculty, and 4 research proposals were submitted to ICSSR by social science faculty. |
| 2.              | Decided to conduct a Legal Literacy Seminar on ragging and sexual harassment.  | Conducted a seminar on the topic “Laws Related to Ragging and Sexual Harassment” on 20.09.2022 in association with ICC and Anti-Ragging Committee, with Adv. Thasleena T.V.P (Payyanur Bar Association) as Resource Person, which was inaugurated by Adv. V. Shukkoor, Dist. Govt. Pleader & Public Prosecutor.                                  |
| 3.              | Decided to conduct result analysis of each department before the IQAC team.  | A detailed result analysis of both UG and PG was conducted for each department starting from 27.09.2022 to 02.11.2022.   |
| 4.              | Decided to conduct a meeting of HoDs and Management on academic quality maintenance.   | Conducted the meeting on 04.11.2022, evaluated the results, and instructed the departments to take necessary action for improving the results.   |
| 5.              | Decided to conduct programmes in connection with Teacher’s Day on 05.09.2022.  | The Teacher’s Day was celebrated with various programmes.  |
| 6.              | Finalized the data collection format of AQAR 2021-‘22 and decided to collect the data directly through shared folders in Google Drive. | The data was collected.  |
| 7.              | Decided to submit AQAR 2020-‘21 as early as possible.  | Submitted AQAR 2020-‘21 on 15.10.2022  |
| 8.              | Decided to organize an IPR seminar.  | The seminar was organized on 23.11.2022 in association with NIPAM, Govt. of India Patent Office, Chennai.  |
| 9.              | Decided to conduct Anti-Drug Campaign for the whole students of the college.   | An anti-drug student chain and pledge involving all students of the college was conducted on 01.11.2022.   |

## MEETING HELD ON 09.11.2022

A meeting of the members of the IQAC was held in the IQAC Room from 3.30 PM on Thursday, 9<sup>th</sup> November 2022. The following members attended the meeting and the following discussions were made and decisions taken:

### Members Present:

1. Dr. Santhosh V. M., Principal (Chairman) (S/d)
2. Dr. P. R. Swaran., Department of Zoology (Co-ordinator) (S/d)
3. Dr. Prakash V., Department of Physics (Jt. Co-ordinator) (S/d)
4. Smt. Binila Mathews, Department of Economics (Member) (S/d)
5. Dr. Sindhu A., Department of Hindi (Member) (S/d)
6. Dr. Ratheesh Narayanan M. K., Department of Botany (Member) (S/d)
7. Dr. Sujith K. V., Department of Chemistry (Member) (S/d)
8. Dr. Vinodkumar T., Department of Physics (Member) (S/d)
9. Dr. Vigi V. Nair, Department of Management Studies (Member) (S/d)
10. Sri. V. G. Nayanar, Alumnus (Member) (S/d)
11. Dr. Y. V. Kannan, Representative of Local Society (Member) (S/d)
12. Sri. Sreekanth K. V., Junior Superintendent (Member) (S/d)
13. Kum. Devapriya E. V., Student Representative (Member) (S/d)

**Resolutions and Actions Taken:**

| <b>Item No.</b> | <b>Resolution</b>  | <b>Action Taken</b>  |
|-----------------|--|--|
| 1.              | Decided to install an LMS, preferably MOODLE.  | Installed MOODLE and teachers started uploading study materials.   |
| 2.              | To conduct awareness session on Revised NAAC Accreditation parameters.                   | A webinar was conducted on Revised NAAC Accreditation Parameters on 26.11.2022 with Dr. Sumalakshmy S, IQAC Coordinator, TKM College of Engineering, Kollam, as Resource Person.               |
| 3.              | Decided to entrust the PTA to distribute pending endowments to meritorious students.     | The endowments were distributed to the toppers of university exams on 21.11.2022. The prizes for the winners of various competitions as part of Azadi ka Amrit Mahotsav were also distributed. |
| 4.              | Decided to plan the method of data capturing for NIRF application.                       | An interactive session on NIRF data collection was conducted on 16.12.2022 with Dr Ashwinikumar N, NIRF Co-ordinator, Sir Syed College, Taliparamba with the IQAC team.                        |
| 5.              | Decided to felicitate the international medal winners in powerlifting.                   | Felicitated the two international medal winners in powerlifting on 19.12.2022.   |
| 6.              | Decided to conduct staff meeting to discuss the re-accreditation preparations in detail. | A staff meeting was conducted on 09.12.2022, and discussed the criteria-wise action plan in detail.  |

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## MEETING HELD ON 16.12.2022

A meeting of the teacher members of the IQAC was held in the IQAC Room from 9.30 AM on Friday, 16<sup>th</sup> December 2022. The main agenda of the meeting was to finalize the preparations for NIRF data collection. Dr. Aswhwinikumar N, NIRF Coordinator, Sir Syed College, Taliparamba interacted with the IQAC team. The following members attended the meeting and the following discussions were made and decisions taken:

