

IQAC Meetings Report 2018-19

Date	Meeting	Agenda	Action Taken
08.06.2018	Meeting with the teaching staff, Principal and Admission Nodal Officer	<ul style="list-style-type: none"> ● Allocation of duties and responsibilities ● Admission 	<ul style="list-style-type: none"> ● Allotted duties and responsibilities among teaching staff ● Evaluated the performance of last year ● Academic Calendar prepared ● Appointed a college level Nodal officer for P.G. and U.G. admission
22.06.2018	Meeting of teaching staff	<ul style="list-style-type: none"> ● Admission for 2018-19 ● Discussion on guidelines circulated ● Website updation 	<ul style="list-style-type: none"> ● Website updated and relevant information about all stakeholders were uploaded ● Detailed procedure for admission was prepared by the Nodal officer in accordance with university guidelines
02.07.2018	Meeting of teaching staff	<ul style="list-style-type: none"> ● Criterion wise discussion ● Uniform for students 	<ul style="list-style-type: none"> ● AAA Report and Self Appraisal Reports for the last year were submitted by all the Departments
19.07.2018	Meeting of teaching staff	<ul style="list-style-type: none"> ● Plan of Action ● Submission of Criterion reports ● Attendance 	<ul style="list-style-type: none"> ● Started the Preparation of Academic master plan ● Submitted Criterion reports by all the Departments ● Introduced punching system for P.G. students
27.07.2018	Meeting of teaching staff	<ul style="list-style-type: none"> ● Finalization of Academic and College Master Plan 	<ul style="list-style-type: none"> ● Academic master plan prepared ● Started the preparation of AQAR 2018-19

		<ul style="list-style-type: none"> • Preparation of AQAR 	
25.09.2018	Meeting of the IQAC core committee with the MLA and Municipal Chairperson	<ul style="list-style-type: none"> • III Cycle Accreditation 	<ul style="list-style-type: none"> • Discussed the current status of III Cycle Accreditation process with MLA
25.09.2018	Meeting of the IQAC core committee with the Hon. Vice Chancellor of Kannur University	<ul style="list-style-type: none"> • III Cycle Accreditation 	<ul style="list-style-type: none"> • Discussed the current status of III Cycle Accreditation process with Hon. Vice Chancellor of Kannur University
16.10.2018	Meeting of teaching staff	<ul style="list-style-type: none"> • Profile updation and preparation of self appraisal report by teachers • Discussion on IIQA and Accreditation 	<ul style="list-style-type: none"> • Updated teacher profile • Started the preparation of IIQA
04.12.2018	Meeting of the IQAC core committee	<ul style="list-style-type: none"> • Submission of IIQA • SSR Preparation and submission • Payment of accreditation fee 	<ul style="list-style-type: none"> • IIQA submitted • Prepared SSR as per the new manual •
11.12.2018	Meeting of Teacher IQAC	<ul style="list-style-type: none"> • Discussion on Criterion presentation 	<ul style="list-style-type: none"> • Decided to start criterion wise presentation from 11th January 2019
19.12.2018	Meeting of Heads of the Departments	<ul style="list-style-type: none"> • Discussion on Department level presentation 	<ul style="list-style-type: none"> • Decided to start Department level presentation from 8th February 2019

04.01.2019	Meeting of the IQAC core committee	<ul style="list-style-type: none"> • Presentation of Criterion 1 	<ul style="list-style-type: none"> • Discussions were held on Criterion 1 presentation
10.01.2019	Meeting of Mentors	<ul style="list-style-type: none"> • Discussion about Student Satisfaction Survey 	<ul style="list-style-type: none"> • Ensured the availability of Wi-Fi in the campus for successful completion of Student Satisfaction Survey
11.01.2019	Meeting of the IQAC core committee	<ul style="list-style-type: none"> • Presentation of Criterion 2 	<ul style="list-style-type: none"> • Discussions were held on Criterion 2 presentation
18.01.2019	Meeting of the IQAC core committee	<ul style="list-style-type: none"> • Presentation of Criterion 3 	<ul style="list-style-type: none"> • Discussions were held on Criterion 3 presentation
25.01.2019	Meeting of the IQAC core committee	<ul style="list-style-type: none"> • Presentation of Criterion 4 	<ul style="list-style-type: none"> • Discussions were held on Criterion 4 presentation
01.02.2019	Meeting of the IQAC core committee	<ul style="list-style-type: none"> • Presentation of Criterion 5 	<ul style="list-style-type: none"> • Discussions were held on Criterion 5 presentation

12.10.20

Meeting of the IQAC Working Committee

Agenda:

1. Preparation of AQAR 2018-19
2. Discussion of Academic calendar.
3. Any other matters

Members Present:

