

## Minutes of the IQAC Meeting

Venue : Principals Chamber – Online mode  
Date : 04-06-2021  
Time : 5.30 pm

### Agenda

1. Reporting and Review
2. Covid19 and Conduct of Online Classes
3. NAAC Preparation
4. Constitution of Gender Justice Forum, ICC etc
5. Admissions and Data collection
6. Drafting of research policy
7. Moodle LMS, Electronic gadgets for online classes
8. Club activities
9. Any other item

### Members Present

1. Dr. Sheela K. L. (Principal-in-Charge)
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. Ramya R Prabhu

The meeting started at 5.30 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) Covid protocol	: Utmost care is taken by all in the campus to abide with the instructions of the respected agencies. Sanitisers were kept in all rooms.
(b) Report of online classes	: Council has recommended to continuing collecting reports of online classes
(c) Training to staff on G-suite	: Dr. Vikas L. S. gave the training and encouraged all members to use the same
(d) Faculty participation in Webinars and skilling programmes	: Faculties are attending such programmes. Certificates to be collected.
(e) MoU – Mazhavillu	: MoU signed. Dr. Ragaseema V M selected as the Coordinator of the Mazhavillu Programme of KDISC, Govt, of Kerala.

2. Discussed the ongoing offline and online classes.
3. Discussed about Mazhavillu MoU. College will provide classrooms and lab facilities without disturbing the regular working of the college.
4. IQAC Coordinator reported the status of the latest CAS placements.
5. Discussed the steps taken by the college in observing covid protocols and conduct of online classes

6. Discussed about the possibility of setting up Moodle LMS. Discussions need to be done on support from government. Personalised LMS is used by few teachers.
7. Due to covid issue club activities are in slow mode. Online activities to be encouraged.
8. Decided to collect data of the incoming 1<sup>st</sup> year students.
9. Decided to report and recommend in the next College council meeting/ Bring to the notice of the principal the following
  - a. to start preparing for NAAC as the present cycle will expire in March 2022. Departments to document all relevant proof. The NAAC guidelines in this regard to be shared to all departments.
  - b. Decided to recommend in the college council to set up the mandatory committees like Gender Justice Forum & ICC.
  - c. Decided to inform the council to take steps to prepare a research policy for the college. The IQAC team were of the opinion that departments to be encouraged to get them approved as Research centres.
10. The meeting drafted the action plan for the current academic year.

Academic calendar	:	As per University schedule.
Master timetable	:	As directed by Principal (Separate scheme for online class)
Feedback analysis	:	Continue as current semester ends
NAAC Preparation	:	To initiate this academic year itself
Data Collection	:	Start updating with immediate effect
Research Policy	:	August 2021
IQAC Reconstitution	:	August 2021
Clubs and Committees	:	September 2021
Orientation for students	:	After admission completes
IDP	:	December 2021
Teacher Profile	:	January 2022
IPR seminar	:	February 2022
Signing/ Updating MoUs	:	Before March 2022
Applying for new courses	:	As and when applications are invited by the University
Apply for New Research Centres in the College	:	This academic year
Academic and Administrative Audit	:	After Covid
Covid protocols in Examination halls	:	To continue and check before the next exam
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
AQAR submission	:	By year end
Processing Placement proposals	:	As and when notified by the DCE

The meeting ended at 6.00 pm.

Dr. Sheela K. L.  
(Principal-in-Charge)

## Minutes of the IQAC Meeting

Venue : Principals Chamber – Hybrid mode  
Date : 18-08-2021  
Time : 11.30 am

### Agenda

1. Reporting and Review
2. NAAC Preparation
3. Admissions and Data collection
4. Research policy
5. LMS
6. Club and Committees 2021-22
7. Any other item

### Members Present

1. Dr. Sheela K. L. (Principal-in-Charge)
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. Sreedevi S R
8. Sreekumar N V
9. Ramya R Prabhu
10. Geetha T R

