

Minutes of the meeting held at Incubation Centre
on 01.08.2017, 12:30 pm.

Agenda: 1. Planning of activities for the year 2017-18.
2. Other matters.

Members Present:

- | | | | |
|-----|---------------------|-------------------------------|----------|
| 1. | Dr. B. Umaprakashan | | 3. |
| 2. | Dr. S. Baiju | NSS Programme Officer | 6.25 |
| 3. | Shirana | | Ben |
| 4. | Dr. Prabhat V. I | PTA | 2.45 |
| 5. | Seemitha S. | Convenor, Grievance Redressal | Seemitha |
| 6. | Holly Bose R | UGC Nodal Officer | Thru |
| 7. | Dr. Sabreen H.M | IQAC Coordinator | THS |
| 8. | Dr. Radhika A | Service Club Convenor | Dr. |
| 9. | ANANDH MOHAN | UNION CHAIRMAN | Chandra |
| 10. | Sheeba L | Head Librarian | Sheeba |

The meeting started at 12:30 pm. IQAC coordinator Dr. H.M. Sabreen welcome the participants and Dr. B. Umaprakashan, principal in charge addressed them. The meeting analyzed the strength and weakness of the college and in view of the comments of the last NAAC visit.

The meeting decided to enhance the research activities and extension activities internet access and library facilities to improve the academic performance. Moreover a training to be given to the staff (both teaching and non-teaching) to familiarize with the changes in the higher Education sector.

The meeting also decided to improve the student support service and campus placement activities.

The meeting concluded 2:10 pm.

Chairman
THS

A Training Programme on "Educate to Innovate - A Paradigm Shift in Higher Education"

Date: 27.11.2017 10 AM
 Venue: Seminar Hall, Govt College, Kottavattom
 Inauguration by: Dr. A.S. Jaya IAS
 Director, Collegiate Education, Govt of Kerala.
 Inauguration by: Dr. Aravind S.G. Asst. Dir., DC School of Management
 Session - I - Training for Teaching Staff

- Members present:
1. Dr. Sabarwal H.M., Asst. Prof. of Geology
 2. Smitha D.G., Asst. Prof. of Botany
 3. Dr. Jayaraman V., Asst. Prof. of Entomology
 4. Saurabh G., Asst. Prof. of English
 5. Harsh Vignay, Asst. Prof. of Mathematics
 6. A.S. Jaya, Associate Prof. in Physics
 7. Kumaraswamy K., Asst. Professor in Chemistry
 8. Jolly, Bina R., Asst. Prof. of Physics
 9. Aswath Prasad K., Asst. Prof. (Chemistry)
 10. Jayaraman V.S., Asst. Professor Zoology
 11. Dr. Sankaranarayanan S., Asst. Prof. in Chemistry
 12. Dr. Aravind S.G., Asst. Prof. in Chemistry
 13. Bernitha S., Asst. Professor in Sanskrit
 14. Jeyaraj K., Asst. Prof. in Botany
 15. Dr. Panya R., Asst. Professor in Computer Science
 16. Vellayutha M., Asst. Professor of Computer Science
 17. Anitha S., Asst. Professor in Computer Science
 18. Anitha S., Asst. Professor in Computer Science
 19. Dr. Xavier G., Asst. Prof. of Physical Education
 20. Dr. Koban P., Asst. Prof. Biochemistry
 21. Ravi K., Asst. Prof. in Chemistry
 22. Dr. S. Banya, Asst. Professor in Mathematics
 23. Dr. Anu M., Asst. Professor, Dept. Zoology
 24. Susha Priya, Guest Lecturer, Dept. of Geography
 25. Dr. P.K. Sathya, Guest Lecturer, Dept. of Geography
 26. Dr. K. Rajan, Asst. Prof. of Chemistry
 27. Asha S., Asst. Professor, Dept. of Chemistry
 28. Krishna M., Asst. Prof., Dept. of Computer Science
 29. Sureshkumar V.K., Guest Lecturer, Dept. of Computer Science
 30. Dr. Sini V., Asst. Prof., Dept. of Biochemistry

31. Mrs. Elizabeth Mathew, Asst. Prof. in Computer Science
32. Suresh S., Asst. Prof. in Computer Science
33. Dr. M. S. Sajjanam, Asst. Professor in Statistics
34. Suresh S., Asst. Professor in Physics
35. Lekshmy R., Asst. Prof. in Chemistry
36. Dr. Panya V., Asst. Prof. in Tamil
37. Deepthi I. Nair, Asst. Prof. in Physics
38. Dr. Jeyaraj P., Asst. Prof. in Mathematics
39. Dr. Anne Philip, Asst. Professor in Statistics
40. Anjana V., Asst. Professor in Statistics
41. Dr. Rakesh Balagopal, Asst. Professor in Hindi
42. Dr. Banya C.R., Asst. Prof. Biochemistry
43. Dr. Radhika A., Asst. Prof. in Biochemistry
44. Dr. A. Supriya, Asst. Prof. in Chemistry

Session - II - Training for Non-Teaching Staff.

