

## Minutes of the IQAC Meeting

Venue : Principals Chamber – Hybrid mode  
Date : 10-06-2022  
Time : 11.30 am

### Agenda

1. Reporting and Review
2. Regular Class
3. Students feedback 2021-22
4. NAAC Preparation – Updating Department files
5. Master Timetable
6. Club and Committee formation
7. Admissions and Data collection
8. Any other item

### Members Present

1. Dr. Sheela K. L. (Principal-in-Charge)
2. Dr. Vishnu V. S. (IQAC Coordinator)
3. Dr. Meera Baby R.
4. Dr. Vikas L. S.
5. Dr. Vineshkumar B.
6. Geetha T R
7. Ramya R Prabhu
8. Prathibha H.
9. Sreedevi S R
10. Dr. B. Unnikrishnan Nair
11. Dr. Pratheesh K. P.

The meeting started at 11.30 am. 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) MoU – Mazhavillu	: MoU renewed of Mazhavilu Programme - KDISC, Govt, of Kerala on 01-04-2022
(b) NAAC accreditation	: Brought to the attention of the College council in its meeting on 31 <sup>st</sup> March 2022. SSR preparation to be planned to be possibly submitted by Oct 2022.
(c) Review of attainment of last years plans chalked out in the beginning of AY	: Achieved to a significant extent. Discussed in last IQAC Meeting

2. Discussed the status of classes started in this academic year
3. Discussed about the support given to Mazhavillu. MoU has been renewed.
4. Data pertaining to incoming 1<sup>st</sup> year students to be collected as and when admissions are over.

5. The meeting discussed that construction of KIIFB building is getting delayed. The old building is demolished and has created space constraints. New building to house State of the Art Library.
6. IQAC coordinator reported that the college council meeting held on 1<sup>st</sup> June
  - a. has reminded departments to update department files. IQAC members to make sure that the message has reached all teachers.
  - b. has asked IQAC to consolidate the master timetable after getting details from departments
  - c. Principal has asked to start working on Draft document on constitution Clubs and Committees.
7. Decided to report and recommend in the next College council meeting/ Bring to the notice of the principal the following
  - a. The annual activity plan of IQAC
  - b. Collection of updated teacher profile and filing in respective departments.
  - c. The KIIFB building is getting delayed.
  - d. To constitute the Anti-ragging committee.
  - e. To conduct Induction programme for 1<sup>st</sup> Year students.
8. The meeting drafted the action plan for the current academic year.

Academic calendar	:	As per University schedule.
Master timetable	:	June 2022
Feedback analysis	:	August 2022
NAAC Preparation	:	To continue with preparation
Clubs and Committees	:	July 2022
Orientation for students	:	After admission completes
Teacher Profile	:	January 2023
IQAC Seminar	:	As soon as DCE fund sanctions
Apply for New Research Centres in the College	:	Efforts to continue. Support departments
Academic and Administrative Audit	:	December 2023
N-List Subscription	:	Before last date
NIRF participation	:	Before last date
Submit AISHE	:	Before last date
AQAR submission	:	By year end
Processing Placement proposals	:	As and when notified by the DCE

The meeting ended at 12.30 pm.

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

## Minutes of the IQAC Meeting

Venue : Principals Chamber  
Date : 17-10-2022  
Time : 11.00 am

### Agenda

1. Reporting and Review
2. Updating Department files
3. Funds for IQAC
4. Purchase of Laptop and High-speed scanner
5. IPR Seminar
6. Any other item

### Members Present

1. Dr. Sheela K. L. (Principal-in-Charge)
2. Dr. Vishnu V. S. (IQAC Coordinator)
3. Sreedevi S R
4. Prathibha H.
5. Ramya R Prabhu
6. Geetha T R
7. Dr. Vineshkumar B.
8. Dr. Vikas L. S.
9. Dr. Meera Baby R.

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 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) KIIFB Infrastructure	: Discussed in the college council. Decided to bring the issue again to the Director and MLA. Infrastructure to be urgently improved.
(b) Data Collection of 1 <sup>st</sup> Year students	: Collected by PTA. IQAC additions done in database
(c) Master Time table	: Consolidated and submitted
(d) Club and Committee Formation	: Council Meeting held on 01-08-2022 approved the decisions
(e) Feedback analysis	: Collected and analysed
(f) Annual Activity Plan	: Prepared and approved in the council meeting dated 01-08-2022

- (g) Induction programmes : Conducted from 14<sup>th</sup> September
2. The committee discussed about proposals for Plan fund. Possibility of fetching funds under the College office modernisation, Quality enhancement and upgradation heads is to be looked into. The amount if sanctioned may be utilised for the purchase of laptop and high-speed printer.

