

## I. PROCEEDINGS OF THE MEETING OF IQAC HELD ON 05/06/14 IN PRINCIPAL'S CHAMBER

**TIME: 2.30 PM**

**AGENDA:** Conduct of NAAC sponsored national conference

### MEMBERS PRESENT

1	Dr Ajims P. Mohammed	sd/
2	Dr Kesavan K.	sd/
3	Dr K.P. Sumedhan	sd/
4	Dr Ranjith M	sd/
5	V.S. Jayan	sd/
6	Sanand C.	sd/
7	Dr. K. K. Vaheed	sd/
8	Hassan K.S.	sd/
9	Reena Mohammed	sd/
10	Dr Haseena V.A.	sd/
11	V.K. Savithri	sd/
12	Sri. K.M. Abdul Salam	sd/

### RESOLUTIONS

- The news of National Conference proposal sanction by NAAC (Role of ICT in Institutional Quality Enhancement – Analysing Current Status and Exploring New Frontiers) was disseminated to IQAC members.
- Sub committees were formulated for the smooth conduct of the national conference.
- It was decided to collect Rs 300 as registration fees for paper presentation

#### **Sub committee**

1. Programme Committee : Sri Sanand C
2. Food and Accommodation : Dr K.P. Sumedhan & Dr V.R. Jayalekshmi
3. Publicity: Dr Haseena & Dr Kesavan K.
4. Registration : Smt. Reena Mohammed & Smt V.K. Savithri
5. Proceeding Preparation: Dr Kesavan K., Dr Vaheeda, Dr Haseena, Dr Ranjith & Dr

Bindu Jamal

The meeting came to an end at 4PM.

**Co-ordinator**

**Principal**

## II. PROCEEDINGS OF THE MEETING OF IQAC HELD ON 28/08/14 IN PRINCIPAL'S CHAMBER

**TIME: 10.30 am**

### **AGENDA:**

1. Review of scholarship
2. Transportation facility to students
3. Library e resource enrichment

## **MEMBERS PRESENT**

1	Dr Ajims P. Mohammed	sd/
2	Dr Kesavan K.	sd/
3	Dr K.P. Sumedhan	sd/
4	Dr Ranjith M	sd/
5	V.S. Jayan	sd/
6	Sanand C.	sd/
7	Dr K.K. Vaheeda	sd/
8	Hassan K.S.	sd/
9	Dr Bindu Jamal	sd/
10	Dr Haseena V.A.	sd/
11	Dr V.R. Jayalekshmi	sd/
12	Reena Mohammed	sd/
13	Sri. K.M. Abdul Salam	sd/
14	V.K. Savithri	sd/

## **RESOLUTIONS**

- It was conveyed by Smt. Reena Mohammed, convenor of scholarship committee that the tracking of scholarship distribution was not effective. It was decided that office staff must also keep a vigil on scholarship dissemination. Scholarship distribution must be tracked at least once in a month.
- Transportation facilities available to students were also brought up for discussion. Secretary and correspondent have promised to initiate the discussion on making transportation facilities available to students in the forth coming management committee meeting.
- It was decided to collect and keep copies of ICT based teaching resources and e- resources in the college library.  
The meeting concluded at 11.30 AM.

**Co-ordinator**

**Principal**

## **III. PROCEEDINGS OF THE MEETING OF IQAC HELD ON 14/10/14 IN SEMINAR HALL**

**TIME: 10.30AM**

**AGENDA:** Submission of proposal for academic autonomy

## **MEMBERS PRESENT**

1	Dr Ajims P. Mohammed	sd/
2	Dr Kesavan K.	sd/
3	Dr K.P. Sumedhan	sd/
4	Dr Ranjith M	sd/
5	V.S. Jayan	sd/
6	Sanand C.	sd/
7	Dr K.K. Vaheeda	sd/
8	Hassan K.S.	sd/
9	Reena Mohammed	sd/
10	Dr Haseena V.A.	sd/
11	V.K. Savithri	sd/
12	Sri. K.M. Abdul Salam	sd/

