

I. PROCEEDINGS OF THE IQAC MEETING HELD ON 18-07-2017 IN SEMINAR HALL

TIME : 1.30 pm

AGENDA:

1. Demo on quality process software
2. Continuation of academic audit – discussion
3. Preparation of AQAR 2016 - 17 discussion

MEMBERS PRESENT

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|-----------------------------|------|
| 1. Dr. Kesavan K. | sd/ |
| 2. Dr Muralikrishnan T.R. | sd/ |
| 3. Sri. Sanand C. | sd/ |
| 4. Smt. Shiney C.N. | sd/ |
| 5. Dr Sumesh A.S. | sd/ |
| 6. Smt.Reena Mohammed | sd/ |
| 7. Sri. K. Abdul Rahman | sd/ |
| 8. Smt. V. Shailaja | sd/ |
| 9. Smt. Veenalekshmi U.R. | sd/ |
| 10. Smt. Sheeba N.H. | sd/ |
| 11. Smt. Jeena P.M. | sd/ |
| 12. Dr K.M. Mohammed Nasser | sd/ |
| 13. Dr.Ajims P Mohammed | sd/- |

RESOLUTIONS

- A live demo on quality process implementation and submission was held after which the following resolutions were taken
 - i. To provide username and password for data entry to all teaching staff.
 - ii. To add extra entries according to the institutional requirements (customizing) on to the existing template
 - It was decided that annual reports of NSS and NCC will be compiled to facilitate the AQAR preparation of 2016-17
 - Academic audit which was half way in the previous year will be completed in 20 days.
 - Discussion on departmental level requirements and dearth of supporting staff was put up in the meeting.
 - Steps for library digitization will be implemented within minimum possible time.
- The meeting came to an end at 2.15PM

Co-ordinator

Principal

II. PROCEEDINGS OF THE IQAC MEETING HELD ON 17-08-2017 IN PRINCIPAL'S CHAMBER

TIME: 11.30 am

AGENDA:

1. Discussion on Revised SSR & QIF (revised)
2. Progress of rain water harvesting and solar power plant installation
3. Collection of PTA feedback.

MEMBERS PRESENT

1. Dr Kesavan K. sd/
2. Dr Muralikrishnan T.R. sd/
3. Dr V.R. Jayalakshmi sd/
4. Smt. Sheeba N.H. sd/
5. Smt. Veenalakshmi U.R. sd/
6. Smt. Reena Mohammed P.M. sd
7. Smt. Jeena P.M. sd/
8. Dr Mohammed Nasser sd/
9. Dr K.P. Sumedhan sd/
10. Dr Sumesh A.S. sd/

RESOLUTIONS

- The salient features of the revised NAAC format were put forward in the meeting. It was decided that a power point presentation will be done to acquaint teachers with the same after thorough study by the core team.
- Principal informed the members about the status of rain water harvesting mechanism and solar power plant installation.
- Decided to collect PTA feedback in General PTA meeting.

Co-ordinator

Principal

III. PROCEEDINGS OF THE IQAC MEETING HELD ON 12-10-2017 IN CONFERENCE ROOM

TIME: 2.30 pm

AGENDA:

1. Discussion on 2017-18 Gramika
2. Review of academic monitoring of odd semester
3. Status review of academic audit
4. Discussion on AISHE (submitted data)

MEMBERS PRESENT

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|-----------------------------|-----|
| 1. Dr Kesavan K. | sd/ |
| 2. Dr Muralikrishnan T.R. | sd/ |
| 3. Dr V.R. Jayalekshmi | sd/ |
| 4. Smt. Sheeba N.H. | sd/ |
| 5. Smt. Veenalekshmi U.R. | sd/ |
| 6. Smt. Reena Mohammed P.M. | sd |
| 7. Smt. Jeena P.M. | sd/ |
| 8. Dr Mohammed Nasser | sd/ |
| 9. Dr K.P. Sumedhan | sd/ |
| 10. Dr Sumesh A.S. | sd |

RESOLUTIONS

- The modus operandi of GRAMIKA 2017-18 to be conducted in February was discussed.
It was decided to follow the same pattern as previous year.
- Discussion and review of academic monitoring committee activities were held in the meeting. Principal opined that direct interaction of the monitoring committee with students is desirable and may be followed if required.
- Academic audit scores were discussed
- The hard copy of AISHE report was tabled and evaluated.

Co-ordinator

Principal

IV. PROCEEDINGS OF THE IQAC MEETING HELD ON 05-12-2017 IN CONFERENCE ROOM

TIME: 3.30 pm

AGENDA

1. Assessment of meeting minutes of departments on GRAMIKA 2017-18
2. Review and future plans for teacher training programmes.
3. Discussion on eco-friendly measures to be taken.
4. Library Improvement
5. NIRF Participation – discussion and review.

