

Minutes of the IQAC meeting on 06/06/20.

Mode: online

Members present


1. Dr. D.C. Sloyerius
2. Arunkumar TA
3. Smeekanth K-C
4. Vani P
5. Muhammed Shameer
6. Tojy Dominic
7. Kannan V
8. Manu M.R

Agenda

1. Planning of Online classes
2. AQAR 18-19 submission
3. Other matters.

Decisions

1. It is decided to start online regular classes as per the timetable. The classes will be shortened hours.
2. Total hours shall not exceed two hours a day. Extra work can be given in the form of assignments.
3. Decided to conduct an online training for the teachers on tools of online class.
4. Decided to review the data of 2018-19 AQAR and to submit the same.


Tojy Dominic



IQAC Reconstituted

Members:

- ① Dr. Kannan V - Principal in Charge
- ② T. J. Dominic - Coordinator
- ③ ~~K. R.~~ Dr. Krishnaprasad P.
- ④ Achiyanma P. J.
- ⑤ Dr. Dharmarajam S.
- ⑥ Dr. Ajayakumar G.
- ⑦ Biju Thomas
- ⑧ Arunkumar T. A.
- ⑨ Dr. Krishna Kumar (External expert)

Minutes of the IQAC meeting on 12/10/2020
 Mode: online

Agenda:

1. AQAR 2018-19 Submission
2. Website updation
3. Journal publication
4. Academic audit
5. Other necessary matters.

Present -

- ① It is decided to update the data of AQAR 2018-19 got from clubs and departments.
- ② It is decided to gradually shift to the new website provided by the Government and to keep the old website till the completion of the process.
3. It is decided to entrust Dr. Krishna prasad P. for the website updation.
- ④ The Journal publication process was analysed. Sn. Muhammed Shameer is appointed to take up the further procedures.
- ⑤ Decided to conduct an online training on Moodle. The resource person is Prof. Ashkan Ali from Govt. College Koylandi.
- ⑥ Decided to conduct an academic audit when the college reopens after lockdown.
- ⑦ Decided to instruct the departments to conduct webinars on relevant topics.

Minutes of the LQAC meeting on 18/10/2020

Mode - online

Agenda

- ① Approval of AQAR 18-19
- ② Other matters.

Present

- ① Dr Kannan V. - Principal
- Tojy Dominic - Coordinator
- Sreelakshmi K.C -
- Aeliyamma P.J -
- Arunkumar T.A -
- Dr. Krishna Prasad P.S -
- Dr. Dharmarajam S -
- Dr. Ajayakumar G -
- Manu MR -
- Asha T. Jacob -

Decisions.

- ① The draft of AQAR 2018-19 was approved
- ② Decided to conduct add-on/certificate courses.
Departments are asked to submit syllabus and course structure before October 30.
- ③ Decided to conduct an orientation course/ programme for the first year UG students.
Dr. Ajayakumar G is entrusted to get the resource person.
- ④ Decided to raise funds for those students who do not have smartphones to attend the classes.
- ⑤ Decided to conduct a survey among the students to find out the difficulties in attending online classes.

[Signature]
Dominic

Minutes of the IQAC meeting on
19/11/2020

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Mode - online

Agenda:

- ① Career guidance webinar for final year students
- ② updation of student profile registers
- ③ College prospectus
- ④ Evaluation of the academic activities
- ⑤ Journal and website

Dr. Kannan V.

Tijj Dominic

Sreekanth K.C

Aeliyamma P.J

Dr. Dharmarajan S

Arunkumar T.A

Dr. Ajayakumar G

Asha T. Jaed

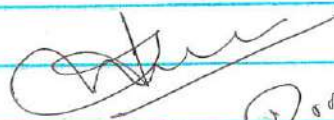
Biju Thomas.

