

Minutes of the IQAC Meeting

Venue : Principals Chamber
Date : 05-06-2018
Time : 2.30 pm

Agenda

1. Review of Previous meeting
2. Academic Activities of Departments
3. Student Counselling Awareness
4. Clubs and Committees
5. Academic Calendar
6. Feedback

Members Present

1. Dr. K. K. Damodaran (Principal)
2. Dr. Vishnu V. S. (IQAC Coordinator)
3. Dr. Vikas L. S.
4. Smt. Prathibha H.
5. Dr. Meera Baby R.
6. Dr. Ramya R. Prabhu
7. Dr. K. P. Prathish
8. Smt. Geetha T. R.

The meeting started at 2.30 pm. Coordinator of IQAC welcomed the group and listed the agenda. The following decisions were taken in the meeting

1. Review: The meeting congratulated the Department of Chemistry, Botany and Biotechnology for the grand conduct of the 3-day Interdisciplinary seminar in the last academic year and in bringing out two journal Volumes encompassing the papers associated with the seminar.
2. The meeting recommended to review the academic activities in the various departments of the college in the next council meeting.
3. Decided to conduct a student counselling awareness programme for teachers. A coordinator for the programme will be decided in the next council meeting
4. Decided to review the activities of clubs and committees. Reconstitution of clubs and committee to be made. IQAC to recommended regarding the appointment of a club coordinator to collect data regarding the club activities of the college.
5. It was decided to adhere strictly to the academic calendar published by the University.
6. Decided to collect the student feedback of teachers urgently. IQAC to design the format for collecting the feedback.

The meeting ended at 3.30 pm.

Dr. Vishnu V S
(Coordinator, IQAC)

Dr. K.K. Damodaran
(Principal)

Minutes of the IQAC Meeting

Venue : Principals Chamber
Date : 03-10-2018
Time : 3.30 pm

Agenda

1. Review of Previous meeting
2. Student Mentoring
3. Request for Seminar Funds
4. Updating WWS programme

Members Present

1. Dr. K. K. Damodaran (Principal)
2. Dr. Vishnu V. S. (IQAC Coordinator)
3. Dr. Vikas L. S.
4. Dr. K. P. Prathish (Alumni Representative)
5. Dr. Meera Baby R.
6. Dr. Ramya R. Prabhu
7. Dr. Vineshkumar B.
8. Smt. Geetha T. R. (Sr. Supdt., College Office)
9. Smt. Prathibha H.
10. Ms. Sreeranjini A (Student Representative)
11. Smt. Tessie Nazareth

The meeting started at 3.30 pm. IQAC Coordinator welcomed the group and listed the agenda. The following decisions were taken in the meeting

1. The meeting reviewed the progress of the previous meetings.

<u>Item</u>	<u>Action taken</u>
(a) Reviewing academic activities	: Done in College Council as per recommendation of IQAC on 19 th July 2018
(b) Student counselling awareness programme	: Conducted on 7 th August 2018. Dr. Shiju Joseph, Asst. Professor of Psychology was the Resource Person
(c) Review the activities of clubs and committees	: Dr. Hima S. Madhu was appointed as the Club Coordinator to collect reports of the Club activities
(d) Adherence to the academic Calander	: On going
(e) Collect the student feedback	: Done for the previous academic year
2. Requested Principal to provide IQAC with funds to conduct a seminar
3. Decided to request the college council to seek willingness for Internal Mentors for Walk with Scholar Programme (WWS)
4. Decided to arrange a discussion to prepare an action plan for college development.
5. Decided to entrust Club Coordinator to collect reports regarding the club activities of the college at regular intervals and submit a compiled report after the academic year.
6. Requested Dr. Vikas L. S. to update the college website.

7. Decided to speed up the NIRF 2019 processing. All HODs requested to provide data for the same.
8. Dept. of Chemistry, Govt. College for Women has requested support from GAC Tvpm for the Higher Secondary School Teacher Transformation Programme (HSSTTP). The matter was brought to the notice of IQAC. IQAC decided to extend support to the HSST-TP to be held at Govt. College for Women, Thiruvananthapuram in November 2018.

The meeting ended at 5.00 pm.

Dr. Vishnu V S
(Coordinator, IQAC)

Dr. K.K. Damodaran
(Principal)

Minutes of the IQAC Meeting

Venue : Principals Chamber
Date : 11-02-2019
Time : 3.00 pm

Agenda

1. Review of Previous meeting
2. Model Exam for UG students
3. Seminar Funds
4. Data Collection regarding Placements of Teachers
5. AISHE submission

Members Present

1. Dr. K. K. Damodaran (Principal)
2. Dr. Vishnu V. S. (IQAC Coordinator)
3. Smt. Geetha T. R. (Sr. Supdt., College Office)
4. Dr. Vikas L. S.
5. Dr. K. P. Prathish (Alumni Representative)
6. Dr. Meera Baby R.
7. Dr. Vineshkumar B.
8. Smt. Prathibha H.
9. Smt. Tessie Nazareth
10. Ms. Sreeranjini A (Student Representative)

The meeting started at 3.00 pm. IQAC Coordinator welcomed the group and listed the agenda. The following decisions were taken in the meeting

1. The meeting reviewed the progress of the previous meetings.

<u>Item</u>	<u>Action taken</u>
(a) IQAC Seminar from plan fund	: Council meeting held on 02-11-2018 sanctioned money from plan fund for IQAC seminar. However, IQAC could not utilise it timely owing to unexpected events.
(b) Internal Mentors for WWS programme	: Internal mentors were selected and the programme has started. WWS coordinator has informed that a motivation camp and a motivation course will be held during the months of February and March 2019.
(c) Updating College Website	: Website update as on date.
(d) Discussion on Action plan for College Development	: First sitting over. Decided to conduct more sessions with all stake holders
(e) Support for HSSTTP	: Extended the support of Biotechnology lab (on 24-11-2018). Dr. Ramya R. Prabhu, HOD Biotechnology and Member IQAC handled the session on DNA isolation and agarose gel electrophoresis

2. Reviewed department level activities and decided to ask the college council to conduct Model Exams for all UG courses.