The meeting started at 11.30 am. IQAC Coordinator welcomed the members 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) Covid protocol	: Covid protocols are observed in the campus.
(b) Report of online classes	: Council meeting on 10-08-2021 asked IQAC to collect data. Entrusted Dr. Satheesh Babu to collect data from commerce.
(c) NAAC	: IQAC coordinator briefed in the council meeting regarding the upcoming NAAC visit and the preparations to be done. Teachers are requested to prepare the Teachers Profile and Departments to prepare the Department profile.
(d) ICC and Gender Justice Forum	: Committees have been constituted. The matter was reported in the college council
(e) Data Collection of new students	: IQAC member Dr. Vikas L. S. is also in charge of the admission committee. Vikas will fetch data as decided.
(f) Research Policy	: Council Entrusted Dr. Ragaseema V.M. (Convenor Res. Cmte.) to convene a meeting to frame the Research Policy. Research Committee entrusted with the task of drafting the guidelines for research in consultation with the research department of Commerce.

- (g) MoU – Mazhavillu : MoU signed. Dr. Ragaseema V M selected as the Coordinator of the Mazhavillu Programme of K-DISC, Govt, of Kerala.
- (h) Club activities : Council has entrusted HODs and class tutors ask students to participate in programmes of Clubs and Committees
- (i) Online class - Electronic gadgets available for students for : HODS have been instructed to give the IQAC details of students lacking devices to attend online classes and report of corrective measures adopted by the department

2. Discussed the general academic and extracurricular activities in the college.
3. Mazhavillu MoU was a success. College is providing Physical facilities and academic support. IQAC coordinator reported that an academic committee was constituted for Mazhavillu programme with the following members Dr. Ragaseema V.M. (Convenor; Dept of. Biotechnology, Dr. Vishnu V. S. (Dept. of Chemistry), Dr. Vikas L.S., and Seema C.S. (Dept. of Physics).
4. IQAC Coordinator reported that Principal briefed in the council about the meeting with Higher education Council stressing the need for using Moodle as an Online Platform. IQAC meeting entrusted Dr. Vikas L.S., member IQAC to work on the possibility of an independent LMS as well. The meeting also discussed about teachers using personalised free LMS options (Moodle Cloud, Gnomio etc). Teachers to be given training in this regard.
5. The period of IQAC is about to end. Steps to constitute a new committee to be done as per NAAC guidelines. Decided to bring this matter to the notice of the principal.
6. Decided to report and recommend in the next College council meeting
  - a. to reconstitute IQAC as per NAAC guidelines.
  - b. KSHEC is organising LMS Training programmes. All faculty members of this college should participate in the same, preferably in the 1<sup>st</sup> phase itself.
  - c. Clubs and Committees for 2021-22 to be reconstituted at the earliest.
  - d. Seek permission to conduct a seminar on IPR and ethics preferably in online mode.
  - e. to make plans if the college reopens for Offline classes next month.
  - f. to appoint new NSS programme officers as they remain vacant.

The meeting ended at 12.30 pm.

Dr. Sheela K. L.  
(Principal-in-Charge)

## Minutes of the IQAC Meeting

Venue : Principals Chamber – Hybrid mode  
Date : 01-11-2021 (Before 20<sup>th</sup>)  
Time : 11.30 am

### Agenda

1. Reporting and Review
2. IQAC reconstituted
3. Data collection and updating
4. AQAR data collection and Teacher profile collection
5. LMS
6. EYL programme
7. Institutional Development Plan
8. NIRF 2021 registration
9. Any other item

### Members Present

1. Dr. Sheela K. L. (Principal-in-Charge)
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. Sreedevi S R
8. Sreekumar N V
9. Ramya R Prabhu
10. Geetha T R
11. Dr. B. Unnikrishnan Nair (DD Collegiate Education) Online

