

IQAC MINUTES & ACTION TAKEN REPORT — 2018-'19

MEETING HELD ON 11.06.2018

A meeting of the re-constituted IQAC of the college was held in the Principal's chamber from 3.00 pm onwards on Monday, 11th June 2018. The meeting was attended by the following members and the following discussions were made:

Members Present:

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

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Decided to direct all departments to keep the documents for NAAC re-accreditation in a uniform format supplied by the IQAC.	The format and files were provided by the IQAC and filing was done accordingly.
2.	Decided to convene a staff meeting on June 30 th to discuss the coming stages of the re-accreditation process and get prepared accordingly.	The meeting was conducted on the proposed date and planning and preparations were made for the re-accreditation process.
3.	Finalized the new format of the Teachers' Diary.	The new Teachers' Diary was provided to all teachers and the same was used during the year.
4.	Decided to organize an Orientation Programme for both the teaching and the	The Orientation Programme for both teaching and non-teaching staff was

	non-teaching staff in the last week of June or the first week of July to get prepared for the Peer Team Visit.	held on 4 th July 2018.
5.	Authorized the Principal to discuss with individual teachers the results of the feedback on teacher performance obtained from the students.	The results of the feedback were discussed with the individual teachers by the Principal and measures for improvement were devised.
6.	Decided to direct the departments to start the Certificate Courses in July or August.	The courses could not be started in time due to the preparations for the NAAC Peer Team Visit.
7.	Finalised the format for collecting data for the preparation of the AQAR for 2017-'18.	Data was collected using the format and the AQAR was submitted in time.
8.	Decided to complete the construction of the ground floor of the new building and shift the office, Principal's room, IQAC room and the departments of English and BBA before the Peer Team Visit.	The work was completed and the shifting was done.

MEETING HELD ON 04.09.2018

A meeting of the members of the IQAC was held in the Principal's chamber at 3.00 pm on Tuesday, 4th September 2018. The following members attended the meeting and the following discussions were made and decisions taken:

Members Present:

1. Dr Jayachandran Keezhoth, Principal (Chairman) (S/d)
2. Dr Santhosh V.M., Department of English (Co-ordinator) (S/d)
3. Sri. Vinodkumar Pola, Department of Mathematics (Member) (S/d)
4. Dr Premachandran Keezhoth, Department of English (Member) (S/d)
5. Dr Prakash V., Department of Physics (Member) (S/d)
6. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
7. Dr Aradhana N., Department of Chemistry (Member) (S/d)
8. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
9. Er Thejraj Mallar, Alumni (Member) (S/d)
10. Er Jacob John, Industrialist (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)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Reviewed the preparations being made for NAAC Peer Team Visit.	The NAAC Peer Team Visit was held on 17 th and 18 th September 2018.
2.	Finalized the presentation to be made before the NAAC Peer Team by the IQAC Co-ordinator on IQAC initiatives.	The presentation was made before the NAAC Peer Team on 17 th September 2018.

MEETING HELD ON 12.11.2018

A meeting of the members of the IQAC was held in the IQAC Room from 2.30 pm on Monday, 12th November 2018. The following members attended the meeting and the following discussions were made and decisions taken:

Members Present:

1. Dr Jayachandran Keezhoth, Principal (Chairman) (S/d)
2. Dr Santhosh V.M., Department of English (Co-ordinator) (S/d)
3. Sri. Vinodkumar Pola, Department of Mathematics (Member) (S/d)
4. Dr Premachandran Keezhoth, Department of English (Member) (S/d)
5. Dr Sapna Jacob, 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 Aradhana N., Department of Chemistry (Member) (S/d)
9. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
10. Er Thejraj Mallar, Alumni (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)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	The meeting discussed in detail the reaccreditation results. The items in which the college scored low marks were examined thoroughly and resolved to strengthen the weak areas.	Detailed discussion and preliminary planning of strategies for improvement were done.

2.	Decided to convene an all staff meeting to discuss the reaccreditation results and to do brainstorming on the strategies for improvement. Decided to convene the meeting on 23.11.2018.	The meeting was convened on 23.11.2018 and discussions were made.
3.	Decision taken to convene another meeting of IQAC after the staff meeting to devise clear cut strategies for improvement.	Two meetings were convened on 12.12.2018 and 31.12.2018 and strategies for improvement were devised.

MEETING HELD ON 12.12.2018

A meeting of the staff members of the IQAC was held in the IQAC Room at 3.30 pm on Wednesday, 12th December 2018. The following members attended the meeting and the following discussions were made and decisions taken:

Members Present:

1. Dr Jayachandran Keezhoth, Principal (Chairman) (S/d)
2. Dr Santhosh V.M., Department of English (Co-ordinator) (S/d)
3. Sri. Vinodkumar Pola, Department of Mathematics (Member) (S/d)
4. Dr Premachandran Keezhoth, Department of English (Member) (S/d)
5. Dr Sapna Jacob, 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 Aradhana N., Department of Chemistry (Member) (S/d)
9. Sri. Sreekanth K.V., Junior Superintendent (Member) (S/d)
10. Sri. Rajeevan T.V., Head Accountant (Member) (S/d)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1	The meeting discussed the draft AQAR 2017-'18 prepared by the IQAC team. Decided to place the draft AQAR before the meeting of the Board of Management and the College Council for suggestions and approval.	The AQAR was placed before the statutory bodies mentioned and got it approved by them.
2	Resolved to convene a meeting of the IQAC on December 31 to finalise the AQAR and to discuss the suggestions that come up in the staff meeting on 23.11.2018.	The meeting was convened on 31.12.2018.