3. The meeting discussed on the lapse of seminar funds allocated to IQAC. It was decided to conduct a seminar at the earliest. Members requested to arrange a briefing on UGC guidelines. Principal entrusted IQAC Coordinator to handle the session. Date to be finalised at the earliest.
4. The meeting also decided to ask the council to provide more computational facility to the students.
5. Decided to submit AISHE data within the stipulated time

The meeting ended at 4.00 pm.

Dr. Vishnu V S
(Coordinator, IQAC)

Dr. K.K. Damodaran
(Principal)

Minutes of the IQAC Meeting

Venue : Principals Chamber
Date : 14-03-2019
Time : 3.00 pm

Agenda

1. Review – previous meetings
2. Reconstitution of IQAC
3. Feedback of students
4. Internal Seminar on PBAS Guidelines
5. CAS Placement survey

Members Present

1. Dr. K. K. Damodaran (Principal)
2. Dr. Vishnu V. S. (IQAC Coordinator)
3. Smt. Geetha T. R. (Sr. Supdt., College Office)
4. Dr. Vikas L. S.
5. Dr. Meera Baby R.
6. Dr. Vineshkumar B.
7. Smt. Prathibha H.
8. Ramya R. Prabhu
9. Smt. Tessie Nazareth
10. Purushothaman V. M.

The meeting started at 3.00 pm. IQAC Coordinator welcomed the group and listed the agenda. The following decisions were taken in the meeting

1. The meeting reviewed the progress of the previous meetings.

<u>Item</u>	<u>Action taken</u>
(a) Conducting College Level Model Exams	: College Council has decided to conduct model exam for S2 UG on 18 th to 21 st March. Remaining dates to be charted out
(b) Briefing on UGC guidelines.	: A briefing on UGC guidelines and procedures will be conducted as an Internal seminar in the last week of April. IQAC coordinator will handle the session
(c) More computational facility for students	: Based on the recommendations of IQAC it was decided to repair computers.
(d) AISHE Submission	: Done on 28 th February 2019

2. IQAC to be reconstituted. Recommended to include Sakhariaya T in the place of Tessie Nazareth from General Department. Rahul S (S₁ MA Eng) to be included as the student member. Dr. Anoop to be included as Alumni member and Dr. Pratheesh K P as a member from Industry.
3. Decided to take feedback from Students, Alumni and Faculty. If possible, try to get feedback from Parents.
4. Decided to conduct the Internal Seminar (Briefing on PBAS-Guidelines and procedures) on 30th April 2019. Faculty awaiting placements to be made part of the programme.
5. Decided to collect data of the faculty awaiting to submit placement proposals.

The meeting ended at 4.00 pm.

Dr. Vishnu V S
(Coordinator, IQAC)

Dr. K.K. Damodaran
(Principal)

Minutes of the IQAC Meeting

Venue : Principals Chamber
Date : 10-05-2019
Time : 11.00 am

Agenda

1. Reviewing previous meetings
2. CAS Placements

Members Present

1. Dr. K. K. Damodaran (Principal)
2. Dr. Vishnu V. S. (IQAC Coordinator)
3. Smt. Geetha T. R. (Sr. Supdt., College Office)
4. Dr. Vikas L. S.
5. Dr. Meera Baby R.
6. Dr. Vineshkumar B.
7. Smt. Prathibha H.
8. Sri. Sakhariaya T
9. Dr. Purushotoman V. M.
10. Rahul S (Student Representative)

The meeting started at 11.00 am. IQAC Coordinator welcomed the group and listed the agenda. The following decisions were taken in the meeting

1. The meeting reviewed the progress of the previous meetings.

<u>Item</u>	<u>Action taken</u>
(a) Reconstitution of IQAC	: Done in College Council meeting held on 27 th March 2019
(b) Feedback from students	: Process not initiated.
(c) Internal seminar	: Conducted on 30 th April 2019. No. of Participants: 39
(d) Data Collection CAS	: Collected and processed. About 55 proposals expected.

2. Principal Congratulated IQAC team for meticulously conducting the seminar on PBAS guidelines. 39 participants were part of the programme. Though it was meant as an in-house programme, 10 participants came from other colleges. I was from outside the district.
3. DCE circulars dated 06.03.2019 and 08.04.2019 has invited CAS placement proposals. IQAC coordinator reported that a total of 60 proposals from 40 teachers have been received till date. This includes 2 teachers from other colleges as well. Number of proposals to Stage 2, 3 and 4 are respectively 33, 19 and 8.
4. IQAC Coordinator reported that Screening committees of 16 Subjects to be done in college. Subject Experts are to be selected from the List approved by the University. Members were of the opinion that few more teachers will submit proposals soon, based on which the dates of Screening committees to be decided.
5. The meeting decided to process the CAS placement proposals as per the UGC regulations and the Guidelines issued by the Directorate of Collegiate Education.
6. The meeting decided that the IQAC members from the respective departments to conduct a preliminary verification before the placement proposals are processed by

IQAC. Proposals to Stage 4 (Associate Professor) are to be sent to the DCE for Selection Committee.

7. Decided to keep one copy of CAS placement proposals in the IQAC Office as per DCE guidelines. It was also decided to request for storage space for the safe keeping of the CAS placement proposals.

The meeting ended at 12.00 noon.

Dr. Vishnu V S
(Coordinator, IQAC)

Dr. K.K. Damodaran
(Principal)