

# **MINUTES OF THE FIRST MEETING OF IQAC IN THE ACADEMIC YEAR 2018-19**

**23<sup>rd</sup> JULY 2018**

## **Agenda**

1. Assigning criteria wise responsibilities to teachers
2. Presentation of the annual plan.
3. Review of the UG/PG Results
4. Action to be taken based on the peer committee report
5. Reconstitution of IQAC
6. Budgetary provision from the management.
7. Printing of College Calendar

IQAC convener Pramod Kumar welcomed the gathering and Principal Dr.Meera M presided.

## **Decisions 1**

Criteria wise conveners are nominated and assigned the respective responsibilities as follows

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| 1. Curricular Aspects :               | Dr.Reji Paikkattu ( HOD English)  |
| 2. Teaching Learning :                | Dr.K.V Devadasan ( HOD Physics)   |
| 3. Research Consultancy and Extention | Dr.Aneesh KumarK HOD Statistics)  |
| 4. Student Support                    | Dr.Shijo M Joseph(HOD, Comp.Sc)   |
| 5. Governance and Leadership          | Saraschandran K (HOD Commerce)    |
| 6. Infrastructure                     | Dr.Ajitha V (HOD, Maths)          |
| 7. Best Practice                      | Dr.Sheeja Naroath (HOD Malayalam) |

## **Decision 2**

Resolved to adapt the action plan as given below and modify the same if necessary.

## **IQAC Annual Plan**

1. Preparation of Department Plan
2. Preparation of semester wise Academic Plan and Academic Plan
3. To organize Departmental programmes.
4. Conduct of terminal examinations.
5. WWS and SSP programmes to enhance students' quality.
6. Debates and Talks by College Library
- 7.M.G Seminar Gnosis
8. Publication of M G Research journal, The Quest
9. Orientation to Ist Semester students.
10. Pre -examination counseling to first semester students.

11. Activating complaint box to address students' grievances.
12. HRD programme to Teaching/non-teaching staff.
13. Eminent People's talk (minimum 3)
14. Introduction of certificate courses in the Departments.
16. Introduction of Tutorial hours (Keep Registers)

17. Library programs.
18. Students feed back and remedial measures
19. Conduct of PTA PSTA meetings.
20. Industrial visits.

**Decision 3**

The academic committee evaluated the Final year UG/PG Results of the college on the light of the result Statistics published in the university website and decided to make the results better further in the current year by way of taking remedial teaching and revision classes.

**Decision 4**

IQAC discussed the peer committee report of the first cycle of Accreditation and resolved to recommend the teachers to involve in more research activities and hence periodically increase the number of paper publication in stab Dared journals.

**Decision 4**

Resolved to reconstitute the IQAC as per NAAC guidelines 2018-19. The constituted IQAC is as follows.

- |                         |                             |
|-------------------------|-----------------------------|
| 1. Dr.Meera M           | Chairperson                 |
| 2.Reji Paikkattu        | HOD English                 |
| 3. Sandhya C V          | Dpt.of Physics              |
| 4.Dr.Aneesh Kumar k     | HOD Statistics              |
| 5.Dr.Shijo M Joseph     | HOD Comp.Sc                 |
| 6. Saraschandran K      | HOD Commerce                |
| 7.Dr.Sheeja Naroth      | ( HOD Malayalam)            |
| 8.Baby John Pinappallil | (Management)                |
| 9. Sathyanandan N       | (Administrative Staff)      |
| 10. Valsaraj K          | (Administrative Staff Rtd.) |
| 11. Vinod (Alumni)      |                             |
| 12.                     |                             |
| 13 Sunil Kumar K        |                             |
| 14.Pramod Kumar K V     | ( Coordinator)              |

### **Decision 5**

Resolved to request the management for providing a corpus fund for the academic/Non academic activities during the academic year 2018-19.

### **Decision**

Resolved to print the college calendar at the earliest.

Sd/

IQAC Coordinator

Sd/

Principal

## **MINUTES OF THE SECOND MEETING OF IQAC IN THE ACADEMIC YEAR 2018-19**

**6<sup>th</sup> SEPTEMBER 2018**

### **Agenda**

1. Action Taken Report
2. Introduction of Certificate Courses in the Departments
3. Presentation of the various departments : Academic/Non Academic
4. Introduction of programmes for 1. Environment Consciousness  
2. Gender Equity 3. Health Awareness Programme etc.
5. Conduct of Academic Audit in all departments.
6. SSP/WWS programmes.
7. PTA/PSTA meetings
8. Conduct of Terminal Examination
9. Organizing Departmental Seminars

IQAC coordinator Pramod Kumar K V welcomed the members. Principal Meera M presided over. All members participated in the meeting and presented the respective reports.

### **Action Taken Report.**

1. College Calander has been printed.
2. Management Representative assured all types of financial investment for all the academic and non academic activities whenever required.

**Decision1**

Resolved to initiate Certificate courses in the departments.

**Decision 2**

Conveners of the criteria presented the respective reports.

**Decision 3**

Resolved to introduce best practices in the campus as much as possible.

**Decision 4**

Resolved to complete Internal Academic Audit in all the main departments,

**Decision 4**

Resolved to introduce SSP/WWS programmes for the benefits of the students.

**Decision 5**

Resolved to conduct terminal Examination for the students.

Sd/

IQAC Coordinator

Sd/

Principal

**MINUTES OF THE THIRD MEETING OF IQAC IN THE  
ACADEMIC YEAR 2018-19**

**8<sup>th</sup> JANUARY 2019**

**Agenda**

- 1.Action taken Report
2. Construction of New Academic Block
- 3.Renovation of Class Rooms and office
4. How to Increase National/International research publications
5. Introducing Enrichment programme to the students.
6. ICT Training to Teachers.
7. Gender Equality programme

Pramod Kumar K V ,IQAC coordinator welcomed the gathering and Principal Meera m precided.

### **Action Taken Report**

1. Various clubs conducted best practices like Environment Consciousness, Gender Equity, and Health Awareness etc.
2. WWS/SSP programmes Started.
3. PTA/PSTA meetings were convened.

### **Decisions 1**

Resolved to prepare and submit DPR for getting Financial Assistance from the government for the construction of the new academic Block and renovation of Classrooms and office.

### **Decision 2**

Resolved to increase the number and frequency of participation and publication in National/International seminars.

### **Decision 3**

Resolved to intimate all the clubs and forums of the college to conduct Enrichment programmes.

### **Decision 3**

Resolved to invite Dr.Muhammed Salim, Faculty,Farook Training College to handle the ICT training programme to the faculty

Sd/

IQAC Coordinator

Sd/

Principal

**MINUTES OF THE FOURTH MEETING OF IQAC IN  
THE ACADEMIC YEAR 2018-19**

**10<sup>th</sup> March 2019**

**Agenda**

1. Action Taken Report
2. Status of AQAR
3. Review of the IQAC Annual Plan

Pramod Kumar K V, IQAC coordinator welcomed the gathering. Dr. Meera M principal presided.

**Action Taken Report**

1. Prepared and submitted DPR for the Construction and Renovation.
2. Many Faculties presented papers in National/International Seminars.
3. Conducted Gender based programmes.
4. ICT training titled Teacher as a Techno Pedagogue was conducted.

**Decision 1**

1. Resolved to update the AQAR
2. Reviewed the IQAC Annual Plan and resolved to rectify the pits and fall in in the implementation.

Sd/

IQAC Coordinator

Sd/

Principal

