

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

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

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