1. Shams I.B., Librarian
2. Sheena M., St. Clerk
3. Sathya S., "
4. Shantha A., "
5. Sheeba L., Head Stenographer
6. Sudheer A., Attender
7. Suresh S., "
8. Suresh S., "
9. Ananth B., Clerk
10. Sajin S., Attender
11. Manu M., "
12. Vinod S., "
13. Anitha P., "
14. Myra A., Asst. Grade pay
15. Vinod B., Attender
16. Suresh V., Asst. Prof.
17. Cristiana D., "
18. Suresh P., "
19. Sashalekshmi V., "
20. Rekha S., Other staff

in various art competitions and in the sports and games competitions to be held by various organizations.

- 10. The self appraisal report of the teachers to be submitted before 31st of December.
- 11. The report of activity of the Department to be given before 21st of December.

The meeting concluded at 10:00 PM.

[Signature]
Principal

Coordinate - BAC



Minutes of the West Committee Meeting held at
Hesperia on 05.01.2012 & Seminar Hall

Agenda

- Preparing for state examination
-

Members Present

1. Dr. P. R. Prasad	West Committee Coordinator	<i>[Signature]</i>
2. B. Venkateshwar Reddy	Principal	<i>[Signature]</i>
3. Dr. Prabha P. P.	Broachanthy	<i>[Signature]</i>
4. Anitha Prasad K.	IC	<i>[Signature]</i>
5. Dr. S. S. S.	English	<i>[Signature]</i>
6. Dr. S. S. S.	Mathematics	<i>[Signature]</i>
7. Dr. S. S. S.	Physical Education	<i>[Signature]</i>
8. Reese R. S.	Geography	<i>[Signature]</i>
9. Dr. R. S. S.	Unlabeled	<i>[Signature]</i>
10. Dr. S. S. S.	Arabic	<i>[Signature]</i>
11. Dr. S. S. S.	Tamil	<i>[Signature]</i>
12. Anandhi Akhok	French	<i>[Signature]</i>
13. Lakshmi R. K.	Industrial Chemistry	<i>[Signature]</i>
14. Dr. S. S. S.	Computer Science	<i>[Signature]</i>
15. Dr. S. S. S.	Computer Science	<i>[Signature]</i>
16. Dr. S. S. S.	Computer Science	<i>[Signature]</i>
17. Anandhi Akhok	Statistics	<i>[Signature]</i>
18. Dr. S. S. S.	Physics	<i>[Signature]</i>
19. Dr. S. S. S.	English	<i>[Signature]</i>
20. Dr. S. S. S.	English	<i>[Signature]</i>
21. Dr. S. S. S.	English	<i>[Signature]</i>
22. Dr. S. S. S.	English	<i>[Signature]</i>
23. Dr. S. S. S.	English	<i>[Signature]</i>
24. Dr. S. S. S.	English	<i>[Signature]</i>
25. Dr. S. S. S.	English	<i>[Signature]</i>
26. Dr. S. S. S.	English	<i>[Signature]</i>
27. Dr. S. S. S.	English	<i>[Signature]</i>
28. Dr. S. S. S.	English	<i>[Signature]</i>
29. Dr. S. S. S.	English	<i>[Signature]</i>

30	Smulha D. G.	Biology	<u>Smulha D. G.</u>
34	A. S. Jeyaraj	Physics	<u>A. S. Jeyaraj</u>
32	SAVITHA P	Zoology	<u>SAVITHA P</u>
36	Dr. Subram H. S.	15th. Cardiology	<u>Dr. Subram H. S.</u>
38	Dr. Ratcha. Balagopal	Hindi	<u>Dr. Ratcha. Balagopal</u>

Minutes of the NAAC NQAC Committee meeting
Held at 10-30 am of 10.11.2018.