Dr. Krishna Prasad P.S

Decisions:

- ① Decided to conduct a webinar for the final year students on career prospects.
- ② The departments are asked to complete the Student Profile registers before Nov. 30
- ③ IQAC approved the new prospectus designed and prepared by Arunkumar T.A.
- ④ The students expressed their concerns over the effectiveness of the online classes. So teachers shall be informed. Notes should be given in PDF format.
- ⑤ Website updation was reported and the members expressed satisfaction. The application for the title of the journal has been submitted to

- ⑥ Decided to conduct a session on NAAAC reaccreditation on 24/11/2020. Decided to invite Dr. Jeno Jose as the resource person.
- ⑦ Decided to speed up the data collection of AQAR 19-20.


Taj Dominic


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~~22/1/2021~~ The minutes of the IQAC meeting held on 22/1/2021 at 3 PM at the Principal's Chamber

Agenda:

1. NAAC - SSR Preparation.
2. Data Collection - review - 2019-20
3. CDC Fund - requirements
4. Plan fund - 2021-22.

Present:

Dr. Kannan V.
 Tjij Dominic
 Sreekanth K.C
 Arunkumar TA
 Aeliyamma P.J
 Dr. Dharmaraj S.S
 Dr. Ajayakumar G
 Dr. Kirshnakumar P.S
 Nani. P.

Decisions:

1. Decided to start the preparation of SSR. Interim wise committees will be decided after staff meeting
2. The committee reviewed the data collection of AQAR 2019-20, found it inadequate and incomplete. Decided to speed up the process
3. It is decided to ask for funds from CDC for the stationery and other things in IQAC.
4. Internal academic audit will be conducted in the last week of February. Dates will be finalized after staff meeting

6. Decided to instruct the departments to update the files.

7. Decided to distribute forms for data updation.

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Tajj Dominic

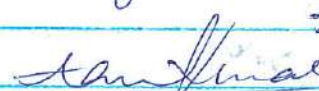
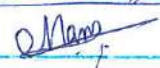




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The minutes of the IQAC meeting held on 04/02/2021 at 3 PM at the principal's chamber.

Agenda

1. SSR Preparation & data Collection
2. Website
3. Plan Form 2021-22.

Present

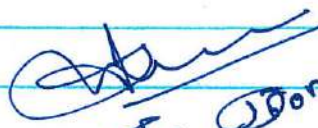
1. Dr. Kannan V. - Principal
2. Tomy Dominic - Coordinator
3. Dr. Krishnaprasad P.S.
4. Sreekanth K.C.
5. Muhammed Shameer Kaipangara
6. Ravikumar M.G.
7. ARUNKUMAR T.A. 
8. Manu MR 
9. Minsy Obobaham 
10. Dr. Betty M 
11. Vani P. 
12. Simi Sebastian 


Decisions

1. Decided to start data collection for SSR preparation. It is decided to complete the same criterion wise.
2. Feedback of the year 2020-21 shall be done before 31 March. Dr. Krishnaprasad P.S. is entrusted with the same.
3. Decided to call for a staff meeting on

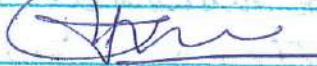





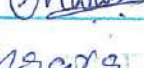
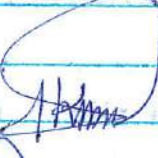








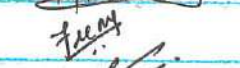


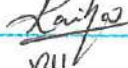
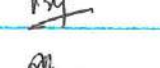


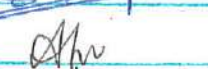





of NAAC reaccreditation.

4. Sreekanth K-C will present the PPT for the staff.
5. Decided to shift to the new website completely. The new layout of the homepage is approved.
6. Decided to conduct academic audit in the first week of March owing to the inconvenience of some of the departments.
7. Decided to incorporate the proposals for new academic block in the plan fund proposal of 2021-22.


T. J. Dominic



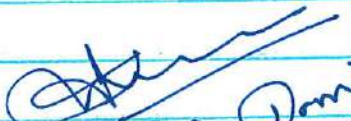
Minutes of the meeting of the teachers in connection with SSR preparation and NAAC accreditation on 09/02/2021 at edusat hall at 1.20 PM.

