

## **I. Proceedings of the minutes of IQAC Meeting held on 8/6/15**

**Principal's Chamber**

**3.30PM**

Agenda:

1. Action plan for the year.
2. Green audit.
3. Review of previous years activities.
4. Preparation of academic calendar – IQAC suggestions.

Members present:

- |                             |     |
|-----------------------------|-----|
| 1. Dr. Shaji K              | Sd/ |
| 2. Dr. Kesavan K            | Sd/ |
| 3. Dr. Ranjith M            | Sd/ |
| 4. Dr. K M Mohammed Nasser. | Sd/ |
| 5. Dr. V R Jayalakshmi.     | Sd/ |
| 6. Sanand C                 | Sd/ |
| 7. Dr. K P Sumedhan         | Sd/ |
| 8. Jb. K M Abdul Salam      | Sd/ |
| 9. Veenalekshmi U R         | Sd/ |

Decisions taken:

1. The action plan should include activities based on betterment of students' academic performance in the long run. The college Calendar and handbook should be planned in such a way as to contain tentative dates for skill based programmes in addition to activities related to social service and eco-consciousness.
2. Green audit would be conducted by an external expert team.
3. Dr. K M Mohammed Nasser placed a suggestion for improving the laboratories facilities in the department as it is upgraded as a research centre.
4. The review of previous year's initiatives came to a conclusion that student participation in activities need more focus.

**IQAC Coordinator**

**Principal**

## **II. PROCEEDINGS OF THE MEETING OF IQAC HELD ON 08/07/2015 IN PRINCIPAL'S CHAMBER**

**TIME: 11.30 M**

**AGENDA :**

1. Discussion on departmental action plans.
2. AQAR 14 -15 preparations
3. Any other item as suggested by the Chairperson.

**MEMBERS PRESENT**

1. Dr Shaji K sd/
2. Dr Kesavan K sd/
3. V.S.Jayan sd/
4. Dr V.R. Jayalekshmi sd/
5. Dr Mohammed Nasser K.M. sd/
6. Jb. K.M. Abdul Salam sd/
7. Shailaja V. sd/
8. Reena Mohammed P.M. sd/
9. Dr Ranjith M. sd/
10. Sanand C. sd/
11. Sourath K. sd/
12. Dr K.P. Sumedhan sd/
13. Veenalekshmi U.R. sd/
14. Sri. K.A. Abdul Kalam sd/

**RESOLUTIONS**

- Copies of action plan prepared and submitted by all HOD s were circulated. The action plan was approved by IQAC with necessary modifications
- It was suggested by the principal that National Science day must be observed by all departments.
- Suggestions were put forward for effective conduct of tutorial hours from 3.30 pm – 4.30 pm
- It was decided that NSS extension activities must be made more intense.
- A discussion was made on the preparation of pending AQAR
- Suggestions were made on improving the functioning of academic monitoring committee.
- It was informed by the Principal that CCTV cameras which were out of order shall be replaced soon.
- All teachers must effectively engage in ensuring the overall discipline of the college.

**Co-ordinator**

**Principal**

**III. PROCEEDINGS OF IQAC MEETING HELD ON SEPTEMBER  
29 2015 IN SEMINAR HALL**

**TIME: 2.30 PM**

**AGENDA:**

1. Purchase of ICT materials for IQAC
2. Workshop/seminar participation
3. Discussion on implementation of new teaching methods

## **MEMBERS PRESENT**

1. Dr. Shaji K	sd/
2. Dr. Kesavan K	sd/
3. V.S.Jayan	sd
4. Dr. V.R. Jayalakshmi	sd/
5. Dr. Mohammed Nasser K.M.	sd/
6. Jb. K.M. Abdul Salam	sd/
7. Shailaja V.	sd
8. Reena Mohammed P.M.	sd/
9. Dr. Ranjith M.	sd/
10. Sanand C.	sd
11. Sourath K.	sd/
12. Dr. K.P. Sumedhan	sd/
13. Veenalekshmi U.R.	sd/
14. Sri. K.A. Abdul Kalam	sd/

## **RESOLUTIONS**

- Quotations were selected from dealers for suitable purchase of desktop computer, print scan copier and printer.
- It was decided to increase the rate of participation of teachers in seminars.
- A discussion was made on ongoing MRP s. It was proposed that a minimum of two papers shall be published from the ongoing/submitted MRP s
- It was decided that ICT and online resources must be promoted in classrooms. IQAC will arrange workshops in future for the same.
- The matter of dearth of library staff was reported and Principal agreed to present the matter before the managing committee. It was also decided to document the library resources. Necessary support will be taken from NSS volunteers and selected students for the same.

