

**I. PROCEEDINGS OF THE IQAC MEETING HELD ON 09-06-2016 IN  
PRINCIPAL'S CHAMBER**

**TIME** : 2.30 pm

**AGENDA:**

1. Planning of academic calendar – IQAC's suggestions
2. Diversification of open courses
3. IQAC action plan – discussion\

**MEMBERS PRESENT**

- |                             |     |
|-----------------------------|-----|
| 1. Dr Ajims P. Mohammed     | sd/ |
| 2. Dr Kesavan K.            | sd/ |
| 3. Dr Ranjith M             | sd/ |
| 4. Sanand C.                | sd/ |
| 5. Reena Mohammed P.M.      | sd/ |
| 6. Dr K.P. Sumedhan         | sd/ |
| 7. Shiney C.N.              | sd/ |
| 8. Veenalekshmi U.R.        | sd/ |
| 9. Sheena P.A.              | sd/ |
| 10. Sourath K.              | sd/ |
| 11. Dr Mohammed Nasser K.M. | sd/ |
| 12. Smt. V.K. Savithry      | sd/ |
| 13. Sri K.M. Abdul Salam    | sd/ |

**RESOLUTIONS**

- The meeting entrusted Sri. Sanand C. Sadanand Kumar and Dr. Ranjith M. to prepare a schedule of important activities of the year in consultation with department HOD's to include them in academic calendar.
- A discussion was made on open courses to be offered by department of BCA and BBA from current academic year and Department of Psychology from next academic year.
- It was decided to reconstitute the college level committee of criteria 7 for intensifying the preparation of AQAR and SSR
- The action plan was discussed, opened to suggestions and accepted with necessary modifications.

The meeting concluded by 4.15 pm

**Co-ordinator**

**Principal**

**II. PROCEEDINGS OF THE IQAC MEETING HELD ON 09-08-2016 IN  
PRINCIPAL'S CHAMBER**

**TIME:** 12 pm

## **AGENDA**

1. Staff meeting in connection with NAAC-SSR uploads.
2. Core committee formation
3. Criteria wise subcommittee constitution
4. Action plan for the year focusing on eco friendliness and green audit
5. Library enrichment

## **MEMBERS PRESENT**

1. Dr. Ajims P. Mohammed sd/
2. Dr. Kesavan K. sd/
3. Dr. Ranjith M sd/
4. Sanand C. sd/
5. Reena Mohammed P.M. sd/
6. Dr. K.P. Sumedhan sd/
7. Shiney C.N. sd/
8. Veenalekshmi U.R. sd/
9. Sheena P.A. sd/
10. Sourath K. sd/
11. Dr. Mohammed Nasser K. M. sd/
12. Smt. V.K. Savithri sd/
13. Sri. K.M. Abdul Salamsd/
14. Dr. Muralikrishnan T.R. sd/

## **RESOLUTIONS**

- Principal in his address focused on the changes in the assessment parameters of NAAC after the last accreditation – A<sup>++</sup> to D.
- The principal informed the superintendent and librarian about the need for automation of files and books.
- It was decided that library must be upgraded and enriched to a standard of excellence.
- Commerce and management departments should be treated as one block for assessment.
- Emphasis must be placed and given to the teaching and learning criteria of NAAC. Use of ICT in teaching and learning to be monitored by IQAC.
- IQAC reports must be prepared separately as there will be separate interaction with IQAC co-ordinator by NAAC peer team
- A best practice must be identified and implemented by departments.
- It was decided that the staff meeting for NAAC sub committees will be conducted on August 10, 2016.
- Principal assured that the vacant teaching posts will be reported to the managing committee
- Suggestions for library enhancement was handed over to the librarian
- It was decided that eco friendly practices including installation of solar power panels will be done within a short period of time.

- Academic audit will be conducted internally so as to facilitate faculty assessment and improvement.
- A core committee was formed for co-ordinating IQAC activities and SSR preparation.

The members are:

Principal

IQAC co-ordinator

Dr. Muralikrishnan T. R.

Sri. Sanand C, Sadanand

Smt. Jabin T. H.

