

Minutes of the IQAC Meeting

Venue : Principals Chamber
Date : 11-06-2019
Time : 10.00 am

Agenda

1. Reporting and Review
2. CAS Placement
3. Stationery for IQAC
4. Academic Calendar
5. Student Cooperative store
6. Master Timetable
7. Plan for the academic year

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. K. P. Prathish (Alumni Representative)
10. Rahul S.

The meeting started at 11.00 am. IQAC Coordinator welcomed the group and listed the agenda. IQAC Coordinator summarised the action taken on the agenda of the previous meetings. 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) List of Subject Experts	: Obtained from University
(b) CAS Placements	: Processing Completed
(c) Request for storage space	: Accepted – Ongoing

2. CAS placement proposals received for placements to stages II and III were processed in the college. Based on the recommendations of the screening committees the completed proposals were submitted to the College office for onward transmission to the Directorate of Collegiate Education. CAS Proposals to Stage IV (Associate Professor) were just verified by IQAC as the selection committees are to be held at DCE. Such proposals were also submitted to college office for further necessary action. It is reported that proposals from other colleges (Music College, Government Arts and Science College Kulathoor, Government Polytechnic College Neyyattinkara) were also received in the college for processing.

3. IQAC members observed that candidates should submit sufficient documentary proof at the time of submission itself to avoid unnecessary delay in processing and further action.
4. It was decided that CAS proposals are to be received through proper channel only. Proposals should be submitted first to the College office and College to submit the same to IQAC.
5. Decided to request college office to supply necessary stationery for the IQAC office.
6. Decided to prepare the academic calendar as soon as the University Calendar is published.
7. Decided to request the principal to take steps to constitute the various Clubs and Committees of the college.
8. Decided to request the principal to take necessary steps to start a student's cooperative store in the College campus.
9. Decided to collect time tables from the departments and prepare the master timetable.
10. Charted out the plans for the academic year 2019-20.
 - (i) Preparation of the academic calendar.
 - (ii) Preparation of master timetable
 - (iii) Conduct a seminar/ workshop on Learning Management System.
 - (iv) Improving the Internet facility in the college.
 - (v) Update the website and functionalise the AMS in the college
 - (vi) Departments to document each and every activity.
 - (vii) Conduct an Academic and Administrative Audit.
 - (viii) Process feedback for the previous academic year.
 - (ix) Participate in NIRF this year as well as and when notified
 - (x) Design a plan to standardise seating arrangement in Main Examination Hall.
 - (xi) Design a mentoring scheme
 - (xii) Collect Teacher profile of all teaching faculty
 - (xiii) Collect data and submit AISHE as and when notified.
 - (xiv) Request Library to subscribe N-List.
 - (xv) Decided to make an action plan to implement the above charted out plans

The meeting ended at 12.30 pm.

Dr. Vishnu V. S
(Coordinator IQAC)

Dr. K. K. Damodaran
(Principal)

Minutes of the IQAC Meeting

Venue : Principals Chamber
Date : 11-09-2019
Time : 3.00 pm

Agenda

1. Reporting and Review
2. Request for Seminar Funds
3. Review of the action Plan for the academic year
4. Any other item

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. K. P. Prathish (Alumni Representative)

The meeting started at 3.00 pm. IQAC Coordinator welcomed the group and listed the agenda. IQAC Coordinator summarised the action taken on the agenda of the previous meetings after which the following decisions were taken.