- | | | |
|---|-------------------------|----------------|
| 1 | Linnet Rose J | <u>Linnet</u> |
| 2 | Biny Joseph | <u>Biny</u> |
| 3 | Rajitha Xavier | <u>Rajitha</u> |
| 4 | Sijo A.K. | <u>Sijo</u> |
| 5 | Toby K. Joseph | <u>Toby</u> |
| 6 | Ramya Krishnan M | <u>Ramya</u> |
| 7 | Dr. Maria Martin Joseph | <u>Maria</u> |

Decisions Taken:

1. Decided to complete the preparation of AQAR 2018-19 by October 2020. For this the following time schedule is fixed

<u>Name of the Teacher</u>	<u>Criterion</u>	<u>Date</u>
Ms. Rajitha Xavier	I	12-10-20
Mr. Toby K. Joseph	II	12-10-20
Ms. Biny Joseph	VI	13-10-20
Mr. Sijo A.K.	III & IV	14-10-20
Ms. Linnet Rose J	V	15-10-20
Ms. Lisha A.	VII	16-10-20

2. Decided to monitor the activities of every department in connection with the preparation of academic calendar

3 Decided to collect the ~~activities~~ activity details ~~for~~ for the last months from each faculty.

23-11-20

Meeting of IQAC Core Committee
venue - Principal's Office

- Agenda :
- 1) Academic and Administrative Audit
 - a) Academic Calendar
 - b) Revised AQAR
 - 2) Submission of AQAR 2018-19
 - 3) Any other matters

Members Present :

- 1) Shreem Rose ghad
- 2) Tomy K Joseph I
- 3) Joey Joseph Il m
- 4) Anish Chacko Anesh
- 5) Bitan Jox m
- 6) Dr. Ramya Krishnan M. B

Decisions Taken

1. Academic and Administrative Audit will be conducted by the Principal with the help of IQAC in each year. AAA by an external authority is to be done once in three years.
2. It is decided to communicate ~~or~~ complete superactivity details of each teacher on the last working day of each month and communicate the same with ~~to~~ all the faculty members.
3. Decided to prepare a google sheet based on revised AQAR and circulate the same

with all teachers.

4- Decided to upload the AQAR 2018-2019 on or before 31st December 2020.

Admission
23/11/20

24.11.20

Meeting of Departments (Chemistry, Physics & Zoology)

venue: Principal's office

Agenda:

1. Academic and Administrative Audit (AAA)
2. Academic Calendar
3. Categorisation of students based on bridge course
4. Best Practices and Extension Activities,

Members Present

1. Linet Rose J
2. Mercy Ignatius
3. Binay Joseph
4. Prince Philip
5. Sijo. A. K.
6. Nishmala Borgis
7. Rajeev
8. Ranga Krishnan M.

Principal
Prof
Binay Joseph
Prince Philip
Nishmala Borgis
Rajeev
Ranga Krishnan M.

Decisions Taken

1. It is decided to give the list of documents to each department for the purpose of AAA.
2. Decided to categorise the students based on bridge course only after spot admissions.
3. ~~Each~~ ^{Each} department has to identify a best practice and their own extension activities.
4. Each department has to take initiative,

to contact their previous students for
completing ~~and~~ Alumni registration process.

Katrina

27.11.20

Meeting of Department (Computer Science and Mathematics)

venue : Principal's office

Agenda:

1. Academic and Administrative Audit
2. Academic Calendar
3. Categorisation of students based on bridge course
4. Best practices and Extension Activities

Members Present:

- | | |
|---------------------|---------------|
| 1. Bindhu K. Thomas | <u>Bindhu</u> |
| 2. Jisha T E | <u>Jisha</u> |
| 3. Lisha A | <u>Lisha</u> |
| 4. Sabu O. V. | <u>Sabu</u> |
| 5. Thomas Monoth | <u>Thomas</u> |
| 6. Binoy Joseph | <u>Binoy</u> |
| 7. Geethe Antony | <u>Geethe</u> |
| 8. Ranga Krishnan M | <u>Ranga</u> |

Decisions Taken

1. Discussed ~~about~~ the documents to be kept by each department for ~~the~~ ~~past~~ conducting academic and administrative audit.
2. Decided to categorise the first year students on the basis of various parameters and record the ~~the~~ activities conducted for slow learners.
3. Decided to accelerate the Alumni

Legislation process.

Prerequisite

Meeting of Department (English)

Venue: Principal's Office

Agenda:

1. Academic and Administrative Audit
2. Academic Calendar
3. Categorisation of students
4. Best Practices and Extension activities

Members Present

- | | | |
|---|-------------------|------------|
| 1 | Panga Krishnan M. | <u>PK</u> |
| 2 | Toby K Joseph | |
| 3 | George Thomas | <u>GT</u> |
| 4 | Rakesh Kalia | <u>RK</u> |
| 5 | Joseph K J | <u>JKJ</u> |
| 6 | Amritha Mardi | <u>AM</u> |

Decisions taken

1. Decided to provide the list of documents to be maintained by the department for facilitating academic and administrative audit.
2. Decided to accelerate the Alumni Registration process. It is decided to ~~also~~ keep accounts of the contributions from alumni on department basis and the respective departments can spend ~~the~~ 85% of their total amount for the benefit of their students.
3. Decided to categorise the first year

Students after the completion of bridge
course on the basis of various parameters.

