



Government Arts College

Thycaud, Thiruvananthapuram 695014, Kerala

[Reaccredited by NAAC]

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Email
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Website
www.gactvm.org

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IOAC - GOVT ARTS COLLEGE TVPM. - MINUTES

VENUE: PRINCIPALS CHAMBER

DATE: 01.06.2023

TIME: 3:30 pm.

AGENDA

1. REPORTING AND REVIEW
2. REGULAR CLASS IN THE AY
3. STUDENT FEEDBACK
4. MASTER TIME TABLE, ACADEMIC CALENDAR
5. CAS PLACEMENTS
6. ADMISSION AND DATA COLLECTION
7. ANY OTHER ITEM.

MEMBERS PRESENT.

1. Dr. Sheela K.K.
2. Dr. Vishnu V.S. -
3. Dr. Meera Baby R.
4. Dr. Vineshkumar B.
5. Dr. Vikas L.S.
6. Prathiba H.

The meeting started at 3.20pm. IOAC listed the agenda of the meeting. The following decisions were taken.

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

Item

Action taken.

- | | | |
|---|---|--|
| (a) Review of attainment of Last year's plans | : | Conced to a significant extent. Pending plans to be completed at the earliest. |
| (b) Feedback | : | Completed upto completed semester which are over. |



(C) Marhavilly programme : Completed 2 years of K-Bisc

2. Decided to process the placement proposals that will be submitted as per the BCE Notification UAC cell 2/46738/2022/BCE dt. 30/5/2023. It was also decided to take steps to collect APAR of all staff every year.

3. Decided to give an orientation training to all teaching staff on 05.06.2023 without disturbing class hours. This is to be treated urgent LOAC coordinator to handle the session

4. Decided to recommend to the Principal to take steps to dispose e-waste in the campus. A survey in this regard will be ideal.

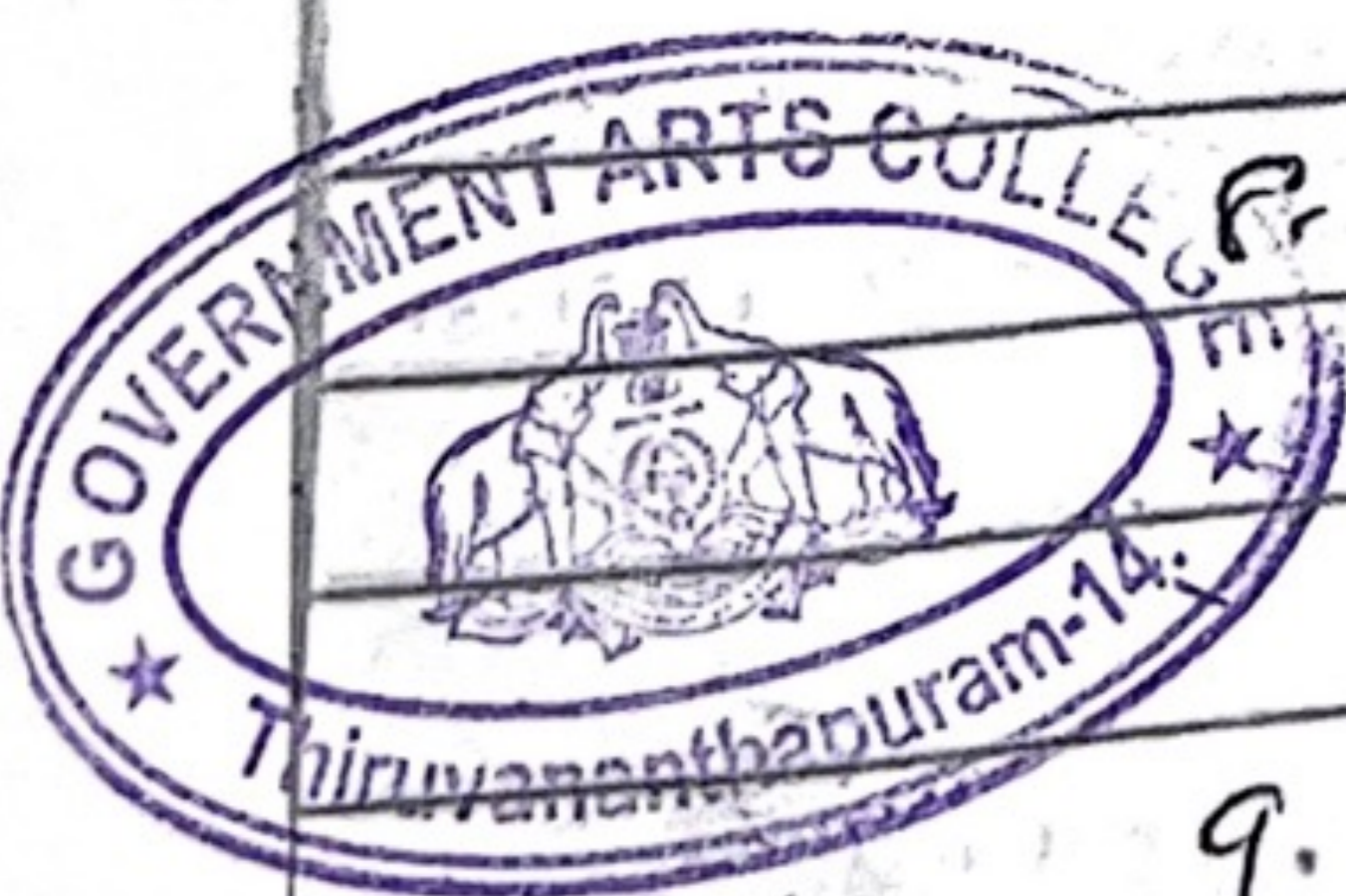
5. Decided to recommend the Principal to ask all departments to start Additional courses.