Dr. K. P. Sumedhan

Dr. Ranjith M

The meeting concluded by 1.30 pm

**Co-ordinator**

**Principal**

### **III. PROCEEDINGS OF THE IQAC MEETING HELD ON OCTOBER, 31, 2016 IN SMART ROOM.**

**TIME:** 2.30 pm

**AGENDA:**

1. Discussion on academic audit
2. Discussion on subcommittee suggestions
3. Any other item suggested by chair person

**MEMBERS PRESENT**

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|-------------------------------|------|
| 1. Dr. Ajims P. Mohammed      | sd/  |
| 2. Dr. Kesavan K.             | sd/. |
| 3. Dr. Ranjith M              | sd/  |
| 4. Arpitha E.S.               | sd/  |
| 5. Dr. Ignatius C.A.          | sd/  |
| 6. Dr. K. P. Sumedhan         | sd/  |
| 7. Shiney C. N.               | sd/  |
| 8. Veenalekshmi U. R.         | sd/  |
| 9. Sheena P. A.               | sd/  |
| 10. Sourath K.                | sd/  |
| 11. Dr. Mohammed Nasser K. M. | sd/  |

12. Sifa Thomas	sd/
13. Mujeeb Rahman	sd/
14. Dr. Muralikrishnan T..R.	sd/
15. Jabin T. H.	sd/
16. ALL HOD's	

## **RESOLUTIONS**

- A three member committee was formed to finalise the format of academic audit and to frame a scoring pattern for it. Dr Kesavan K., Dr Muralikrishnan T.R., and Smt.Sheena T.A. will co ordinate the same and prepare the format before 15 November.
- Administrative audit will be conducted after structuring the format.
- It was decided that to intensify the extension activities of departments, different wards in SN Puram Grama Panchayat shall be allocated to various departments where they must carry out an extension activity.
- Dr K.P. Sumedhan was entrusted with the task of meeting the Panchayath officials.
- Departments were directed to collect the INFLIBNET login details from the library.
- Fee concession to the deserving students of self financing stream was discussed in the meeting – principal focused on the ongoing facility of instalments accorded to financially backward students and he assured that other steps will be taken after consultation with management.
- It was pointed out by Principal to commence a medical check up for first year students and issue a health card to students to keep track of their health.
- Dr Muralikrishnan T.R. was entrusted with the task of rejuvenating the language lab.
- Status report of departments shall be presented in the smart room on Nov 14 and 15.
- Teachers should prepare API of three years beginning from 2013-14.
- Open Source Journals (listing with URL) and free e-books are to be given to the library for data keeping and make them available in the library system terminals.

The meeting concluded by 4.00 PM

**Co-ordinator**

**Principal**

**IV. PROCEEDINGS OF THE IQAC MEETING HELD ON 09-12-2016 IN  
CONFERENCE ROOM.**

**TIME:** 3.30 pm

**AGENDA:**

1. Review of the progress of recommendations of the IQAC meeting held on 31 October 2016.
2. Introduction of short term courses in departments.
3. Registration of the college in NPTEL portal.
4. Review and feedback of 'GRAMIKA' – department level extension activity held on 7<sup>TH</sup> and 8<sup>TH</sup> Dec 2016.

**MEMBERS PRESENT**

- |                                  |     |
|----------------------------------|-----|
| 1. Dr. Ajims P. Mohammed         | sd/ |
| 2. Dr. Kesavan K.                | sd/ |
| 3. Dr. Muralikrishnan T.R.       | sd/ |
| 4. Dr. Ranjith M.                | sd/ |
| 5. Dr. V.R. Jayalekshmi          | sd/ |
| 6. Smt. Reena Mohammed           | sd/ |
| 7. Ms Veenalekshmi U.R.          | sd/ |
| 8. Sri. Sanand C. Sadanand Kumar | sd/ |
| 9. Smt. Shiney C.N.              | sd/ |
| 10. Smt. Sourath K.              | sd/ |
| 11. Dr. Mohammed Nasser          | sd/ |
| 12. Dr. K.P. Sumedhan            | sd/ |
| 13. Smt. Shailaja V.             | sd/ |

**RESOLUTIONS**

- Administrative audit has to be conducted by an external agency.

