

IQAC MINUTES & ACTION TAKEN REPORT — 2020-'21

MEETING HELD ON 16.06.2020

A meeting of the IQAC of the college was held in the Principal's chamber from 10.30 am to 12.45 pm onwards on Tuesday, 16th June 2020 with the following agenda.

1. Discussion of NIRF result
2. Discussion of the results of university examinations, March 2020
3. Plans for the new academic year
4. General matters related to the development of the college
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. Sri. A Nisanth, Department of Statistics (Member) (S/d)
6. Dr P.R. Swaran, Department of Zoology (Member) (S/d)
7. Dr Prakash V., Department of Physics (Member) (S/d)
8. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
9. Dr Sapna Jacob, Department of Zoology (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.	Discussed the result of NIRF 2020 and decided to chalk out strategies, including the following items, to improve the performance of the college in the coming years.	Specific strategies were made and partially implemented. Covid related restrictions in the normal functioning of the college forestalled the effective implementation of many planned activities.
2.	Decided to convene a special meeting of all teachers at the department level on specified dates to analyse the results of the past three years and to work out specific plans for improvement. The meeting shall also discuss the department's plan of action for 2020-'21.	Department-level meetings were held in June and July 2020 and action plans were discussed and finalized.
3.	The idea of giving special recognition to the department making the best result was mooted. Details and parameters shall be worked out in consultation with the College Council.	The implementation was postponed for more detailed discussion regarding the criteria of selection across various streams of study in the college.
4.	Discussed the status of TCS software. Decided to update the data in TCS and make it fully functional	Data updating was completed by the office and individual departments referring to admission files.
5.	Discussed the importance of strengthening the tutorial system	Due to Covid related restrictions in the normal functioning of the college, only online sessions could be conducted.
6.	Discussed the need to reconstitute various committees at college level and start functioning.	Various committees were constituted on 10 th August and programmes implemented under their banner.
7.	Decided to finalise Academic calendar for the year referring to University academic calendar	Finalised the calendar immediately on receiving the university calendar.
8.	Decided to strengthen wifi in campus. The existing free wi-fi is under CSR initiative of Jio with 20 MBPS speed.	Upgraded wi-fi connectivity under BSNL special scheme. Two connections, each with 200 MBPS speed were installed

9.	Decided to motivate departments to chalk out plans for an Incubation centers	Initial discussions made with departments and authorities. Dept of Management studies entrusted to make concrete plans. Kept in abeyance owing to lack of room space
10.	Discussed the status of research in the campus and decided to strengthen by promoting new research centres in PG departments, Guideship by faculty and exploring Research funding options	Initiated the formalities for new research centre in Chemistry, but could not complete due to a technical issue in connection with the permanent affiliation. Couldn't mobilize significant funds, as agencies like UGC are not sanctioning MRPs now.
11.	Mooted the idea of starting a publication wing to publish books and articles of staff	Research committee was entrusted to chalk out the plan of action. Could not be materialized in time.
12.	Discussed the idea of publishing Annual News Letter of the college.	Soft copy of Annual report was made with data from IQAC; but need improvement in coming years
13.	Decided to make college website more attractive and update contents.	The website was re-designed with CMS facility and is regularly updated. The website committee holds periodic meetings to discuss the status.
14.	Requested the Principal to speed up measures for the permanent affiliation of pending programmes.	Measures were taken and permanent affiliation granted by university
15.	Decided to request the management to setup video conferencing facility at the earliest	Requested the Management. Offered to setup the facility after discussions, subject to availability of funds.

MEETING HELD ON 02.07.2020

An online meeting of the teacher members of the IQAC was held on Google Meet platform from 6.30 pm to 7.45 pm Thursday, 2nd July 2020 with the following agenda.