6. LOAC members observed that students should be encouraged to enroll in online courses of SWAYAM, NPTEL etc. Decided to realize this in College Council

7. Decided to ~~also~~ ^{request} the College principal to take steps to appoint a Teacher-in-charge for the General Department who will act as Convenor in their Screening cum Evaluation Committee.

8. Decided to request the Principal to ~~nominate~~ ^{nominate} a student member for LOAC.

9. Decided to request the Principal to take steps for



Initiating ~~start~~ the preparations for the Centenary Celebrations of the College.

10. Decided to encourage all departments to conduct Seminars this academic year.

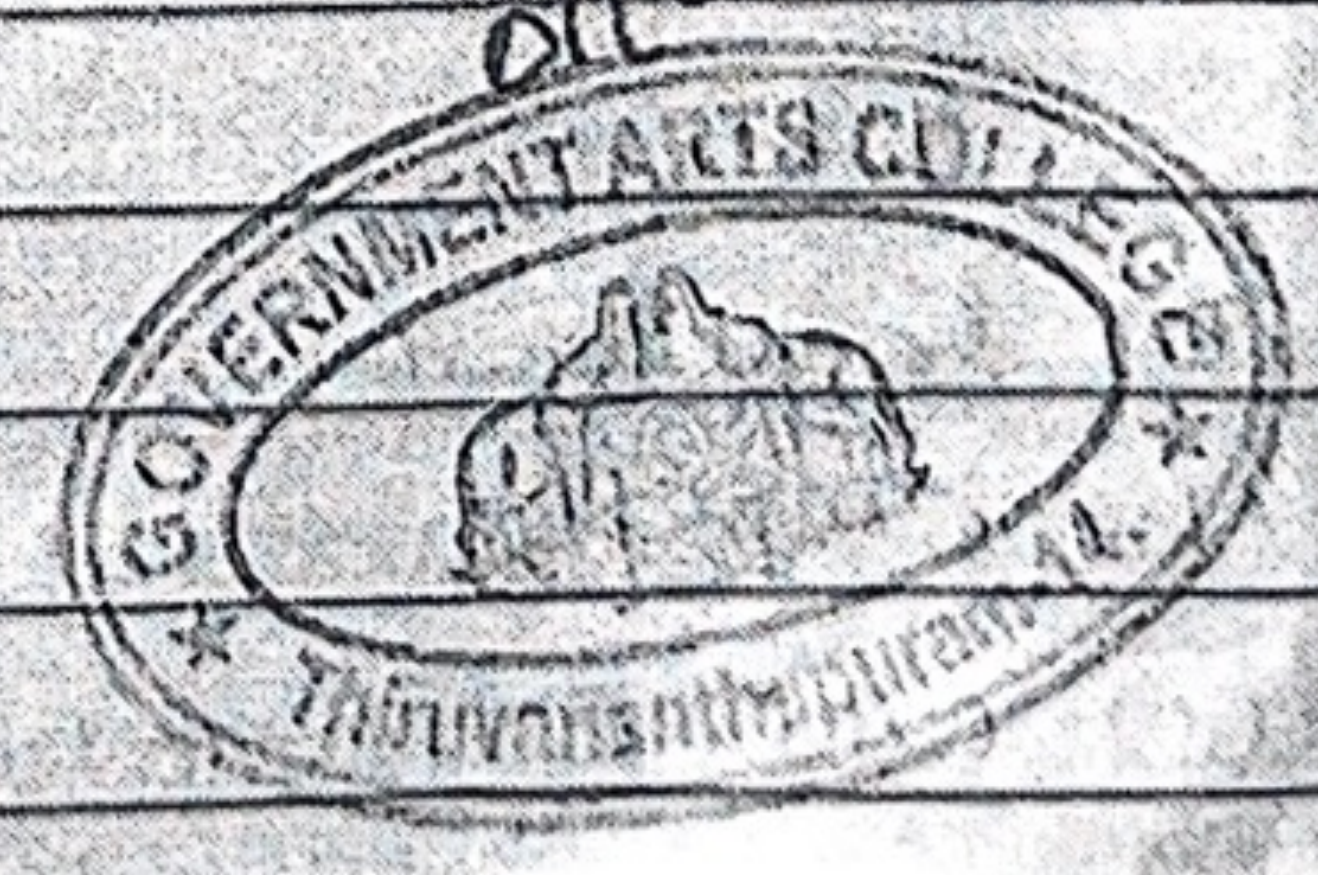
11. The meeting drafted the action plan for the current academic year

- Academic Calender : As per Ufy. schedule - July 15th 2023
- Master Time table : June 2023
- Feedback analysis : July 2023
- NAAZ Preparation : To be continued
- Pending A&AS : Before last date
- Clubs and Committees : July 2023
- Orientation for students : After UG Admissions
- Teacher Profile : December 2023
- IQAC Seminar : December 2023
- Academic & Administrative Audit : December 2023