MEETING HELD ON 31.12.2018

A meeting of the members of the IQAC was held in the IQAC Room from 12.30 pm on Monday, 31st December 2018. The following members attended the meeting and the following discussions were made and decisions listed below were arrived at after detailed discussion.

Members Present:

1. Dr Jayachandran Keezhoth, Principal (Chairman) (S/d)
2. Dr Santhosh V.M., Department of English (Co-ordinator) (S/d)
3. Sri. Vinodkumar Pola, Department of Mathematics (Member) (S/d)
4. Dr Premachandran Keezhoth, Department of English (Member) (S/d)
5. Dr Sapna Jacob, 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 Aradhana N., Department of Chemistry (Member) (S/d)
9. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
10. Er Thejraj Mallar, Alumni (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)

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	The meeting approved the AQAR 2017-18 for submission to NAAC.	The AQAR was submitted on the day.
2.	Decided to form Dept level quality assurance cells (DQAC) to support IQAC in its quality enhancement missions.	The DQACs were formed accordingly.
3.	Decided to conduct a one day workshop on disaster management in February 2019 with support from Kerala Fire and Rescue Department	The programme was conducted on 23.2.2019.
4.	Decided to convene Department level meetings to discuss NAAC accreditation results and to plan strategies for improvements. Decided to convene the meetings in January.	The meetings were convened on various days between 4 th and 23 rd January 2019.
5.	Decided to conduct a one week long soft skill development programme for final year UG and PG students in April or May 2019 (based on the examination timetable) Department of English was entrusted to frame the curriculum and run the programme.	The programme was conducted from 13.05.2019 to 18.05.2019.

6.	Decided to organize capacity building training programmes for non-teaching staff during summer vacation.	Two programmes (A one week-long Computer Training for the office staff and a class on Service Rules and Office Procedure for non-teaching staff) were conducted in May 2019.
7.	Decided to take student feedback on curriculum and infrastructure online by providing link on college website. All outgoing students are to give the feedback.	The online feedbacks were collected and analysed.
8.	Resolved to collect written feedback from outgoing students on teacher performance in February - March 2019. The meeting approved the questionnaire for the feedback.	Student feedback on teacher performance was collected from all outgoing students; the responses were analysed and the consolidated result was given to the respective teachers.
9.	Decided to form sub committees under IQAC for strengthening its activities. One IQAC member and two or more other teachers shall be included in the sub committees.	Five sub committees were formed in the next IQAC meeting, held on 07.05.2019.

MEETING HELD ON 07.05.2019

A meeting of the members of the IQAC was held in the IQAC Room from 10.00 a.m. on Tuesday, 7th May 2019. The following members attended the meeting and the following discussions were made and decisions listed below were arrived at after detailed discussion.

Members Present:

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

Resolutions and Actions Taken:

Item No.	Resolution	Action Taken
1.	Decided to conduct at least four faculty development programmes during the coming academic year. Also decided to have the first programme in the last week of June. Dr Anil Ramachandran was identified as the resource person for the same.	The first of the planned FDPs was held on 29.06.2019. Dr Anil Ramachandran was the resource person.
2.	Decided to conduct two programmes for enhancing the capacity of the non-teaching staff – (1) A class on Service Rules and Office Procedures by Sri. T.P. Somanathan, Sub Treasury Officer, Payyanur; (2) Computer Skills Enhancement Programme. Decided to have the programmes in May itself.	The first programme was held on 17.05.2019 and the second from 13.05.2019 to 18.05.2019.
3.	Decided to organize the programme titled “Interaction with Eminent Alumni” in association with the College Alumni Association.	Two programmes of interaction with three internationally famous scientists were conducted on 07.06.2019 and 25.06.2019.
4.	Decided to have a general session for the presentations by each department about the activities carried out in 2018-'19 and the activities planned for 2019-'20. Decided to have it in the afternoon of the first FDP programme in June.	The presentation session was held on 29.06.2019.
5.	Decided to direct the convenors of various college-level committees to convene meetings regularly and strengthen the activities of the committees.	All committees held meetings and planned and implemented various activities during the academic year.
6.	Decided to motivate the departments to start more number of Certificate Programmes. Entry to such programmes is to be open to the students of all departments.	Certificate Programmes are being offered by various departments.
7.	<p>Formed the following sub committees to support the IQAC in its functioning:</p> <p>1) API & MRP – Dr V. Prakash, Dr A.C. Sreehari, Dr Jisha D. Nair, Dr Preethi K., Dr Sunitha B. Nair</p> <p>2) Staff Training and Extension – Dr K.V. Sujith, Dr Santhosh P., Dr Sindhu A., Mr M.V. Padmanabhan</p> <p>3) Website & TCS – Dr Aradhana N., Reshma E., Ms Subha P.V., Ms Sona P., Dr Shyma P.</p>	The sub committees are supporting the IQAC in the roles assigned to them.

	<p>4) Internal Audit – Dr Premachandran Keezhoth, Dr Swaran P.R., Ms Archana Kemanaballi, Ms Krishna Nambiar</p> <p>5) Data Collection – Dr Sapna Jacob, Dr A.M. Vijesh, Dr Vigi V. Nair, Mr Vinodkumar T., Mr Sudheesh K.M., Ms Surekha T.V.</p>	
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