### Members Present:

1. Dr. Santhosh V. M., Principal (Chairman) (S/d)
2. Dr. P. R. Swaran., Department of Zoology (Co-ordinator) (S/d)
3. Dr. Prakash V., Department of Physics (Jt. Co-ordinator) (S/d)
4. Smt. Binila Mathews, Department of Economics (Member) (S/d)
5. Dr. Sindhu A., Department of Hindi (Member) (S/d)
6. Dr. Ratheesh Narayanan M. K., Department of Botany (Member) (S/d)
7. Dr. Sujith K. V., Department of Chemistry (Member) (S/d)
8. Dr. Vigi V. Nair, Department of Management Studies (Member) (S/d)
9. Dr. Aswhwinikumar N., NIRF Co-ordinator, Sir Syed College, Taliparamba

### Resolutions and Actions Taken:

| Item No. | Resolution  | Action Taken  |
|----------|---|---|
| 1.       | Decided to ensure that all the teachers including the faculty on contract have official Email ID, Google Scholar ID and Vidwan ID.              | The official Email ID for all the teachers was created by Dr. Prakash V. The teachers who didn't have the Vidwan IDs, created the same with the support of Dr. Aradhana N and those who didn't have the Google Scholar IDs created the same with the support of Dr. Priyanka B. |
| 2.       | Decided to make an intensive move to collect the placement details of pass out students through Google forms.                                   | A Google form was created and the HoDs, tutors and mentors of all the departments forwarded the same to the Whatsapp group of the pass out students. All the necessary data were collected in a week's time.  |
| 3.       | Decided to update the website with all the relevant links and more details.   | Eventhough the updated documents were collected from all the departments, the uploading could not be completed in time due to technical issues.   |
| 4.       | Decided to create official social media Pages for the college in Facebook, Youtube and Instagram.   | Pages were created.<br>Dr. Lakshmi C (Youtube & Facebook) and Kum. Athira Unnikrishnan (Instagram) were assigned the charge for updating.   |
| 5.       | Decided to conduct staff meeting to discuss the NIRF preparations in detail.  | A staff meeting was conducted on 09.01.2023, and discussed the action plan in detail.   |
| 6.       | Decided to entrust the task of submission of NIRF data to the criterion 6 team of IQAC, led by its Convenor Dr. Vigi V Nair, NIRF Co-ordinator. | Criteria 6 team, led by its Convenor, worked together and submitted NIRF data in time and the college got ranked in the 151-200 rank band.  |
| 7.       | Decided to finish the AQAR 2021-'22 data entry at the earliest.   | The data entry was completed and submitted in time on 30.07.2023.   |
| 8.       | Decided to conduct a seminar in connection with Republic Day celebrations.  | Conducted an invited lecture on the topic "India as an Idea @ 73" on 24.01.2023 by Dr. Arunkumar, Department of Political Science, University of Kerala and Associate Executive Editor, 24 News Channel.  |

## MEETING HELD ON 24.01.2023

A meeting of the members of the IQAC was held in the IQAC Room from 3.30 PM on Tuesday, 24<sup>th</sup> January 2023. The following members attended the meeting and the following discussions were made and decisions taken:

### Members Present:

1. Dr. Santhosh V. M., Principal (Chairman) (S/d)
2. Dr. P. R. Swaran., Department of Zoology (Co-ordinator) (S/d)
3. Dr. Prakash V., Department of Physics (Jt. Co-ordinator) (S/d)
4. Smt. Binila Mathews, Department of Economics (Member) (S/d)
5. Dr. Sindhu A., Department of Hindi (Member) (S/d)
6. Dr. Ratheesh Narayanan M. K., Department of Botany (Member) (S/d)
7. Dr. Sujith K. V., Department of Chemistry (Member) (S/d)
8. Dr. Vinodkumar T., Department of Physics (Member) (S/d)
9. Dr. Vigi V. Nair, Department of Management Studies (Member) (S/d)
10. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
11. Er. Thejraj Mallar, Industrialist (Member) (S/d)
12. Sri. V. G. Nayanar, Alumnus (Member) (S/d)
13. Sri. Sreekanth K. V., Junior Superintendent (Member) (S/d)