- N-List Subscription : Before last date
- AISHE Submission : Before last date
- Processing Placement Proposal : Before 15th of July & Jan.

The meeting ended at 5.00 PM.

~~VPAS~~

[Signature]
01/06/23





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86

MINUTES OF THE IQAC MEETING - GOV. ARTS COLLEGE

VENUE: PRINCIPAL'S CHAMBER

DATE: 24.07.2023

TIME: 3:30 pm.

AGENDA

1. Reporting and Review
2. Handing over IQAC Coordinator charge
3. Any other items.

MEMBERS PRESENT.

1. Dr. Sheela K.L.
2. Divisora V.S. -
3. Dr. Meera Baby R.
4. Dr. Ramya R. Prabhu
5. Dr. Viheshkumar B.
6. Vikas L.S.
7. Geetha T.R., SS
8. PRATHIBHA H.

The meeting started at 3:30 pm. IQAC Coordinator welcomed the group and listed the agenda. IQAC Coordinator summarised the action taken on the items listed in the previous meeting. Based on which the following decisions were taken.

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

Item	Action taken.
(a) Feedback	: Collected and Analysed
(b) CAS Proposals	: Processed the submitter proposals.
(c) CAS Orientation	: Conducted on 05.06.2023
(d) e-waste survey	: Council meeting dt. 05.06.2023 enthusiast Dr. Seema, Dept. of Physics to collect data regarding e-waste.



