

IQAC MINUTES & ACTION TAKEN REPORT — 2021-'22

MEETING HELD ON 1.06.2021

A meeting of the IQAC was held online from 6.30 pm to 7.30 pm on Saturday, 1st June 2021 with the following agenda.

1. Academic calendar 2021-22
2. Teachers' diary updation and printing
3. Mentoring system
4. Feedback collection
5. Environment day celebration
6. Programme for girl students
7. Meeting with management
8. International Yoga Day celebration
9. Others

The meeting was attended by the following members and the important resolutions and action taken are listed.

Members Present:

1. Dr Premachandran Keezhoth, Principal (i/c) (Chairman) (S/d)
2. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
3. Er Thejraj Mallar, Alumni (Member) (S/d)
4. Er Jacob John, Industrialist (Member) (S/d)
5. Dr P.R. Swaran, Department of Zoology (Member) (S/d)
6. Dr Prakash V., Department of Physics (Member) (S/d)
7. Dr. Sindhu A, Department of Hindi (Member) (S/d)
8. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
9. Binila Mathews, Department of Economics, (Member) (S/d)
10. Sri. Rajeevan T.V., Head Accountant (Member) (S/d)
11. Sri. K.V. Sreekanth, Junior Superintendent (Member) (S/d)
12. Dr Santhosh V.M., Department of English (Co-ordinator) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Decided to prepare the Academic Calander of the college for 2021-22. Dr. Vinodkumar T, Member, IQAC was entrusted with the charge of making Academic Calander	The calander was prepared, approved by IQAC and circulated among students and staff and hosted on college website.
2.	Decided to collect feedback from different stakeholders. Discussed and finalized the questions	Feedbacks collected through google form from students, teachers, alumni and employers.
3.	Decided to celebrate World Environment Day by conducting a common programme for all staff and students.	A webinar was organized by IQAC on June 5 th in association with NSS and Bhoomithrasena. Shri. Vijayakumar Blathur, popular science writer and environmentalist was the resource person.
4.	Decided to update and print Teachers' diary for 21-22	Teachers' diary format was finalized and printed
5.	Discussed the importance of Mentoring and decided to introduce mentoring for the first year students	Mentor diary was designed in consultation with other HEIs and Mentoring system was implemented for all students except final years. Mentor mentee allotment was done and ensured functioning by implementing time table after working hours in the evening.
6.	Decided to organize a webinar for girl students of the college on 'Menstrual Hygiene'.	Organized a webinar for girls in association with Girls Welfare Committee on 'Menstrual Hygiene' on June 2
7.	Decided to meet the management to discuss on NAAC accreditation preparations and planning.	Principal & IQAC Co-Ordinator participated in the meeting of the management held on 23 rd July 2021. Current status and future plans were discussed and the support from management was assured.
8.	Decided to organize a training to students by Career Guidance Cell	A training programme was held for the students for South Indian Bank recruitment by Career Guidance Cell

9.	Decided to celebrate the Readers' Week.	Readers' Week was celebrated by IQAC in association with College Library on 21st and 22 nd June 2021.
10.	Decided to conduct awareness/training programmes in connection with International Yoga Day.	A 3-day programme was conducted in connection with International Yoga Day in association with Art of Living Foundation from 21 to 23 June.
11.	Decided to organize a programme on career opportunities in tourism, in association with tourism club	The programme was conducted online on 29 th June
12.	Decided to give orientation to newly appointed teachers	Conducted on 14-7-2021

MEETING HELD ON 02.08.2021

A meeting of the IQAC was held online from 7.00 pm to 8.00 pm on Monday, 2nd August 2021 with the following agenda.

1. Faculty Development Programme for teaching and non-teaching staff
2. Support for differently-abled students
3. Meeting with Management
4. Feedback report
5. Others

The meeting was attended by the following members and the important resolutions and action taken are listed.