3. IQAC coordinator reported that Principal has communicated about the KCHR seminar and that IQAC should collect the reports of the same for filing. Dr. Gopakumaran Nair, Associate Professor of History has also brought the same to IQAC.
4. Decided to participate in the All Kerala Higher Education Survey
5. Checked the status of updating of Department files as part of preparation for NAAC.
6. It was decided in the meeting to participate in the discussions related to the forthcoming model curriculum for UG programme.
7. Decided to report and recommend in the next College council meeting/ Bring to the notice of the principal the following
  - a. Decided to collect teacher profile as done in last year by December
  - b. Follow up the status of KIIFB building as it is urgent before NAAC visit.
  - c. At least two departments must apply for research centre.
  - d. NIRF Registration to be done as soon as the notification is issued.
  - e. To seek permission for conducting an offline IPR seminar
  - f. Subscription of N-List to be done on time as it's the source for e-journals.

The meeting ended at 12.30 pm.

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

## Minutes of the IQAC Meeting

Venue : Principals Chamber  
Date : 06-01-2023  
Time : 3.00 pm

### Agenda

1. Reporting and Review
2. Funds for IQAC
3. CAS Orientation for Teacher Staff.
4. Felicitation of PG Rank holders
5. Plan Fund Utilisation
6. E waste in campus.
7. Any other item

### Members Present

1. Dr. Sheela K. L. (Principal-in-Charge)
2. Dr. Vishnu V. S. (IQAC Coordinator)
3. Dr. Meera Baby R.
4. Dr. Vikas L. S.
5. Dr. Vineshkumar B.
6. Prathibha H.
7. Sreedevi S R
8. Ramya R Prabhu
9. Geetha T R

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) NIRF	: Submitted timely
(b) KIIFB Building Discussion	: Discussed with MLA. Extended all support.
(c) AISHE (2021-22)	: Ready for submission after making minor changes
(d) IPR Seminar	: Conducted in November 2022

2. The committee discussed about the recently published results. The college has bagged high ranks. A meeting is to be conducted to celebrate this event.
3. Decided to check the status of plan fund utilisation.
4. IQAC Coordinator informed that CAS placement notifications are not being invited for the last few months. It is expected to get notified shortly. In that case, an orientation should be given to teachers. Date to be decided later.
5. Reported that AISHE data is ready and is ready for submission. Minor changes have been made.

6. Reported that IQAC has made arrangements to Live discussion of the HE Minister with stake holders regarding 4 year under graduate programme. The meeting was live streamed in the ORICE hall.
7. Decided to report and recommend in the next College council meeting/ Bring to the notice of the principal the following
  - a. Staff to be informed to update SLCM portal at the earliest.
  - b. E-waste should be removed from the campus

The meeting ended at 4.30 pm.

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

## Minutes of the IQAC Meeting

Venue : Principals Chamber  
Date : 17-05-2023  
Time : 10.30 am

### Agenda

1. Reporting and Review

### Members Present

1. Dr. Sheela K. L. (Principal-in-Charge)
2. Dr. Vishnu V. S. (IQAC Coordinator)
3. Geetha T R
4. Dr. Vikas L. S.
5. Dr. Meera Baby R.
6. Prathibha H.
7. Sreedevi S R
8. Ramya R Prabhu
9. Dr. Vineshkumar B.

The meeting started at 10.30 am. 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) IQAC Funds	: No funds received
(b) CAS Orientation for Teacher Staff	: Will be conducted next month [June 2023]
(c) Plan Fund Utilisation	: Review done at the college level
(d) E waste in campus	: Ongoing

2. The meeting reviewed the plan chalked out in the beginning of the academic year

Academic calendar	: Prepared
Master timetable	: Prepared
Feedback analysis	: Collected and analysed
NAAC Preparation	: To continue with preparation
Constitution of Clubs and Committees	: Completed. Council Meeting held on 01-08- 2022 approved the decisions
Orientation for students	: Conducted in September 2023
Teacher Profile	: January 2023
IQAC Seminar	: No funds received from DCE for Seminar. IPR seminar conducted in November using own funds.
Apply for New Research Centres in the College	: Efforts to continue. Support departments
Academic and Administrative Audit	: Not conducted
N-List Subscription	: Ensured that Library has subscribed
NIRF participation	: Participated in NIRF 2023. The college is included in the first 200 Colleges
Submit AISHE	: Not yet notified
AQAR submission	: Pending

Processing Placement proposals : Not yet notified by DCE. Expecting in the month of June 2023.

3. It was decided to complete all pending goals at the earliest.

The meeting ended at 12.00 noon

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