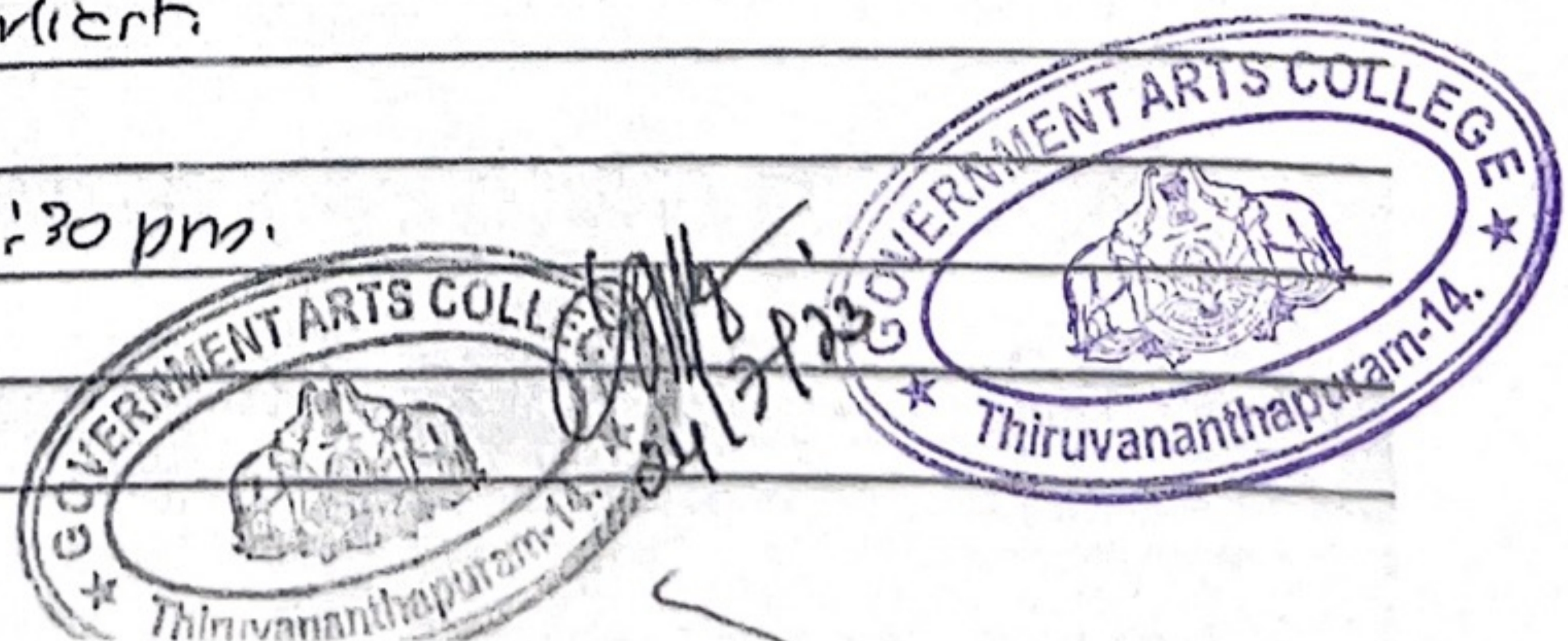
- (e) Add on Course : College council dt. 05.06.2023 decided to encourage students to enroll in online courses. Heads to convey the message in the respective departments
- (f) Teacher in Charge for General Departments : Sheila S.S., Associate Professor of Maths appointed as Teacher in charge of the General Dept. for the purpose of CAS placements. Decision taken in the College Council Meeting dt. 14.07.2023
- (g) Student Member for IOA : will be nominated after PG Admissions.
- (h) Seminars : Council Meeting held on 14.07.2023 decided to receive proposals by 24.07.2023.