The meeting started at 11.30 am. IQAC Coordinator welcomed the members 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) IQAC Reconstitution	: Council decision dated 01-09-2021 - Done as per NAAC guidelines – Dr. Vishnu V. S. to continue as IQAC Coordinator.
(b) Covid protocol	: Offline classes have started. Covid protocols are observed in the campus.
(c) Report of online classes	: Departments to keep track of online classes
(d) NAAC	: Documents to be collected and kept in the department. IQAC copies will be collected later from the departments.
(e) KSHEC LMS Training	: Council approved the recommendation given by the IQAC. Staff participated in the online programme
(f) Clubs and Committees	: College council held on 1 <sup>st</sup> Sept. 2021 entrusted IQAC to reconstitute clubs and committees for 2021-22. The task was completed by IQAC.

(g) IPR seminar : College council held on 1<sup>st</sup> Sept. 2021 entrusted IQAC to organise a seminar on IPR and Ethics

2. Classes have restarted after Covid. Arrangements have been made in to college as per Government and University directions. Online classes to be continued.
3. Team members discussed on various aspects that will bring academic and extracurricular activities of the college back to normal.
4. Decided to update the database of students. A result analysis is to be collected from departments. Other documents pertaining to NAAC may be collected at the department level.
5. Data for preparing AQAR is to be collected from respective departments. Pending AQARs to be submitted at the earliest. Teacher profile should be collected from teachers. The committee entrusted IQAC coordinator to modify the format to include online activities as well.
6. Dr. Vikas reported the status of setting LMS facility in the campus.
7. Decided to plan for a seminar in Intellectual Property Rights. Members were of the opinion that the seminar may be conducted in Online mode.
8. A session on Ethics in Higher education is to be planned. Entrusted the coordinator to identify a resource person for the same.
9. Decided to take steps for NIRF registration as and when notified.
10. Decided to report and recommend in the next College council meeting
  - a. To participate in the Earn While You learn programme of the Government of Kerala.
  - b. Steps may be initiated to prepare an Institutional Development Plan (IDP) at the earliest.
  - c. Seek permission to conduct Orientation for PG students.
  - d. Awareness programmes on Anti-ragging and Gender sensitisation to be done.
  - e. To continue keeping track of Online classes by the respective departments.
  - f. To collect Teachers profile from all faculties in the college.
  - g. Collect certificates of students activities to filed at the department and iqac.
  - h. Steps may be taken to update the college website.
  - i. Student enrolment to various clubs is to be done without delay.

The meeting ended at 12.45 pm.

Dr. Sheela K. L.  
(Principal-in-Charge)

## Minutes of the IQAC Meeting

Venue : Hybrid  
Date : 12-01-2022  
Time : 11.30 am

### Agenda

1. Reporting and Review
2. IPR seminar
3. Data collection
4. AQAR
5. NIRF
6. LMS, Website, MIS
7. Any other item

### Members Present

1. Dr. Sheela K. L. (Principal-in-Charge)
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. Sreedevi S R
8. Sreekumar N V
9. Ramya R Prabhu
10. Geetha T R
11. Dr. B. Unnikrishnan Nair (DD Collegiate Education)

The meeting started at 11.30 am. IQAC Coordinator welcomed the members 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) IPR Seminar	: Decided to conduct seminar in Online mode – collaboration with NIPAM on 21-01-2022
(b) AQAR Data Collection	: Format sent to Departments. Data collection started
(c) Earn While You Learn	: College Council held on 23-11-2021 decided to ask proposals from departments. Dr. Abin T. Mathews was appointed as the coordinator of the programme.
(d) IDP	: College Council held on 23-11-2021 entrusted the college Planning Committee to coordinate this work. Reiterated in the College Council held on 22-12-2021 that IDP proposals to be submitted by the departments on or before 31 <sup>st</sup> December 2021.
(e) Orientation for PG students	: Completed in 2 sessions (Science and Rest) in online mode.
(f) Anti-ragging and Gender sensitisation	: College Council held on 10-01-2022 decided to entrust Women cell to conduct Gender Awareness Training sponsored by Women and

Child Welfare, GoK. IQAC to support Anti-ragging committee for awareness programme on anti-ragging.