Assignment

19.01.21

Meeting of Internal Audit Committee

Venue: IQAC Room

Agenda:

1. Internal Audit

Members Present

1. Regi^o Francis Regi
2. Sindhu K. Thomas Sindhu
3. Joy Joseph Joy

Decision Taken:

1. It is decided to conduct an internal audit before 15th March 2021 and submit the report of the same before 31st March.

S
Dr. Ranjya Keshavan M.
IQAC Co-ordinator

01.02.2021

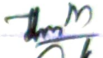




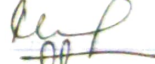


Meeting of the Heads of the Department

Venue: IQAC Office

Agenda:

1. Alumni Meeting
2. Certificate Programmes and value added Programmes

Members Present:

1	Regi Funnus	H-D Commerce	
2	Binoj Joseph.	for H-D Mathematics	
3	Linet Rose J	Chemistry	
4	Jisha T E	for H-D CS	
5	Sp. A. K.	physics	
6	Henry Ignatius	Zoology	
7	George Thomas	English	
8	Saba O. V	Comp. Sc.	

Decisions Taken

1. It is decided to convene departmentwise Alumni meetings and nominate four representatives from each department to the executive body of the Alumni Association. The names of the representatives is to be submitted to the IQAC within one month.
2. Details of certificate programmes and value added programmes are offered by each department are also to be submitted in the IQAC as

early as possible. It is also decided to start certificate ~~and~~ ~~a~~ programmes and value added programmes by departments if they are not yet started.

By

Dr. Ramya Keshwan M.
IQAC Coordinator

09.02.21

Meeting of Committee for Website Management

venue: IQAC office

Agenda:

1. Website updation
2. Social media updation

Members Present

1. Bibin Jose
2. Somio K. Jay
3. M. Dhanu Shaji

M
~~Jose~~
JA

Decisions Taken

1. It is decided to update the social media accounts of the college (Facebook, Instagram pages) regularly. It is also decided to create a WhatsApp group of Social Media Committee and IQAC coordinators for better communication of various events.

S
Dr. Ranjan Keshwan M.
IQAC Co-ordinator

27.02.21

Meeting of Assistant Professors who have applied for their placement

Venue: IQAC office

Agenda:

1. Self Submission of self Appraisal Report (PBAS proforma for promotion under CAS)

Members Present

1. Regn^o Francis
2. Rajitha Xavier
3. Sindhu K. Thomas
4. Lisha A
5. Biton Sue
6. Sabu D. J
7. Toby K Joseph

Thm^o
R
Sindhu
Lisha
Sue
Sabu
Toby

Decisions Taken

It is decided to prepare self appraisal report in PBAS format for promotion under CAS by each teacher who have applied for their placement and submit the same along with necessary documents in the IQAC on or before 15th March 2021.

S
 Dr. Ranga Krishnan M
 IQAC - Co. ordinators

09-03-21

Meeting of First year Student IQAC MembersVenue: ~~Principal's Office~~Agenda :

1. NAAC - General Introduction
2. Forming of Whats App group

Members present

- | | | |
|----|-----------------------|-------------------|
| 1 | Jeeshma P.G. | <u>Jeeshma</u> |
| 2 | CHANDANA.N | <u>Chandu</u> |
| 3 | ADARSH CHACKO | <u>Adarsh</u> |
| 4 | Niveditha.A | <u>Niveditha</u> |
| 5 | Diya shajith K | <u>Diya</u> |
| 6 | Abhishek Antony | <u>Abhishek</u> |
| 7 | Harthik Shaji George | <u>Harthik</u> |
| 8 | Benly P. Vinod | <u>Benly</u> |
| 9 | Nandana.B.K | <u>Nandana</u> |
| 10 | ABHISITHA T.S | <u>Abhisitha</u> |
| 11 | Krishna Vishal | <u>Krishna</u> |
| 12 | Krishna priya.P | <u>Krishna</u> |
| 13 | JACK.V. JOHNSON | <u>Jack</u> |
| 14 | Navya lakshmi | <u>Navya</u> |
| 15 | Jithamanyu.M.P | <u>Jithamanyu</u> |
| 16 | Sandra Francis | <u>Sandra</u> |
| 17 | Dr. Lanya Keishman M. | <u>Lanya</u> |

Decisions Taken :General Introduction

A general introduction about NAAC and its assessment was given by the Principal. He emphasized the need for quality enhancement in higher education.