### Resolutions and Actions Taken:

| Item No. | Resolution   | Action Taken  |
|----------|--|---|
| 1.       | Decided to conduct an Academic and Administrative Audit with the support of external experts.  | Conducted an orientation class regarding the audits on 31.01.2023. The audits were performed on 24.02.2023 & 25.02.2023 by the experts Dr. Ajims P Mohammed, NAAC Peer Team Member and Lt. Ibrahim Salim M, MES College Marampally.   |
| 2.       | Decided to conduct Green and Energy Audits by certified external agency.   | A proposal submitted by an agency viz. Ottotractions, with Bureau of Energy Efficiency and ISO 9001 accreditation was accepted and assigned them the task of auditing.  |
| 3.       | Decided to conduct an IPR awareness workshop by IQAC in collaboration with the Patent Office, Kolkota for the staff and students. Dr. Prakash V was entrusted the task.                              | Conducted the online IPR awareness session by Shri Shubham Harsh Singh, Examiner of Patents and Designs, Patent Office, Kolkota as the Resource Person.   |
| 4.       | Decided to have discussions with various government agencies like Harithakeralam Mission, Suchithwa Mission, Panchayath etc. to plan scientifically on improving the green practices of the college. | Conducted discussion with Kunhimangalam Grama Panchayth, Suchithwa Mission and Harithakeralam Mission representatives on 28.02.2023 at Panchayath Office, and ensured their support. Proposal for Thumboormuzhi composting and waste management infrastructure was submitted to Panchayath and Suchithva Mission. The panchayth offered support for the conservation projects of Botany department too. |
| 5.       | Decided to ensure maximum participation of faculty in the 5 day “Hands-on Training in Learning Management System” (MOODLE) organized by the Kerala State Higher Education Council.                   | Out of a total of 71 faculty members, 42 participated in the basic course on MOODLE and 7 participated in the advanced course on MOODLE.  |
| 6.       | Decided to conduct programmes in connection with National Science Day (28.02.2023).  | The National Science Day was celebrated with various programmes.  |
| 7.       | Decided to instruct subject-wise Research Methodology workshops in association with departments for the benefit of PG students, research scholars and outgoing final year students.                  | The workshops were conducted by various departments.  |
| 8.       | Decided to apply for a NAAC sponsored seminar.   | A proposal titled ‘NEP Preparedness and NAAC Accreditation Parameters’ was submitted to NAAC for financial support on 17.04.2023. The proposal was approved and the seminar was conducted on 18.08.2023.  |

## MEETING HELD ON 01.03.2023

A meeting of the members of the IQAC was held in the IQAC Room from 3.30 PM on Wednesday, 01<sup>st</sup> March 2023. The following members attended the meeting and the following discussions were made and decisions taken:

### Members Present:

1. Dr. Santhosh V. M., Principal (Chairman) (S/d)
2. Dr. P. R. Swaran., Department of Zoology (Co-ordinator) (S/d)
3. Dr. Prakash V., Department of Physics (Jt. Co-ordinator) (S/d)
4. Smt. Binila Mathews, Department of Economics (Member) (S/d)
5. Dr. Sindhu A., Department of Hindi (Member) (S/d)
6. Dr. Ratheesh Narayanan M. K., Department of Botany (Member) (S/d)
7. Dr. Sujith K. V., Department of Chemistry (Member) (S/d)
8. Dr. Vinodkumar T., Department of Physics (Member) (S/d)
9. Dr. Vigi V. Nair, Department of Management Studies (Member) (S/d)
10. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
11. Er. Thejraj Mallar, Industrialist (Member) (S/d)
12. Dr. Y. V. Kannan, Representative of Local Society (Member) (S/d)
13. Sri. Sreekanth K. V., Junior Superintendent (Member) (S/d)

### Resolutions and Actions Taken:

| Item No. | Resolution   | Action Taken   |
|----------|--|--|
| 1.       | Conducted a review of the AAA report & decided to schedule department meetings with IQAC for follow up actions.  | Department meetings were conducted from 08.03.2023 to 16.03.2023.  |
| 2.       | Decided to form a 'Green Brigade' of selected students to audit and ensure green practices within the campus and its premises.   | The 'Green Brigade' was officially inaugurated on 14.03.2023 by the District Collector Sri. S. Chandrasekhar, IAS.   |
| 3.       | Decided to conduct an FDP for both the teaching and non-teaching staff separately.   | Conducted the FDPs on 'Academic & Research Tools' from 27.03.2023 to 31.03.2023 for teaching staff and from 26.05.2023 to 31.05.2023 for non teaching staff .                        |
| 4.       | Decided to conduct Criterion-wise presentation of the work done and work remaining.  | Joint meeting of IQAC, Criteria team, Management, HoDs and next senior most teachers (as HoD rotation is expected in June) was convened on 01.04.2023.                               |
| 5.       | Decided to conduct a Research Scholar's Meet in association with Research Committee to discuss the issues and prospects of research at college level. A session on Research Methodology is also to be conducted as part of the meet. | Conducted the meet on 21.03.2023 and discussed the issues and prospects. The discussion/suggestions and demands were summarized and submitted to the Principal for necessary action. |
| 6.       | Decided to celebrate Women's Day with a variety of programmes associating with departments and Girl Students' Welfare Committee.   | A variety of programmes were conducted by the departments and clubs on the campus.   |
| 7.       | Decided to celebrate Khadi Mahotsav in association with governmental agencies.   | Organised a programme on 20.03.2023 led by History Department and supported by Khadi and Village Industries Commission, Govt. of India.  |
| 8.       | Decided to conduct criteria-wise meeting with external expert from recently accredited colleges.   | The criteria-wise meetings were conducted during the months of April and May.  |