Members present

1. Dr. T.K. Prasad (Convener)
2. Dr. Subramanian (IQAC Coordinator)
3. Sarita G. (English)
4. Sreela S. (Anglican)
5. Dr. Radhika A. (Biochemistry)
6. Dr. Jyoti P. (Microbiology)
7. Dr. Jyoti P. (English)
8. Rocio R.S. (Library)
9. Asst. Prof. P. S. (IC)

Agenda NAAC Initiatives

The meeting started at 10:30 am. NAAC Committee Convener, Dr. T.K. Prasad welcomed the committee members and informed the changes adopted by NAAC from July 2015 for the accreditation process of colleges. Moreover, the college is entering the Silver Jubilee Year of functioning. Hence, it is necessary to coordinate the programmes of the college in view of the above factors. IQAC Coordinator, Dr. Subramanian explained the remarks offered by the last visit of NAAC team. The SWOT analysis was discussed in detail and the following decisions were taken.

1. The result analysis to be done in view of the change of result pattern from grading to percentage.
2. Club activities to be activated by creating Department level clubs with Coordinators selected from final year.
3. Talent search of the students to be conducted at Department levels.
4. Extension activities of each Dept to be decided.

5. Remedial coaching of the students to be carried out.
6. Extension activity to be promoted by the teaching staff of various depth by taking classes for the students of nearby schools.
7. Statistics department to hold a statistical analysis workshop.
8. Biochemistry department to study the lifestyle diseases among the staff and to have a health card.
9. Physics dept to study about the energy consumption of the nearby residential area.
10. A series of seminars to be organised by the Language Departments.
11. Biochemistry dept to conduct the water analysis.
12. To bringout an academic journal of the college each year with the publications of the staff.
13. To obtain the feedback of the final year students for enhancing the placement drive.
14. A 'Sahayamini' to be formed to operate as a best practice of the college.

The meeting concluded at 12:50 pm.

Minutes of the IQAC Executive Committee held at Sommer Hall on 16.2.2019 at 10.30 am

Agenda:

- 1) Sashtrayan 2019
- 2) College Jubilee
- 3) Evaluation of plans proposed
- 4) Others

Members present		
1. Dr. S. J. George	Vice-Chairman	Dr. S. J. George
2. Dr. S. J. George	Chairman	Dr. S. J. George
3. Dr. S. J. George		Dr. S. J. George
4. Dr. S. J. George	Staff Club Secretary	Dr. S. J. George
5. Dr. S. J. George	Convenor, Governance Cell	Dr. S. J. George
6. Dr. S. J. George	Chairman, NSS	Dr. S. J. George
7. Dr. S. J. George	Nase - Contact	Dr. S. J. George
8. Dr. S. J. George	UGC Nodal Officer	Dr. S. J. George
9. Dr. S. J. George	PTA Secretary	Dr. S. J. George
10. Dr. S. J. George	Union Chairperson	Dr. S. J. George
11. Dr. S. J. George	IQAC - Coordinator	Dr. S. J. George
12. Dr. S. J. George	Alumni	Dr. S. J. George

explained to the committee. The committee took the following decisions to the smooth conduct of the expo.

- a) All departments are to be prompted to put up a stall in connection with their subjects.
- b) Posters and banners to be exhibited at various localities in and around Kariyattom for publicity.
- c) Brochure & notices to be given to the nearby educational institutions.
- d) Efforts to be made to incorporate allied external organisations to put up stalls & tables.
- e) A 'clean up the campus' to be organised with the support of NSS & NSS to set an ecofriendly pathway for the visitors.
- f) A layout of the exhibit stalls with name and location to be put up at the entrance.
- g) A venue to be given to perform the cultural programmes.
- h) To specially invite the peoples representatives of the area and the Director of Collegiate Education.

The meeting commenced at 10.30 am at Sommer Hall. The Principal Dr. S. J. George welcomed the members and gave a brief note on the matters to be discussed in the meeting. IQAC Coordinator, explained about the directions of the Collegiate Education to host the 'Sashtrayan 2019' Expo at educational institutions. The joint venture of exhibition by the Higher Education Dept. and Govt. of Kerala and the RUSA should reveal to the society, the academic facilities including laboratories availed in each educational institutions. The suggestions put forward in the college council was

The Principal informed the committee about the 25th year of establishment of our college. The committee decided to organise various programmes to commemorate the event. The programme to be scheduled by the Principal for the next academic year with a view of uplifting the college ambience. The inaugural function of the event to be carried out during the closing ceremony of the Sashtrayan programme.

The committee discussed the non-academic activities and suggested to complete the union activities well ahead of the semester examinations. The meeting concluded at 12.30 pm.