

The minutes of the IQAC meetings and the action taken report 2019-20

No	Date	Resolutions in the IQAC Meeting	Action taken
1	09.07.2019	1. Preparation of AQAR 2019-20 2. 1. Decided to instruct the Departments and faculties to prepare Academic and Department plans. 3. Decided to conduct Foundation Day and the distribution of K.P.Noorudheen Endowments on 13.07.2019 3. Decided to conduct orientation for first semester students. 4. Resolved to conduct an orientation programme for the faculties to handle the MIS software <i>Et Lab</i>	1. Draft of AQAR 2019-20 has been partially prepared. 2. Foundation Day and Merit Day celebrated in the college on 13.07.2019. 26 Endowments were also distributed. 3. An orientation programme has been arranged for the first semester students. 4. On October 1 st a training programme has been arranged for the teaching faculties to handle the MIS software Et Lab.
2.	19.07.2019	1. Decided to conduct Expert Talks. 2. Decided to organize seminars and programmes in the departments. 3. Decided to conduct remedial teaching to the weak students. 4. Resolved to activate the functions of NCC, NSS, and Library and physical Education departments. 5. Resolved to implement IQAC annual plan.	1. Renowned historian and controller of Examinations, Dr.P.J Vincent delivered an expert talk on the significance of <i>Local History as a resistance to Globalization</i> . 2. All Departments conducted seminars on various topics. 3. Conducted remedial teaching for those students who were comparatively weak in comprehension. 4. NCC, NSS, Library and physical education departments organized variety of programmes. 5. Implemented almost all the items chalked out
3.	27.09.2019	1. Resolved to give training to Teaching and non Teaching staff to boost up efficiency. Journals 2. Decided to conduct class tests and modal examinations in all	1. one day training was given to the faculties on the topic <i>Teachers as Techno Pedagogues</i> . Administrative staff were also given <i>Total Quality Management Programme</i> 2. As part of Continuous evaluation

		Departments. 3. Decided to conduct extension and outreach programmes.	class tests and modal Exams were conducted.
4.		1. Resolved to involve Alumni in the overall development of the institution. 2. Resolved to motivate the faculties to participate in National, International seminars and publish research papers in peer reviewed journals. 3. Decided to publish new volume of the research journal “ The Quest” 4. Resolved to collect feedback from students.	1 Every year Alumni used to arrange Alumni Meet on December 26 th .This year also the programme was conducted. 2.As result of the motivation and encouragements faculties participated and presented papers in seminars and also published articles in reputed journals. 3. A new volume of MG research journal <i>The Quest</i> was published. 4. As part of the feedback system information was collected from the stakeholders.
	05.05.2020 (Online)	1. Resolved to address the lockdown situation by finding alternative methods. 2. Resolved to utilize Social media apps like you tube, Telegram and Wats app for online teaching learning. 3. Resolved to form Class wise Telegram groups.	1. Et Lab software is used as the central platform to organize classess during the lockdown period. 2. Social media apps were utilized for teaching learning process. 3. Class wise telegram groups were formed for online teaching learning purposes.