1. The meeting reviewed the progress of the previous meetings and expressed satisfaction.

<u>Item</u>	<u>Action taken</u>
(a) Documentary proof for CAS proposals and submission through proper channel	: Informed Departments regarding the same
(b) Stationery for IQAC Office	: Received
(c) Preparation of Academic Calendar	: Prepared
(d) Student's cooperative store	: Informed Principal. Pending
(e) Master Time Table	: Prepared
(f) Plans for the academic year 2019-20	: Time line prepared – to be ratified
(g) Constitution of Clubs and Committees	: Approved in Council Meeting dated 23-07-2019

2. Decided to request for allotting Rs. 25,000/- for conducting a Seminar/ Workshop from plan fund allocation.
3. Ratified the time line for the plans for the academic year 2019-20 as given below

- Academic calendar : June 2019
- Master timetable :
- Feedback analysis : July 2019
- Improving the Internet facility in the college : August 2019
- Update the website and functionalise the AMS in the college
- Academic and Administrative Audit : October 2019
- Design a mentoring scheme : December 2019
- Standardise seating arrangement in Main Examination Hall : March 2020 (Before S₆ Exams)
- Request Library to subscribe N-List. : Before last date
- NIRF participation : Before last date
- Submit AISHE : Before last date
- Collecting Teacher profile : By Acad.Year End

4. Decided to take all efforts to follow the time line as prepared and ratified above.
5. Decided to entrust the coordinator, IQAC to identify a Resource person for the IQAC Seminar/ Workshop.
6. Decided to proceed with the arrangements of the Seminar/ Workshop on Learning Management Systems
7. Decided to continue with the efforts to improve the Internet facility in the college.
8. Decided to inform the principal and Convenor of Building and Accommodation committee to take steps in identifying alternate classrooms in the event of demolishing the old building as part of KIIFB.

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 : 07-12-2019
Time : 2.00 pm

Agenda

1. Reporting and Review
2. IQAC Seminar
3. Conducting Exams in the college – Suggestions to be submitted
4. NIRF participation
5. Any other item

Members Present

1. Dr. B. Unnikrishnan Nair (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. Dr. K. P. Prathish (Alumni Representative)

The meeting started at 2.00 pm. IQAC Coordinator welcomed the group and listed the agenda. IQAC Coordinator summarised the action taken on the agenda of the previous meetings after which the following decisions were taken.

1. The meeting reviewed the progress of the previous meetings and expressed satisfaction.

<u>Item</u>	<u>Action taken</u>
(a) Fund for Seminar	: Allotted Rs. 25,000/- as per council decision dated. 01-10-2019
(b) Updation of website and AMS	: Ongoing.
(c) Academic and Administrative Audit	: Completed and report filed.
(d) RP for IQAC Seminar/ Workshop	: Identified 3 resource persons (Dr. Ramesh, Dr. Santhosh H.K. and Dr. Shyamlal). Final decision not taken.
(e) Reforms in conducting Examinations in the college	: Committee Constituted to study about examination conduct reforms – Vikas as Convenor. Member: Sahathudin (Office), Sakharia (Exam), Vishnu (IQAC), Manju (Discipline Committee) as per council meeting dt. 02-12-2019.
(f) Identifying alternate classrooms – demolishing KIIFB building	: College council decided to constitute a sub committee to look into this matter

2. Decided to conduct the Seminar/ Workshop on Learning Management Systems in February 2020. Decided to provide hands on sessions for the same.
3. Decided to invite Dr. Shyamlal as the resource person for the seminar. Coordinator IQAC entrusted with the duty.
4. As per suggestion of the principal it was decided to conduct the seminar in an environmentally benign manner. Paper files to be provided. Electronic back drop instead of plastic flex.
5. Decided to ask the Principal and HOD Commerce to provide computer facility in the Researchers Room.
6. Entrusted the following persons to make necessary arrangements for the seminar
Dr. Vinesh and Dr. Meera Baby - Purchase seminar stationery.
Coordinator IQAC - Brochure. Certificate design and Printing
Dr. Vikas L. S. - Computer and internet arrangements
Dr. Ramya R. Prabhu - Registration and Certificate distribution.
Accounts and Settling - Dr. Vishnu V S, Coordinator IQAC
7. Decided to support the committee on Reforms in Examination Conduct and give recommendations.
8. Decided to participate in NIRF 2020
9. Decided to collect data for AISHE

The meeting ended at 3.30 pm.