MEMBERS PRESENT

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|-----------------------------|-----|
| 1. Dr Kesavan K. | sd/ |
| 2. Dr Muralikrishnan T.R. | sd/ |
| 3. Dr V.R. Jayalekshmi | sd/ |
| 4. Smt. Sheeba N.H. | sd/ |
| 5. Smt. Veenalekshmi U.R. | sd/ |
| 6. Smt. Reena Mohammed P.M. | sd |
| 7. Smt. Jeena P.M. | sd/ |
| 8. Dr Mohammed Nasser | sd/ |
| 9. Dr K.P. Sumedhan | sd/ |

RESOLUTIONS

- Department level programmes to be undertaken for GRAMIKA were discussed.
- It was decided that two teacher orientation programmes will be organised for the teaching staff at institutional level.
- The eco - friendly measures to be undertaken by the college was discussed in the meeting.
- It was decided that steps will be taken to enhance the level and quality of library resources.
- Details regarding NIRF participation were explained by the NIRF Nodal Officer (Dr. Muralikrishnan T R) and Dr. Kesavan K (IQAC Co-ordinator). Decided to finalise the upload in the first week of December.

Co-ordinator**Principal**

**V. PROCEEDINGS OF THE IQAC MEETING HELD ON 16-02-2018 IN
SEMINAR HALL**

TIME: 11.30 am**AGENDA**

1. Status of subcommittee reports
2. Conduct of IPR seminar
3. Document Digitisation initiatives

MEMBERS PRESENT

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|---------------------------|-----|
| 1. Dr Kesavan K. | sd/ |
| 2. Dr Muralikrishnan T.R. | sd/ |
| 3. Dr A.S. Sumesh | sd/ |
| 4. Dr Mohammed Nasser | sd/ |
| 5. Dhanya K. | sd/ |
| 6. Reena Mohammed | sd/ |
| 7. Sheeba N.H. | sd/ |
| 8. Dr K.P. Sumedhan | sd/ |
| 9. Dr V.R. Jayalekshmi | sd/ |
| 10. Veenalekshmi U.R. | sd/ |
| 11. Dr Ajims P. Mohammed | sd/ |

RESOLUTIONS

- The dates for presentation of recorded data by NAAC subcommittees were decided.
- Curricular Aspects – 26 Feb FN 11.30am
- Teaching learning and Evaluation – 27 Feb FN 11.30 am

- Research, Innovation and Extension – 26 Feb AN 2.30 pm
- Infrastructure – 28 Feb FN
- Student Support – 28 Feb AN
- Governance and Leadership - 1 March FN
- Institutional Values – 1 March AN
- Decided to conduct a seminar on Intellectual Property Rights.
- A list of documents (soft copies) required for IQA and SSR uploading is to be prepared.

Co-ordinator

Principal

VI. PROCEEDINGS OF THE IQAC MEETING HELD ON 26-03-2018 IN CONFERENCE ROOM

TIME: 3.30 PM

AGENDA

1. Review of Club and Cell reports.
2. Discussion on action plan preparation for 2018-19.
3. Review of SSR work progress.
4. Introduction of LMS and online internal examinations.

MEMBERS PRESENT

- | | |
|---------------------------|------|
| 1. Dhanya K. | sd/ |
| 2. Dr A.S. Sumesh | sd/ |
| 3. Dr K.P. Sumedhan | sd/ |
| 4. Dr Kesavan K. | sd/ |
| 5. Dr Mohammed Nasser | sd/ |
| 6. Dr Muralikrishnan T.R. | sd/ |
| 7. Dr V.R. Jayalekshmi | sd/ |
| 8. Reena Mohammed | sd/ |
| 9. Sheeba N.H. | sd/ |
| 10. Veenalekshmi U.R. | sd/ |
| 11. Dr Ajims P. Mohammed | sd/ |
| 12. Jb. K M Abdul Salam | sd/- |

RESOLUTIONS

- Review of annual reports of cell/club activities was undertaken. The sitting arrived at a conclusion that programmes focused on drug abuse and entrepreneurship development are to be strengthened. Activities of Career Guidance Cell were not satisfactory. Also cells need to be reconstituted as per new guidelines of GoI.
- Areas of emphasis for coming year's action plan of IQAC were discussed. IPR and Research need more attention.
- SSR works need more focus and clarity on quantitative and qualitative metrics. So also feedback mechanisms need a restructuring.

- Research funding agencies (other than UGC) for different subject areas are to be identified.
- Decided to introduce LMS as a modern tool of teaching, learning and evaluation.

Co-ordinator

Principal