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|----|---------------------|-----|
| 13 | Dr Bindu Jamal      | sd/ |
| 14 | Dr V.R. Jayalekshmi | sd/ |
| 15 | Shailaja V.         | sd/ |

## RESOLUTIONS

- Principal initiated the meeting by inviting the attention of members to the notification regarding autonomy from KSHEC
- Secretary and correspondent Jb. K.M. Abdul Salam extended his full co operation and support in this regard.
- The format for application was circulated and the procedure for filling the same was discussed
- The major highlights of autonomy – flexibility in course designing, course diversification, time bound conduct of examination etc were discussed
- It was decided to prepare the proposal in another sitting of a three member special committee consisting of Principal, IQAC Co-ordinator, and Secretary and correspondent.
- It was decided that the proposal will be completed before 15 December.

**Co-ordinator**

**Principal**

## IV. PROCEEDINGS OF THE MEETING OF IQAC HELD ON 12/12/14 IN PRINCIPAL'S CHAMBER

**TIME:** 12.30 pm

- AGENDA:**
1. API /PBAS monitoring
  2. MA Economics – Discussion on additional facilities required
  3. Widening of internet connectivity
  4. Any other matter proposed by chair person

## MEMBERS PRESENT

- |    |                      |     |
|----|----------------------|-----|
| 1  | Dr Ajims P. Mohammed | sd/ |
| 2  | Dr Kesavan K.        | sd/ |
| 3  | Dr V.R. Jayalekshmi  | sd/ |
| 4  | Dr K.P. Sumedhan     | sd/ |
| 5  | Reena Mohammed P.M.  | sd/ |
| 6  | V.S. Jayan           | sd/ |
| 7  | Dr Haseena V.A.      | sd/ |
| 8  | Dr Ranjith M.        | sd/ |
| 9  | Dr Bindu Jamal       | sd/ |
| 10 | Sanand C             | sd/ |
| 11 | Dr K.K. Vaheeda      | sd/ |

## RESOLUTIONS

- Principal opined that under the CAS of UGC all teaching faculty have to prepare API for the academic year. IQAC co coordinator was entrusted to circulate the format of API.

- For enhanced connectivity it was decided that wi fi shall be made available in computer lab, office and library. For smooth internet connectivity in the library the bandwidth shall be raised from the current speed of 2 kbps
- Dr. V.A. Haseena explained the requirements for raising the standards of the newly introduced PG course in Economics. IQAC recommended the purchase of more books, computer and additional furnishings in the department.
- A proposal was put forward by Dr. K.P. Sumedhan as to providing a link for alumni in the college website. Discussion was also made on the registration of alumni which will ensure authenticity and transparency in line with Government norms.

**Co-ordinator**

**Principal**

## **V. PROCEEDINGS OF THE MEETING OF IQAC HELD ON 11/03/2015 IN PRINCIPAL'S CHAMBER**

**TIME:**

**AGENDA:**

1. Action plan for next academic year
2. Academic review for the current year
3. Proposals to be submitted for project/seminar

**MEMBERS PRESENT**

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|-------------------------|-----|
| 1. Dr Kesavan K.        | sd/ |
| 2. Dr V.R. Jayalekshmi  | sd/ |
| 3. Dr K.P. Sumedhan     | sd/ |
| 4. Dr Haseena V.A       | sd/ |
| 5. Dr Bindu Jamal       | sd/ |
| 6. Smt. Reena Mohammed  | sd/ |
| 7. Sanand C.            | sd/ |
| 8. Capt. V.S. Jayan     | sd/ |
| 9. Dr Ajims P. Mohammed | sd/ |

**RESOLUTIONS**

- It was decided that proper planning must be done for improving ICT facilities, feedback collection and analysis, and other infrastructure facilities. The meeting entrusted Dr. K. Kesavan, Sanand C. and Capt V. S. Jayan for planning and implementing the same.
- A meeting with the head of departments was proposed by IQAC. It was decided that the meeting will be conducted in the last week of March
- All departments must prepare seminar/project proposals in the first week of April.

**Co-ordinator**

**Principal**