- Dr. Muralikrishnan T. R. informed the introduction of a short term course in English. 12 students enrolled for the same and the course is designed to be completed by six weeks.
- Principal informed that PTA and Alumni have decided to offer freeships to 20 deserving students based on their academic performance and financial status.
- It was decided that as per direction from Government of Kerala and Higher Education Department, IQAC shall arrange progress review meetings of Scholar Support Programme and Walk With the Scholar programme.
- It was observed that a majority of teachers had not responded to API/ PBAS. HOD's were directed to guide their respective departments towards successful completion of APIs
- A review and feedback was done on the social extension flagship programme of the college – GRAMIKA. HOD's were asked to prepare detailed report on the extension activity implemented by their department. Plans were also laid on successfully carrying forward the programme in the upcoming years.

The meeting ended by 4.30 pm

**Co-ordinator**

**Principal**

**V. PROCEEDINGS OF THE IQAC MEETING HELD ON 01-03-2017 IN  
PRINCIPAL'S CHAMBER**

**TIME :** 11.30 am

**AGENDA**

1. SSR Work Progress : Software for feedback.
2. Pre – requirements of LOI
3. OPAC & INFLIBNET
4. Internal Academic Audit Reports
5. Any other item suggested by the chairperson/ co-ordinator

**MEMBERS PRESENT**

- |                           |      |
|---------------------------|------|
| 1. Dr Ajims P. Mohammed   | sd/  |
| 2. Dr Kesavan K.          | sd// |
| 3. Dr Muralikrishnan T.R. | sd/  |
| 4. Dr Mohammed Nasser     | sd/  |
| 5. Veenalekshmi U.R.      | sd/  |
| 6. Reena Mohammed         | sd/  |
| 7. Dr Ranjith M.          | sd/  |
| 8. Smt. V. Shailaja       | sd/  |
| 9. Dr K.P. Sumedhan       | sd/  |
| 10. Smt. Shiney C.N.      | sd/  |
| 11. Smt. Sourath K.       | sd/  |
| 12. Smt. Sheeba N.H.      | sd/  |

**RESOLUTIONS**

- Discussed the feasibility of online format for feedback collection from stakeholders.
- It was decided that the various pre requirements for submission will be completed within four weeks.
- Internal academic audit data will be announced in the forth coming staff meeting.
- It was decided that a meeting of sub committees will be conducted before the proposed staff meeting.
- The deadline for submission of subcommittee reports will be announced in the proposed staff meeting.
- Steps will be taken to add the links for OPAC & INFLIBNET in the college website.

**Co-ordinator**

**Principal**

**VI. PROCEEDINGS OF THE IQAC MEETING HELD ON 30/3/17 IN  
CONFERENCE ROOM**

**TIME : 2.30 pm**

**AGENDA**

1. Draft action plan for 2017 -18
2. Review of reports of different cells and clubs.
3. Stakeholder feedback to NAAC (on the proposed Revised SSR format).

**MEMBERS PRESENT**

- |                           |     |
|---------------------------|-----|
| 1. Dr Muralikrishnan T.R. | sd/ |
| 2. Dr Mohammed Nasser     | sd/ |
| 3. Reena Mohammed         | sd/ |
| 4. Smt. V. Shailaja       | sd/ |
| 5. Dr K.P. Sumedhan       | sd/ |
| 6. Smt. Shiney C.N.       | sd/ |
| 7. Smt. Sourath K.        | sd/ |
| 8. Smt. Sheeba N.H.       | sd/ |
| 9. Veenalekshmi U.R.      | sd/ |
| 10. Dr Kesavan K.         | Sd  |
| 11. Dr Ajims P. Mohammed  | sd/ |

**RESOLUTIONS**

1. It was decided to include clear-cut schedules for social contact programmes in the action plan in addition to regular academic areas of significance.
2. Reviewed the activity reports of all cells and clubs. A general suggestion was that gender sensitization programmes need much emphasis in future. Such programmes can be implemented by any club or cell as there is ample scope discussions on gender issues in all walks of life.
3. Decided to give stakeholder feedback on proposed Revised SSR Format of NAAC.

The meeting concluded 4PM.

**Co-ordinator**

**Principal**