Members Present:

1. Dr Premachandran Keezhoth, Principal (i/c) (Chairman) (S/d)
2. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
3. Er Thejraj Mallar, Alumni (Member) (S/d)
4. Er Jacob John, Industrialist (Member) (S/d)
5. Dr P.R. Swaran, Department of Zoology (Member) (S/d)
6. Dr Prakash V., Department of Physics (Member) (S/d)
7. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
8. Dr. Sindhu A, Department of Hindi (Member) (S/d)
9. Binila Mathews, Department of Economics, (Member) (S/d)
10. Sri. Rajeevan T.V., Head Accountant (Member) (S/d)
11. Sri. K.V. Sreekanth, Junior Superintendent (Member) (S/d)
12. Dr Santhosh V.M., Department of English (Co-Ordinator) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Decided to organize Faculty Development Programmes for both faculty and non-teaching staff	FDP were conducted for teachers on 7.8.21 and for the non-teaching staff on 30-12-21 with external resource persons
2.	Discussed the issues faced by differently abled students in the covid context. Decided to organize a doubt clearance session for them and their parents.	An online programme for Differently-abled Students and their parents was conducted on University Examination related issues on 19.8.21. Vinodkumar KM, Section Officer, Kannur University was the resource person
3.	Decided to organize a meeting of Management with HoDs/DQAC Co-ordinators to discuss on the plans and requirements for NAAC accreditation	Meeting of Management with HoDs/DQAC Co-ordinators was organized on 13.8.21
4.	Discussed and finalized the feedback analysis report and decided to forward it to Principal for further actions	The report was placed in the college council and decisions taken to follow up the college level core issues identified. University related issues were reported to Senate and Academic Council Members. ATR collected from teachers on least scoring points
5.	Decided to update teacher's profile in the college website	Updated
6.	Decided to formulate data collection format for AQAR 2020-21 and collect data	Format prepared, circulated to departments and data collected
7.	Decided to celebrate 'Hindi fortnight' in association with department of Hindi	3-day national webinar on 'Bhasha aur sahithya' was organized in association with Hindi Dept on 17-20 sept 2021.

MEETING HELD ON 08.10.2021

A meeting of the IQAC was held at Principal's chamber on 8th October 2021 from 3.00 pm to 4.00 pm Friday, with the following agenda.

1. Staff meeting on NAAC Accreditation
2. Career library
3. Webinar on academic writing
4. Green initiatives
5. Others

The meeting was attended by the following members and the important resolutions and action taken are listed.

Members Present:

1. Dr Premachandran Keezhoth, Principal (i/c) (Chairman) (S/d)
2. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
3. Er Thejraj Mallar, Alumni (Member) (S/d)
4. Er Jacob John, Industrialist (Member) (S/d)
5. Dr P.R. Swaran, Department of Zoology (Member) (S/d)
6. Dr Prakash V., Department of Physics (Member) (S/d)
7. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
8. Dr. Sindhu A, Department of Hindi (Member) (S/d)
9. Binila Mathews, Department of Economics, (Member) (S/d)
10. Sri. Rajeevan T.V., Head Accountant (Member) (S/d)
11. Sri. K.V. Sreekanth, Junior Superintendent (Member) (S/d)
12. Dr Santhosh V.M., Department of English (Co-ordinator) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Decided to conduct a meeting with the entire teaching staff to discuss on the NAAC accreditation preparations	Meeting was conducted on 11-11-2021 and discussed the preparations criteria-wise
2.	Discussed on the need to enrich the library with more career oriented resources. Entrusted Dr. Sujith to explore the possibility of sponsorship	A career library was set up in the college library with financial support from KTK Foundation. The library was inaugurated by T I Madhusoodanan MLA on 13-12-2021.
3.	Decided to conduct a programme to popularize our heritage on handicrafts among staff and students	A craft awareness programme was conducted from 14 to 16 December 2021. Demo craft making, hands on experience, exhibition and sales made the event fruitful
4.	Discussed the proposal to jointly organize a 30-day webinar on academic writing and research methodology	The college joined with NIPMR (National Institute of Physical Medicine and Rehabilitation) for conducting a 30-day webinar series on Academic writing, communication skills, Research Methodology, Reference management and Academic publishing from 23 rd November to 31 December 2021
5.	Decided to have timebound intervention in the waste management system of the college to make it more effective	Replaced the old and damaged food waste baskets with specific colors for efficient segregation
6.	The meeting congratulated the efforts taken by the college towards green campus initiatives. (The college received the prestigious 'Green Campus' award instituted by the Kerala State Biodiversity Board)	The award was received from Hon. Minister Shri. M V Govindan by Principal and Dr. Ratheesh Narayanan in a function at Thiruvananthapuram

