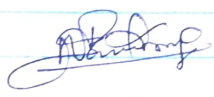
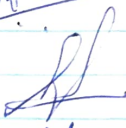
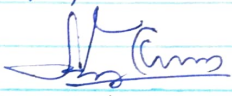
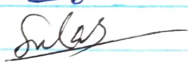
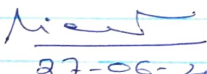
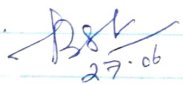
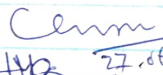
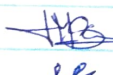


Minutes of the meeting held at 11:00am on 27.6.2016 at the Seminar Hall.

Agenda:

- 1) Discussion regarding the functioning
- 2) Fund utilization.
- 3) Other matters

Members Present:

1. Dr. NANDAKUMAR. D  
(Rtd. Assoc. Prof in Geography) 
2. Smt. S. KUMAR  
Head Accountant 
3. SREEN. S  
(Assistant Professor in Computer Science) 
4. A. S. Janga  
Asso. Prof in Physics 
5. Sreela. S Asso. Prof. in Physics 
6. Dr. N. K. Sajee Kumar  
Assistant professor in Statistics   
27-06-2016
7. Dr. B. Sree Kumar PTA Secretary.   
Associate Professor 27.06
8. Dr. B. Umilleshwar Nair  
Vice Principal   
27.06.16
9. Dr. Sabeen. H. M. Coordinator 
10. Smt. Sarita. G. 
11. Sumtha S. 

The meeting started at 11:00 am chaired by Dr. Ramduluri S, Principal of the College. The chair introduced the nominated members of the IQAC. Principal insist the importance of the activities of IQAC in connection with the overall development of the College. Also she invite the IQAC Coordinator, Dr. Sabeen. H. M for explaining the present activities and contributions to the recently held NAAC visit.

Coordinator informed that an IQAC committee has been constituted on 16.3.2016 and decided to function as per guidelines stipulated by University Grants Commission. He illustrates the observations made by the Peer-team members of NAAC. He explained the strength and weakness of our college on the view point of NAAC team. After a detailed discussion in the meeting, the following suggestions/dec. were taken for the future development of the college.

1. Research activities, extension activities have to be improved. For that, the existing departments should be raised to the research departments and each dept. should take extension activities. Detailed proposals regarding extension activity should be submitted by every existing departments at the earliest. Starting of new post-graduate and under-graduate courses to be given more importance and to take follow-up action for the already verified and recommended courses.
2. For measuring the quality of education system, the evaluation feed back from students and parents should be obtained periodically.
3. Awareness should be given to the students about the anti-ragging, anti drug usage, anti. social activities, etc.
4. Tutors should maintain daily attendance and consolidated monthly attendance should be forwarded to the office of the IQAC coordinator by the H.O.D's before 8th of every month.
5. Academic performance of students viz, ranks, Individual achievements, jobs, eminent persons, alumni details, etc should be intimated to the IQAC coordinator at the proper time with evidents - documents/certificates/new daily cuttings/proofs.

6. All teachers should handover a copy of the articles (if any) published and the certificate of participation in various inservice programmes to the IQAC and be informed to the office of IQAC before relieving for the same.

7. The seed money (Rs 3 lakhs) for IQAC already allotted during the financial year 2013-14 from the UGC to establish IQAC at the college has not yet been utilized due to technical reasons. Now the newly formulated committee has initiated to utilize the seed money after intimating UGC through letters. In connection with that, Vice-Principal made a telephonic discussion with the Accounts Officer, Regional Office of the UGC, Bangalore and obtained consent to utilize the amount as per IQAC guidelines before the end of UGC XII<sup>th</sup> plan ending by March 2017.

In this occasion this committee has decided to use the sanctioned amount as per the norms in the letter no. IQAC/2013-14/UGC-SWRD/KL dtd. 17.3.14.

- (i) It is decided that honorarium to be utilized from the date of constitution of the new committee.
- (ii) Office equipment amount to be utilized to purchase Office table, chair, storage rack, Almira, Projector
- (iii) ICT communication expenses for the purchase of computer, storage device, multipurpose printer
- (iv) Contingencies fund to obtain Office stationaries - paper, file folders, spiral binder.  
Purchase of the items to be carried out through either rate contract for competitive quotations.  
The meeting concluded at 01:30 pm.

Ramneesh  
27/6/16

*Ramugadek*  
27/6/2016.  
PRINCIPAL  
Government College  
Kariavattom-Tvm.

The meeting started at 11:00am. Principal welcome the participants followed by an evaluation of the previous meeting. The principal informed the committee about the followup actions taken by the PTA for the starting of new courses in way of submitting memorandum to the Education minister and local M.L.A. Also the departments are directed to take up extension activities. The committee expressed their satisfaction for the various awareness classes conducted during the academic year. The committee approved the utilization of seed money for the purchase of office table, chairs (4 nos), Desktop computer and Projector. The committee also decided to utilize the

amount in the item stationeries of the seed money for the purchase of a multipurpose printer, and external storage device (2TB) and a multifunctional spiral binder/lamination machine and the balance amount for the purchase of office stationery items to the IQAC.

Evaluation of the academic progress of the college was carried out and the committee has decided to use a software to register the students attendance, the exam results and the feed back.

In order to get an effective updation of the data using the software, the committee decided to host the software through a website domain. On discussion the committee come to the conclusion that the college official website domain can be utilized for the purpose and thus the duplication of expenditure for the domain registration can be avoided.

The committee noticed that the amount in the subitem "Hiring of services" in the sanctioned seed money of the XII<sup>th</sup> plan was not yet utilized. Hence it was decided to utilize this amount urgently for the software development, its linkage to the website domain and the renewal of the college official website, subject to the availability of amount.

The committee also decided to include the RUSA Coordinator and the Student Staff Advisor of the college as members of the college, IQAC committee.

The meeting concluded at 1:10 pm.



22/12/17  
Government College  
Kariavattom-Tvm.