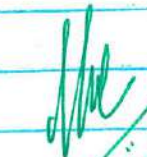
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|---------------------------------|---|
| 1. Tomy Dominic |  |
| 2. Vincy Thomas |  |
| 3. ARUNKUMAR.T.A |  |
| 4. Ajai P. Krishna |  |
| 5. Anup J. Alackappally |  |
| 6. Joice Jose |  |
| 7. Manu. M.R |  |
| 8. Muhammed Shameer Keripungara |  |
| 9. Vijay P Prince |  |
| 10. Anil P.S. |  |
| 11. Dany Joy |  |
| 12. Dickson David |  |
| 13. Pagan Thomas |  |
| 14. Saji MOA.V.L |  |
| 15. Rajani.V.N |  |
| 16. Sandhya Mohan |  |
| 17. ANURAKSHAMI.N |  |
| 18. FRENY DAS |  |
| 19. Anjamol Chandran |  |
| 20. SHIKHA . RAMESH |  |
| 21. RAIHAMOL E.T |  |
| 22. Betsy.M |  |
| 23. Marysha Susan George |  |
| 24. Dr.Karuga.v.m |  |
| 25. Deepa A. |  |
| 26. Asha T Jacob |  |
| 27. Insiya Abdraham |  |
| 28. Achyamma.P.J |  |
| 29. Sima Sebastian |  |

Decisions.

The meeting was convened by the LGAC to sensitise the teaching faculty members about the need of NAAC reaccreditation. Mr. Sreekanth K.C presented the criterion wise ppt and ~~also~~ the extended profile of the college.

- ① It is decided to start SSR preparation on Feb 18. It is also decided to conduct an orientation by an external expert.
- ② Criterion wise committees have been formed.
- ③ Decided to convene the criterion committees regularly to review the progress.
- ④. The Department HoDs are entrusted to chalk out the programmes for the next academic year in tune with the NAAC guidelines.


T. J. Dominic


Dr. Kannan V

Meeting of the UQAC - on 18/5/2021

Minutes.

Mode: online.

Agenda

- ① AQAR submission 2019-20
- ② Academic planning - 2021-22
- ③ other matters.

Present

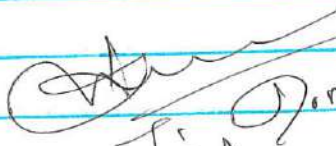
1. Dr Kannan V
2. Dr. Balakrishnan
3. Manu M.R
4. Sreekanth K.C
5. Dr. Dharmarajan S
6. Dr. Krishnaprasad P.S
7. Asha T. Jacob
8. Vani P.
9. Miniza Abubakar
10. Aeliyanma P.J
11. Muhammed Shameer
12. Dr. Betsy M.

Decisions:

1. Reviewed the draft of AQAR 2019-20 and approved.
2. Decided to submit AQAR 2018-19 after final verification by the coordinator.
3. Decided to publish the academic calendar in the first week of June.
4. Decided to instruct the departments to submit their academic plan before 25/5/2021.
5. Names and syllabus of the certificate / add-on

time schedules.

6. The committee reviewed the status of the handbook. Members suggested changes. Decided to discuss the same in an offline meeting.
7. Reviewed the academic audit and the feedback collected. Entrusted the coordinator and Dr. Krishnadas P to analyse the same and to prepare the graphical representation.
8. The principal directed the members to collect all the data from teachers before the general transfer.


Vijay Domini



Minutes of the Meeting on 27/5/21

Mode: online.

Agenda

1. Submission of AQAR - 2019-20
 2. Consolidation of the tentative academic plans submitted by the departments.
- Present.

Dr Kannan V

Dr Dharmarajam S

Dr Krishna Prasad P.S

Aeliyamma P.J

Arunkumar T.A

Tojy Dominic

Sreekanth K.C

Dr Betsy M

Manu M.R

Vani. P

Decisions

1. The committee approved the new prospectus. Certain changes are suggested.
2. Consolidated the tentative schedules given by departments. The academic calendar will be prepared based on this calendar schedules.
3. AQAR 2019-20 will be submitted to NAAC after the final discussion on 30/5/2021. Coordinator shall do the complete verification before the meeting.
4. The titles and syllabus of different add-on courses are discussed.

online mode. so it is decided to
keep them at bay.

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by Daminic

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