**Co-ordinator**

**Principal**

## **IV. PROCEEDINGS OF IQAC MEETING HELD ON NOVEMBER 18 2015 IN SEMINAR HALL**

**TIME : 2.30 pm**

- AGENDA :**
1. Conducting effective programme for community development with the participation of students and help from locality.
  2. Strengthening of student participation in fine arts and sports.

## **MEMBERS PRESENT**

1. Dr. Shaji K	sd/
2. Dr. Kesavan K	sd/
3. Dr. Mohammed Nasser K.M.	sd/
4. Reena Mohammed P.M.	sd/

5. Dr. Ranjith M.	sd/
6. Sanand C.	sd
7. Veenalekshmi U.R.	sd/
8. Sri. K.A. Abdul Kalam	sd/

## **RESOLUTIONS**

- Principal opined that programmes must be organised to impart scientific knowledge to masses. He has entrusted the department of Aquaculture to plan such an activity.
- It was noted that the level of participation in fine arts and sports is not at par with student strength.
- Principal offered that sufficient funds will be made available to effect the decisions (1 and 2)

**Co-ordinator**

**Principal**

## **V. PROCEEDINGS OF IQAC MEETING HELD ON 01-01-2016 IN PRINCIPAL'S CHAMBER**

**TIME:** 11.30 am

### **AGENDA:**

1. Review of SCIENTIA exhibition to be held in third week of January
2. Review of internal examinations conducted.
3. Review of participation of teachers in academic activities outside the college.

### **MEMBERS PRESENT**

1. Dr. Shaji K	sd/
2. Dr. Kesavan K	sd/
3. Dr. Mohammed Nasser K.M.	sd/
4. Reena Mohammed P.M.	sd/
5. Dr. Ranjith M.	sd/
6. Sanand C.	sd
7. Veenalekshmi U.R.	sd/
8. Sri. K.A. Abdul Kalam	sd/

9. Dr V.R. Jayalakshmi	sd/
10. Shailaja V	sd/
11. Sourath	sd/

## RESOLUTIONS

- It was decided that all sub committees of SCIENTIA should keep a track record of documents and file them. Based on the success of the programme more such ventures will be planned in future.
- The results of the internal examinations were discussed in detail. After the analysis it was decided that remedial coaching must be given to selected students
- IQAC recommended enhanced and compulsory participation of teachers in academic bodies outside the college like Board of Studies, Academic council etc.

**Co-ordinator**

**Principal**

## VI. PROCEEDINGS OF IQAC MEETING HELD ON 22-03-2016 IN SEMINAR HALL

**TIME: 3.30 pm**

### AGENDA:

1. Review of SCIENTIA exhibition.
2. Result analysis – UG + PG pass out batch
3. Recommending essential guidelines to departments
4. Improvement of library resources
5. Action plan 2016-17.

### MEMBERS PRESENT

1. Dr. Shaji K	sd/
2. Dr. Kesavan K	sd/
3. Dr. Mohammed Nasser K.M.	sd/
4. Reena Mohammed P.M.	sd/
5. Dr. Ranjith M.	sd/
6. Sanand C.	sd
7. Veenalakshmi U.R.	sd/
8. Sri. K.A. Abdul Kalam	sd/
9. Dr. V.R. Jayalekshmi	sd/
10. Shailaja V	sd/
11. Sourath K	sd/

## RESOLUTIONS

- The reports and feedback of SCIENTIA was analysed .The event witnessed a mass turn out of students and public.
- Feasibility of conducting such programmes in future was discussed.

- The meeting appreciated the efforts of students and staff in the conduct of the event.
- UG results need improvement.
- Departments should pay special attention to ensure that students do not fail in first four semesters. This is because the result analysis showed that the decreased pass percentages in UG is due to failures occurring in semesters 1-4.
- Library needs more resources especially e- resources and journals.
- Prepare action plan for 2016-17 academic year.

**Co-ordinator**

**Principal**