

Minutes of the meeting of IQAC executive members held at Seminar Hall on 9/5/2016.

Agenda:

- x Evaluation of NAAC Accreditation
- * Future Plan
- * Other matters.

Members Present:

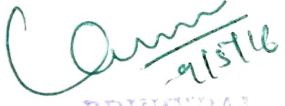
- 1) Dr. N.K. Sajeew Kumar NAAC NAAC
- 2) Dr. B. Sreekumar Malayalam Bhs
3. Sunitha S Sanskrit SS
4. Sarita G English SG
5. Dhanush D M Geography D
6. Jays A.S. Jays
7. Dr. SABEEN H M IQAC HB

The meeting started at 11.30am. Principal welcome the members and express the gratitude to all the members for rendering their timely help for the successful completion of the NAAC visit. The committee took the following decisions.

- 1) IQAC to prepare the AQAR along with NAAC committee and submit the same to NAAC every year.
- 2) Plan of the academic year to be charted during the first week of June and evaluation to be carried out during March every year.
- 3) Proposals for new courses to be submitted.

- 4) Research activity to be enhanced and departments to be upgraded to research depts
- 5) Extension activity to be promoted by all departments.
- 6) IQAC to assist RUSA committee to prepare the Detailed Project Report.
- 7) KSIDC assistance of Rs 5,00,000/- (5-lakhs) to be utilised to setup the incubation centre.
- 8) Infrastructure enhancement to be enhanced by initiating action for the construction of B, C, D & E blocks.
- 9) Title deed of the College to be obtained from the University of Kerala.

The meeting came to an end at 12.35pm.


PRINCIPAL
Government College
Kariavattom-Tvm.

Minutes of the meeting of members of executive committee of IQAC held at seminar hall on 16.03.2016.

Agenda:

- NAAC Visit.
- Other items.

Members Present:

- 1) Dr. B. Sreekumar Malayalam Bhs Bhs
- 2) Sarita G English Yg
- 3) Dr. N. K. Sajeekumar NAAC Naac
4. Sunitha S Sanskrit Ss
5. Dhanush. D. M Geography D
6. Jags. A. S. History Jags
7. Dr. Sabeen-H M IQAC MB
8. Dr. B. Umikrishnan Nari Coin

The meeting started at 2.00pm. Principal informed the committee about the preparations undertaken for the NAAC team visit scheduled from 21-23rd March 2016. All the members were assigned duties in various committees in connection with NAAC visit in such a way that atleast one member assists in each committee. The IQAC Coordinator is directed to monitor all the committees. The following

decisions were also taken in the wake of the visit.

- Powerpoint presentation regarding the activities of each dept. to be obtained from the HOD's on or before 18/3/16 and the final powerpoint presentation for the Principal to present before the NAAC team to be prepared at the earliest.
- NCC teams to give guard of honour to the NAAC team on their arrival at college.
- Selected NSS volunteers to be assigned duties at each dept. and laboratories to assist the teachers.
- Arrangements to be made to receive the team at the Airport in the leadership of Vice-Principal.
- Directions to be given to the alumni and PTA members regarding the NAAC visit.
- Representative students to be selected for the interaction with the NAAC team.
- Cultural Events to highlight the students talent to be organised to entertain the NAAC team after their visit.
- Reports to be obtained from each clubs/cells.
- Seminar Hall to be arranged for the Exit meeting of the NAAC visit.
- Documentation of the visit to be carried out in photo and videos.

The meeting came to and end at 3:40pm.


16/3/2016
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