MEETING HELD ON 18.12.2021

A meeting of the IQAC was held at IQAC room on 18th December 2021 from 2.30 pm to 4.00 pm Saturday, with the following agenda.

1. Result Analysis UG & PG
2. Felicitation of Kana M Sureshan
3. Capacity development programme for NTS
4. Library usage and E-resources
5. Digi locker registration
6. Others

The meeting was attended by the following members and the important resolutions and action taken are listed.

Members Present:

1. Dr. Santhosh V M, Principal (Chairman) (S/d)
2. Dr. Swaran P R (IQAC Co-ordinator) (S/d)
3. Dr. Prakash V (Joint Co-ordinator)
4. Smt. Binila Mathews (Member) (S/d)
5. Dr. Sindhu A (Member) (S/d)
6. Dr. Sujith K V (Member) (S/d)
7. Sri. Vinodkumar T (Member) (S/d)
8. Dr. Ratheesh Narayanan M K (Member) (S/d)
9. Dr. Vigi V Nair (Member) (S/d)
10. Sri. K V Sreekanth (Member) (S/d)
11. Kum. Devapriya E V (Member) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1	Decided to conduct detailed result analysis of UG and PG results of 2021 pass out batch	Conducted department wise detailed result analysis and discussed on follow up measures to improve the results Decided to be more strict on attendance in both online and offline classes. Asked the management to fix minimum marks for management quota seats (BSc, BCom, Eng. : 75%; Arts : 55% in the qualifying examination
2	Decided to facilitate Dr. Kana M Sureshan, Rajib Goyal award for young scientists winner and our Chemistry dept alumni	Falicated in a function on 22-12-2021 in a function inaugurated by Shri M Vijin MLA
3	Decided to conduct a capacity development programme for the Non Teaching Staff on matters related to DD office	The programme was conducted on 30-12-2021. Shri. Ajithendrakumar, Accounts Officer (Retd) Collegiate Education Dept. was the resource person
4	Discussed on decreasing library usage by students reading habits in general and entrusted Librarian to take appropriate steps to motivate reading habits.	Started a Readers' club by the library to conduct programmes like discussions on new books, interactions with authors etc. The club was inaugurated by writer Likhitha das on 13-1-22
5	Decided to enhance the access to E-resources	Subscribed to DELNET E-resources consortium in the library
6	Decided to restart ASAP Cell in the campus for skill acquisition	ASAP cell was inaugurated on 20-12-21 and Smt. Seema Mundachali was appointed as Faculty coordinator
7	Decided to implement Digilocker registration for first year students	Completed the registration through the tutors. A help video was prepared and circulated for helping the students.
8	Decided to conduct an IPR seminar with support from NIPAM	Conducted an online programme on 'awareness on IPR' on 29-1-2022. Dr. Reshmi PM was the coordinator

MEETING HELD ON 10.02.2022

A meeting of the IQAC was held at Principal's chamber on 10 February 2022 from 3.00 pm to 4.30 pm, with the following agenda.

1. Finalizing AQAR 2020-21
2. Educational Expo
3. College level committees – meetings to be held
4. Teachers diary verification
5. Shifting to new IQAC Room
6. Others

The meeting was attended by the following members and the important resolutions and action taken are listed.

