

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.

MEETING HELD ON 13.04. 2020

An online meeting of the teacher members of the IQAC was held from 11 a.m. on Monday, 13th April 2020 on WhatsApp to discuss the plans for immediate future in the unexpected scenario of the lockdown due to Covid-19. The following members attended the meeting and the following discussions were made and decisions taken:

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. Sri. A Nisanth, Department of Statistics (Member) (S/d)
4. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
5. Dr Aradhana N., Department of Chemistry (Member) (S/d)
6. Dr Sapna Jacob, Department of Zoology (Member) (S/d)
7. Dr Prakash V., Department of Physics (Member) (S/d)
8. Dr P.R. Swaran, Department of Zoology (Member) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Decided to direct all departments to finish the remaining portions through online mode. WhatsApp groups are to be formed for each class, so also Google Classrooms. Live sessions are to be given on Google Meet. Decided to give video tutorials to this effect.	Video tutorials on how to use Google Classrooms and Google Meet were given. WhatsApp groups were created for individual classes and the remaining portions were finished through these online platforms.
2.	Decided to direct teachers to do short-term professional development and subject enrichment courses on MOOC, utilizing the lockdown time.	Over 50 courses were undertaken by teachers.
3.	Decided to register for partnership with 'Coursera for Campus' for the MOOC courses.	Registration was done and teachers and PG students took Coursera MOOC courses.
4.	Decided to direct the departments to prepare digital study materials in their subject area and share them with students of other institutions also through social media like YouTube and Telegram.	E-contents were developed by various departments and shared on social media platform with open access.
5.	Decided to direct all HoDs to convene department-level staff meetings online and chalk out activities for the Covid-19 period.	Department staff meetings were held online and activities to tide over the academic restriction effected by Covid-19 were planned and implemented.

MEETING HELD ON 08.05. 2020

An online meeting of the teacher members of the IQAC was held from 11 a.m. on Friday, 8th May 2020 on WhatsApp to evaluate the progress of the decisions taken in the last meeting and to plan fresh activities to ensure incessant academic activities in the continuing Covid-19 situation. The following members attended the meeting and the following discussions were made and decisions taken:

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 Prakash V., Department of Physics (Member) (S/d)
4. Dr Sapna Jacob, Department of Zoology (Member) (S/d)
5. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
6. Dr P.R. Swaran, Department of Zoology (Member) (S/d)
7. Dr Aradhana N., Department of Chemistry (Member) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Decided to organize a Two-Day Workshop on E-Learning on 14 th and 15 th May 2020 to equip our teachers for online teaching. Dr K.S. Sajan, N.S.S. Training College, Ottappalam, was identified as the resource person.	The programme was held on the specified days.
2.	Decide to purchase Zoom platform slot for 500 persons for organizing webinars by various departments.	The Zoom slot was purchased and series of international and national webinars by various departments were conducted.
3.	Decided to convene department-level online meetings involving Principal, IQAC Co-ordinator, HoD, and DQAC Co-ordinator to discuss academic plans evolved out of the department staff meetings.	The meetings were convened from 11 th to 13 th May and planning done.
4.	Decided to direct all departments to organize webinars in their subject area with collaboration of government agencies and other premier institutions.	Series of webinars were organised in collaboration with governmental agencies like the Kerala State Higher Education Council, and some premier institutions within the country even foreign universities by various departments.