(2) ICAE Coordinator informed the team that he is transferred to Central Polytechnic College, Vathiyarkavu Thiruvananthapuram and will be relieving from his duties in the college w.e.f. the AN of 24.07.2023. In this circumstance the meeting decided to ask Dr. Vinesh Kumar B to assume temporarily the charge of ICAE Coordinator. Charges were handed over to Dr. Vinesh Kumar B by the relieving ICAE Coordinator Dr. Vishnu V.S. Registers and all documents under his custody were also handed over.

(3) Decided to Inform the College Council to appoint a Coordinator at the earliest.

The meeting ended at 4:30 pm.

Vishnu
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6 7

Minutes of the IQAC Meeting

Venue : Principal's Chamber

Date : 28.05.2024

Time : 9.30 AM.

Agenda

1. Reporting on IQAC activities in the academic year '23-'24.
2. Conduct of awareness classes in connection with FYUGIP 2024.
3. Planning of activities for the academic year '24-'25
4. Any other item.

Members present

1. Principal Dr. Subramaniam
2. G. Radhadas, Councillor
3. Dr. Prathiba K.P, Principal Guest
4. Sunil J. J., Deputy Director, CSIR-NILG, Edup.
5. Dr. K. Mahesha, Principal (Rtd)
6. Tessie Nazareth, Dept. of French
7. Dr. Vikas L.S., Dept. of Physics
8. Vineshkumar B., Dept. of Statistics
9. Dr. Rajani R. Nair, Dept. of Commerce
10. Dr. Ragaseema V.M, Co-ordinator, IQAC

Smt. Prathibha H., Dr. Meera Baby R, Dr. Betsy M. (IQAC Members) and Ms. Gopika S. Jayan (Student Representative) requested for leave due to unavoidable reasons.

The meeting started at 9.30 am. IQAC Coordinator welcomed the group and listed the agenda. The coordinator presented the report of activities of IQAC for the academic year 2023-24. This was followed by discussion on the report and on the agendas. Committee members actively participated in the discussion and the following decisions were taken.



1. The meeting reviewed the progress

Item

- (i) FYUGIP Orientation class for teachers: Completed. Online meeting conducted on 16th May 2024.
 - (ii) FYUGIP Orientation Class for Parents: Preparation ongoing. Scheduled to conduct on 31st May 2024 and Prospective students
 - (iii) Students Satisfaction Survey (SSS): To be conducted.
 - (iv) A&AR: Pending. Technical Issues in uploading. Communicated with NAAC
2. Decided to submit A&AR as soon as the submission windows are open.
 3. Timely submission of A&AR is to be ensured in future.
 4. Decided to conduct an orientation class on FYUGIP.
 5. Decided to request the College council to consider instruct all faculty members proceeding for Training programmes should submit a short report and copies of Participation certificate to IGAC.
 6. Decided to request to the College Council/Principal to take measures in seeing that a copy of the Annual Performance Appraisal Report (APAR) may be submitted to IGAC as per DCE circular.
 7. Decided to ask departments to prepare an annual report and share a copy to IGAC.
 8. Decided to check for the feasibility of purchasing a MIS software.
 9. Decided to complete the Students Satisfaction Survey (SSS) and to collect students feedback.
 10. Decided to request departments to conduct a result analysis and provide a copy to IGAC to conduct overall analysis.
 11. Discussed the action plan for next academic year including the above suggestions from the members and decided to review in the next IGAC meeting.
 12. Decided to strengthen mentorship and provide guidance for skill development. Opportunities for the same may be investigated.
 13. Decided to request the college council to extend facilities of the college/organize programmes for school students as an extension activity.



for school children.