- (g) Teacher profile Collection : College Council held on 22-12-2021 has inform teachers to submit the same before 1<sup>st</sup> January 2022.
- (h) Extracurricular activities of students : College Council held on 22-12-2021 decided to collect and file copies of certificates of achievements won by meritorious students. HOD Malayalam entrusted with the duty. The same has to be submitted to IQAC.
- (i) Website updation : College Council held on 22-12-2021 entrusted Dr. Vikas L.S. to update Website
- (j) Student enrolment to clubs : Hima S Madhu, Asst. Prof. of English has been entrusted with the enrolment process as per decisions of the College Council held on 10-01-2022.

2. An online session will be conducted on 21<sup>st</sup> January 2022 on Intellectual Property Rights in collaboration with the NIPAM programme of Govt. of India. The meeting decided to inform the students about the programme. Dr. Vineshkumar B, Member IQAC to make technical arrangements for the same.
3. Congratulated NSS for successfully completing NSS camp and NCC unit for adopting Manithooki Tribal Village and providing educational materials and financial assistance. Decided to ask the coordinators reports regarding the same for filing for accreditation purposes.
4. The meeting expressed concern that data collection for AQAR is getting delayed. Informed members that data and proof to be filed in the department.
5. Decided to ask for research related data from the Department of Commerce and also from the Research Committee. Dr. Sreedevi S. R., Member IQAC was entrusted with this duty.
6. The meeting expressed concern in connection with the poor functioning of MIS. Technical help not given by the service providers after covid. Decided to take a back up of the data in an excel file.
7. Reported in the meeting that NIRF registration has been done and need to collect data for submission at the earliest.
8. AISHE data also need to be consolidated as submission might need to be done next month.
9. Decided to report and recommend in the next College council meeting the following
  - a. NIRF participation and associated data collection
  - b. Collection of data for AISHE from the departments.
  - c. NAAC accreditation to be completed this year itself as the 2<sup>nd</sup> cycle will expire in March.

The meeting ended at 12.15 pm.

Dr. Sheela K. L.  
(Principal-in-Charge)



## Minutes of the IQAC Meeting

Venue : Hybrid  
Date : 17-03-2022  
Time : 11.00 am

### Agenda

1. Reporting and Review
2. IPR seminar
3. Data collection and AQAR
4. NAAC
5. Any other item

### Members Present

1. Dr. Sheela K. L. (Principal-in-Charge)
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. Sreedevi S R
8. Sreekumar N V
9. Ramya R Prabhu
10. Geetha T R

The meeting started at 11.00 am. IQAC Coordinator (joined online) welcomed the members 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) IPR Seminar	: Conducted seminar in Online mode – on 21 <sup>st</sup> January 2022 on Intellectual Property Rights in collaboration with the NIPAM programme of Govt. of India.
(b) AQAR Data Collection	: Data collection ongoing.
(c) NIRF	: Submitted
(d) AISHE	: Data collected by IQAC

2. A seminar on IPR was conducted on on 21<sup>st</sup> January 2022 on Intellectual Property Rights in collaboration with the NIPAM programme of Govt. of India in Online mode. There was good participation of students and teachers.
3. Data collection for AQAR is getting delayed. Data related to Students and Staff is to be collected by the departments.
4. Reported that NIRF submission was submitted on time.
5. Reported that the 2<sup>nd</sup> cycle of NAAC will expire this month end.
6. The meeting reviewed the attainment of the action plan chalked out in the beginning of AY
7. Decided to report and recommend in the next College council meeting the following
  - a. NAAC accreditation to be completed this year itself as the 2<sup>nd</sup> cycle will expire in March.
  - b. Take steps to extend the MoU with with KDISC for mazhavillu programme

The meeting ended at 12.00 noon.

Dr. Sheela K. L.  
(Principal-in-Charge)