1. Faculty development on online teaching and learning
2. AQAR data collection
3. FDP on CAS for staff
4. Online programmes for students in the covid context
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. Dr Santhosh V.M., Department of English (Co-ordinator) (S/d)
3. Dr Aradhana N., Department of Chemistry (Member) (S/d)
4. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
5. Dr Sapna Jacob, Department of Zoology (Member) (S/d)
6. Dr P.R. Swaran, Department of Zoology (Member) (S/d)
7. Dr Prakash V., Department of Physics (Member) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Decided to organize an FDP to equip our faculty for online teaching and learning	FDP on 'G Learning' was held on 9 th July 2020. Dr. Biju, Dept of Education, Central University of Tamil Nadu was the Resource person.
2.	Decided to conduct FDP on E teaching and learning to faculty of neighboring colleges	FDP by the same resource person was held on 14 th July 2020. Principals of the neighboring colleges were informed and they ensured participation by their staff
3.	Decided to organize a Webinar on Women Entrepreneurship for the girl students	Held on 8 th August as a joint programme of IQAC, Career & Counseling Cell, and Payyanur Rotary.
4.	Discussed on the data collection for AQAR of last academic year. Decided to speed up the process	Data was collected in the format supplied by IQAC
5.	Decided to organize an FDP on Career Advancement Scheme for the faculty.	The Programme was held on 16 th August 2020. Dr. Mohammed Salim, Principal, Farook Training college, handled the sessions
6.	Decided to organize a power point presentation competition for motivating the students in the context of lock down due to covid pandemic	The competition was held in May 2021 on the topic 'Post Covid World'. Two students from each department participated as a team. Final was conducted on 6th June 2021.

MEETING HELD ON 01.12.2020

A meeting of the IQAC of the college was held in the IQAC Room from 2.30 pm onwards on Tuesday, 1st December 2020 with the following agenda.

1. NIRF application
2. AQAR submission
3. DQAC Presentations
4. FDP for NTS
5. Feedback analysis and follow up actions
6. Other matters

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. Dr Santhosh V.M., Department of English (Co-ordinator) (S/d)
3. Thejraj G Mallar (Member) (S/d)
4. K V Sreekanth, Office Supt. (S/d)
5. Dr. SujithK V (Member) (S/d)
6. Dr. Sindhu A (Member) (S/d)
7. Binila Mathews (Member) (S/d)
8. Dr. M K Ratheesh Narayanan (Member) (S/d)
9. Vinodkumar K T (Member) (S/d)
10. Dr. Prakash V (Member) (S/d)
11. Adithya Pavithran (Student Member) (S/d)
12. Rajeevan TV (Head Accountant) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Decided to apply for NIRF this year	Data collected and applied for NIRF
2.	Decided to speed up AQAR submission	AQAR data collection completed and prepared in uploadable format.
3.	Decided to convene Dept wise meetings and DQAC presentations to review department level activities in 2020-21	Detailed presentations and discussions held in February 2021.
4.	Decided to suggest to the management to apply for Research centers in English and Chemistry	Couldn't complete the formalities during the year due to a technical issue in connection with the permanent affiliation of MSc Chemistry.
5.	Decided to organize an online class on e-resources for research with support from college library	Webinar on "Advanced Web Search Strategies" were held on 11 th February 2021 as a joint programme of IQAC, College Library, and Department of Library and Information Science, Kannur University
6.	Decided to probe into the possibility of starting vocational courses	Couldn't start due to Covid-related restrictions.
7.	Decided to motivate departments and forums in college to involve in covid help activities	NSS and NCC units involved in many covid help activities. Department of Chemistry initiated sanitizer preparation. Management studies dept. also organized covid related programmes.
8.	Decided to give additional training in computer use for the NTS	Conducted the training in April 2021
9.	Discussed the report on feedback from various stake holders collected by IQAC through questionnaires.	Entrusted principal to provide feedback report of individual teachers collect ATR. Entrusted Shri Vinodkumar T (IQAC Member to make a plan of action for the other selected feedbacks

MEETING HELD ON 18.02.2021

A meeting of the IQAC of the college was held in the IQAC room from 2:30 pm on Thursday, 18th February 2021 with the following agenda.

1. AQAR 2019-20 final submission
2. Feedback from stakeholders
3. Career/higher studies/IPR/legal literacy programs
4. Collaborations/MoU
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.
2. Dr. Swaran P. R.
3. Dr. Sindhu A.
4. Binila Mathews
5. Dr. Sujith K. V.
6. Dr. Prakash V.
7. Thejraj G. Mallar
8. Jacob John
9. Dr. M. K. Ratheesh Narayanan
10. Vinodkumar K T (Member) (S/d)
11. K V Sreekanth, Office Supt. (S/d)
12. Adithya Pavithran