Dr. Vishnu V. S.
(Coordinator, IQAC)

Dr. B. Unnikrishnan Nair
(Principal)

Minutes of the IQAC Meeting

Venue : Principals Chamber

Date : 13-03-2019

Time : 3.30 pm

Agenda

1. Reporting and Review
2. IQAC Seminar
3. NIRF participation
4. Any other item

Members Present

1. Dr. B. Unnikrishnan Nair (Principal)
2. Dr. Vishnu V. S. (IQAC Coordinator)
3. Dr. Vikas L. S.
4. Dr. Meera Baby R.
5. Dr. Vineshkumar B.
6. Smt. Prathibha H.
7. Sri. Sakhariaya T
8. Dr. K. P. Prathish (Alumni Representative)
9. Rahul S (Student Representative)

The meeting started at 3.30 pm. IQAC Coordinator welcomed the group and listed the agenda. IQAC Coordinator summarised the action taken on the agenda of the previous meetings after which the following decisions were taken.

1. The meeting reviewed the progress of the previous meetings and expressed satisfaction.

<u>Item</u>	<u>Action taken</u>
(a) One day hands-on workshop on 'Learning Management System (LMS) on 11.02.2020	: Conducted. Dr. Shyamlal G.S. Assistant Professor of Economics, MG College Thiruvananthapuram was the resource person
(b) Reforms in Examination Conduct	: Suggestions of IQAC given. Recommendations moving to implementation stage.
(c) NIRF 2020	: Data collected and submitted
(d) AISHE 2019-20	: Submitted on 28-02-2020

2. Team IQAC expressed satisfaction in being able to conduct the Workshop on Learning Management Systems successfully.
3. Coordinator IQAC thanked all members for their support and presented the accounts submitted in connection with the seminar.
4. Decided to work on the drafting of the class tutorial system and mentoring system.
5. Decided to collect the teacher's profile of the teaching faculty.
6. The meeting observed that most of the plans charted to be done this academic year have been accomplished.

The meeting ended at 4.30 pm.

Dr. Vishnu V. S
(Coordinator IQAC)

Dr. B. Unnikrishnan Nair
(Principal)

Minutes of the IQAC Meeting

Venue : Principals Chamber
Date : 25-05-2020
Time : 10.00 am

Agenda

1. Covid - 19
2. CAS placement (Stage IV)
3. Principal Promotion
4. Any other item

Members Present (Available)

1. Ajithkumar P (Principal-in-Charge)
2. Dr. Vishnu V. S. (IQAC Coordinator)
3. Dr. Meera Baby R.
4. Dr. Vineshkumar B.
5. Dr. Vikas L. S.

The meeting started at 10.00 am. IQAC Coordinator welcomed the group and listed the agenda.

1. The members expressed concern about Covid-19 and decided to keep close track of Government, DCE and UGC guidelines in this regard
2. Decided to scrutinise the CAS proposals to stage IV (Associate Professor) submitted by 4 candidates and forward the eligible proposals to DCE at the earliest as per directions given in circular no. UGC CELL 2/ 5754/ 2020 dt. 13-05-2020 and UGC CELL 2/ 14403/ 2020 dt. 25-05-2020 and submit to college office today itself as major part of verification was done using scanned documents.
3. Decided to submit the principal promotion applications of Dr. Bosco Lawrence and Dr. Kumari Sreeja P Nair and forward the same with IQAC comments as per directions from Directorate of Collegiate Education in circular no. UGC CELL 2/ 5754/ 2020 dt. 21-04-2020 to the college office for onward transmission to DCE.
4. Decided to take the help of available IQAC members (Vikas, Vinesh and Meera) alone for the scrutiny in view of Covid-19.
5. Decided to connect with IQAC members and fetch data regarding pending portions.

The meeting ended at 10.30 am.

Dr. Vishnu V. S
(Coordinator IQAC)

Ajithkumar P
(Principal-in-Charge)