Members Present:

1. Dr. Santhosh V M, Principal (Chairman) (S/d)
2. Dr. Swaran P R (IQAC Co-Ordinator) (S/d)
3. Dr. Prakash V (Joint Co-Ordinator)
4. Smt. Binila Mathews (Member) (S/d)
5. Dr. Sindhu A (Member) (S/d)
6. Dr. Sujith K V (Member) (S/d)
7. Sri. Vinodkumar T (Member) (S/d)
8. Dr. Ratheesh Narayanan M K (Member) (S/d)
9. Dr. Vigi V Nair (Member) (S/d)
10. Sri. V G Nayanar (Member) (S/d)
11. Sri. K V Sreekanth (Member) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Discussed the status of AQAR 2020-21 and decided to speed up the report preparation	AQAR data collection completed and submitted in time.
2.	To conduct an educational exhibition on higher studies options for final year UG students	Educational Expo – 2022 was conducted by career and placement cell of the college on 18-3-2022
3.	Holding a meeting of college level committee convenors	Meeting was held on 23-2-24. Decided on updating the minutes, if any, and planning activities
4.	Decided to insist on completing the teachers' diary and submit for iqac verification	Verified and returned the diary
5.	Inauguration of new IQAC Room and shifting files	Inauguration of new iqac room was done by shri M Vijin MLA along with computer lab on 16-2-22
6.	Decided to encourage departments to have more MoU s and collaborations	Depts and various forums of the college started new collaborations
7.	Checking and updating of filing system in departments.	Updated list of files provided to departments and verified by visiting the departments.
8.	Decided to organize programs in connection with National Science Day and International Women's day	<p>IQAC and Physics dept. organized a webinar on 'Life of sir CV' by Prof. Reji Philip, of Raman Research Institute, Bangalore</p> <p>A webinar on 'literature and woman' was organized by the girls welfare committee in association with literature departments on 6-3-22.</p> <p>College Union and science departments also organized separate programs on women's day.</p>
9.	Decided to organize programmes to familiarize khadi, the traditional cloth industry, among staff and students as part of Kerala Govt decision to wear khadi on Wednesdays by officials.	<p>An exhibition cum sale of khadi products and demonstration of working of its machinery was conducted on 22-2-2022.</p> <p>Majority of the staff started wearing khadi on Wednesdays</p>

MEETING HELD ON 29.03.2022

A meeting of the IQAC was held at Principal's chamber on 29 March 2022 from 3.00 pm to 4.30 pm, with the following agenda.

1. Alumni meet
2. Audits – AAA, Green, Energy
3. NIRF
4. Plannings for next academic year
5. Others

The meeting was attended by the following members and the important resolutions and action taken are listed.

Members Present:

1. Dr. Santhosh V M, Principal (Chairman) (S/d)
2. Dr. Swaran P R (IQAC Co-ordinator) (S/d)
3. Dr. Prakash V (Joint Co-ordinator)
4. Dr. Premachandran Keezhoth (Member)
5. Smt. Binila Mathews (Member) (S/d)
6. Dr. Sindhu A (Member) (S/d)
7. Dr. Sujith K V (Member) (S/d)
8. Sri. Vinodkumar T (Member) (S/d)
9. Dr. Ratheesh Narayanan M K (Member) (S/d)
10. Dr. Vigi V Nair (Member) (S/d)
11. Dr Y V Kannan (Member) (S/d)
12. Sri. K V Sreekanth (Member) (S/d)
13. Kum. Devapriya E V (Member) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Decided to conduct academic and administrative audits for the year 2021-22	The audit was conducted on 22 nd and 23 rd April 2022 by two external experts, Dr Ajims P Mohammed and Lt. Ibrahim Salim
2.	Decided to take initiatives for conducting alumni get together and a mega alumni meet to ensure support in NAAC accreditation process	Plannings were done in the vacation and a grand alumni meet was organized in August 2023
3.	<p>The meeting discussed the following issues to be given due consideration in the coming academic year</p> <p>Applying for NIRF with due preparation and planning</p> <p>Starting an LMS for online learning</p> <p>Conducting green, energy, academic and administrative audits and corrective measures</p> <p>Criteria-wise subcommittee formation and mock visit</p> <p>More research proposals and explore funding options</p> <p>To plan and celebrate 75th year of independence</p>	All the matters were discussed in the meetings of next academic year and fulfilled.