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	The meeting fine-tuned and approved the AQAR 2019-'20. Requested the Principal to place the same in the College council for approval and subsequent submission to NAAC.	AQAR submitted on 28 February 2021 after the formalities
2.	Decided to collect feedback from various stake holders online using Google forms. Feedback from outgoing students on general academic and infrastructure facilities, on the curriculum and on the performance of individual teachers shall be collected.	Feedback collected through google form on March 2021 from students. Collected data was analysed and report submitted in next IQAC meeting for discussion and follow up.
3.	Decided to direct all departments to give career and higher studies orientation sessions to outgoing batch.	A total of 10 such sessions were held by the Career and Counselling Cell as well as the respective departments.
4.	Decided to organise a webinar on Intellectual Property Rights	Webinar in association with chemistry dept. on "Intellectual Property Right" by Dr.Anil Kumar K.S (CSIR-Central Drug Research Institute, Lucknow).
5.	Decided to organise legal literacy and health literacy sessions for girl students. The girl Students' Welfare Committee was authorised to organise the programme	Legal Literacy Session was held on 8 th May online. Adv. Thasleena TVP, Lawyer and Counsellor, handled the session. Health Awareness Session was held online on 2 nd June 2021. Dr. Shyju S Nair handled the session on 'Menstrual cup, hygiene, disorders and abnormal bleeding'. Both programmes were conducted by Girls welfare committee, in association with IQAC.
6.	Decided to update the college website and make it more professional	The website was updated to CMS mode.
7.	Decided to motivate the departments to enter into more collaborators with other leading institutions and sign agreements/MoU	Different departments entered into collaborations / MoUs with reputed organisations.

MEETING HELD ON 06.03.2021

A meeting of the IQAC of the college was held online at 6.30 pm on 06-03-2021 with the following agenda.

1. Applying for FIST funding
2. OBE orientation doubt clearing
3. Special programmes for differently abled
4. Financial support applications-decision
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. Dr Santhosh V.M., Department of English (Co-ordinator) (S/d)
3. Thejraj G Mallar (Member) (S/d)
4. K V Sreekanth, Office Supt. (S/d)
5. Dr. Sujith K V (Member) (S/d)
6. Dr. Sindhu A (Member) (S/d)
7. Binila Mathews (Member) (S/d)
8. Dr. M K Ratheesh Narayanan (Member) (S/d)
9. Vinodkumar K T (Member) (S/d)
10. Dr. Prakash V (Member) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Decided to apply for FIST funding	Found not eligible
2.	Decided to conduct an Orientation and doubt clearing session on OBE introduced from last academic year.	Online sessions were conducted in the month of May. Sessions handled by Dr. K V Sujith, CBCSS Coordinator.
3.	Decided to motivate departments to start Value added courses	A couple of value added courses were started by departments of Management studies, Sanskrit and Botany.
4.	Decided to strengthen services to Differently-abled students of the campus.	Requested the management to construct more number of toilets and ramps for differently abled students. English Dept has planned to bring out audio book versions of prescribed textbooks.
5.	Decided to conduct a programme for students, especially differently abled students and their parents on exam related issues and rules.	An online interactive session was conducted by CBCSS Committee in association with IQAC on 30-05.2021. Sri Sreejith U, Asst Registrar, Kannur University, Thavakkara, handled the session.
6.	Decided to pursue departments to conduct programs focusing on options for higher studies /career for the outgoing students	Programmes were conducted by departments as instructed
7.	Decided to scrutinize applications for financial support from teachers for professional body membership, seminar participation etc.	Scrutinized and listed eligible applications and handed over to principal for further orders.

MEETING HELD ON 31.05.2021

A meeting of the IQAC of the college was held online at 7.30 pm on 31-05-2021 with the following agenda.

1. Plannings for new academic year and other matters

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. Dr Santhosh V.M., Department of English (Co-ordinator) (S/d)
3. Dr. SujithK V (Member) (S/d)
4. Dr Swaran P R (Member) (S/d)
5. Dr. Sindhu A (Member) (S/d)
6. Binila Mathews (Member) (S/d)
7. Dr. M K Ratheesh Narayanan (Member) (S/d)
8. Vinodkumar K T (Member) (S/d)
9. Dr. Prakash V (Member) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	<p>Discussed in detail about the activities to be undertaken by IQAC in the new academic year in the context of completing 3 years on NAAC Accreditation. Decided to concentrate on the following in the coming Academic year</p> <ol style="list-style-type: none">1. Introducing mentoring system and its evaluation2. Offering more certificate courses3. Tapping more fund sources for research4. More programs on IPR and Research methodology5. Ensuring that days of national importances are celebrated in a befitting manner	<p>Each item was taken as agenda for iqac meetings of the next academic year and most of the plans could be materialized even under the pressure of backlog university examinations due to covid lockdown.</p>