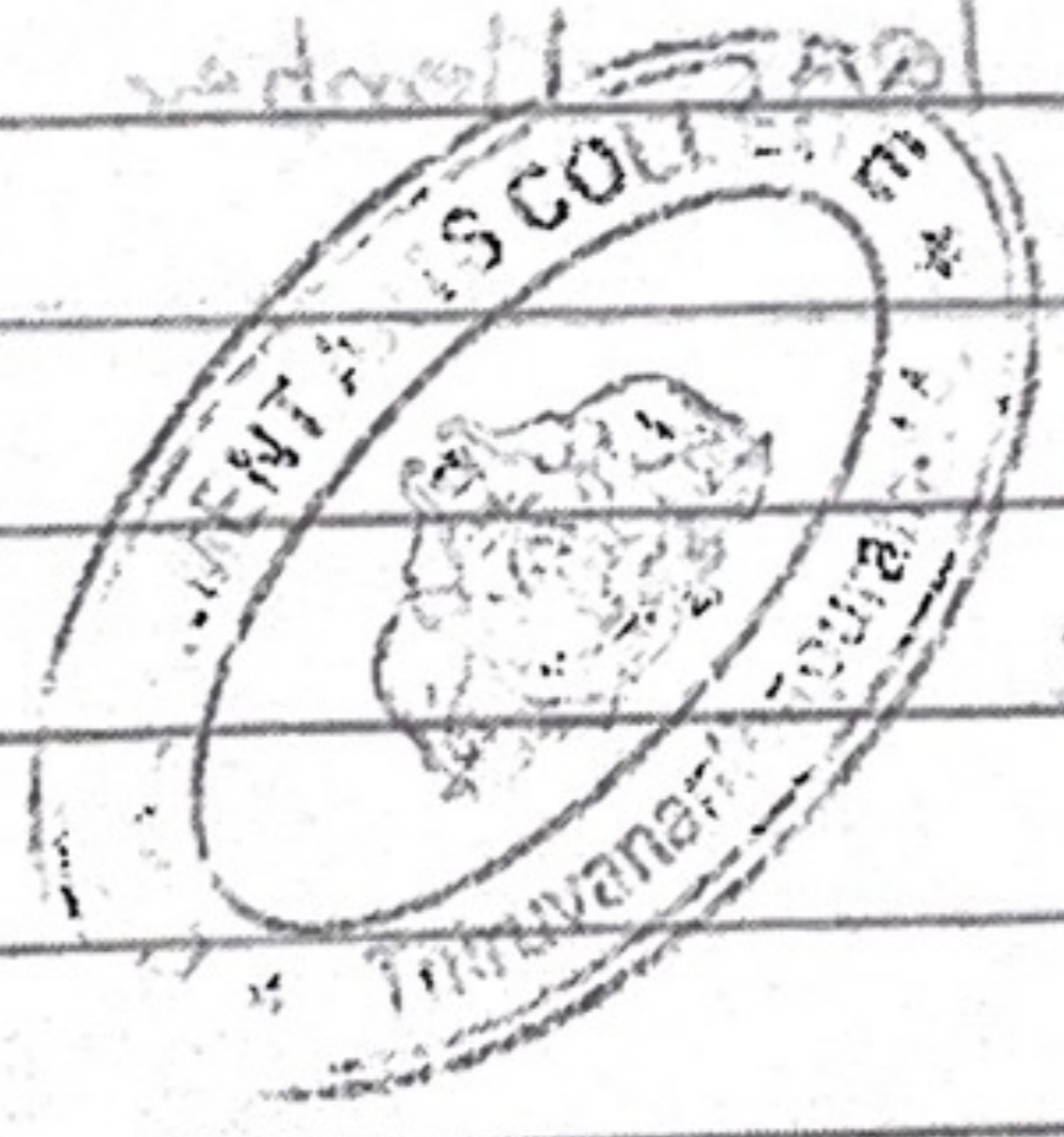
14. Decided to extend support to FYUGIP, NAAC and Admissions 2024.

15. Decided to encourage departments to fetch MoUs with institutes/ organizations of repute.

16. Decided to submit a panel of experts for the Screening cum evaluation committees for stage 2 and 3 to the University of Kerala and get the same approved in connection with CAS.

17. Decided to discuss in the college council to seek possibilities to get approval for conducting the already sanctioned Integrated MA English programme.

(Faint handwritten notes and signatures, including the name 'JESSIE NARAYAN' and 'PRINCIPAL' visible in the background)



PRINCIPAL
Govt. Arts College
Thiruvananthapuram-14.

