

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. Umamkeshwaran	<i>B.U.</i>
2.	Dr. S. Beju NSS Programme officer	<i>S.B.</i>
3.	Sienna	<i>Sienna</i>
4.	David Biju V. PTA	<i>David</i>
5.	Seeritha S. Convener, Grievance Redressal Committee	<i>Seeritha</i>
6.	Jolly Box R UGC Nodal Officer	<i>Jolly</i>
7.	Dr. Sabreen H.M IQAC Coordinator	<i>Sabreen</i>
8.	Dr. Radhika I Service Club Convener	<i>Radhika</i>
9.	ANANDAM MOHAN UNION CHAIRMAN	<i>Anandam</i>
10.	Shreya L Head Incharge	<i>Shreya</i>

The meeting started at 12.30 pm. IQAC coordinator Dr. H.M. Sabreen welcome the participants and Dr. B. Umamkeshwaran, 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 2.10pm.

Carthick

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

Date : 27.11.2017 10 am

Venue : Seminar Hall, Govt College, Kottayam

Inauguration by : Dr M S Jaya (AS
Deputy, Collegiate Education, Govt of Kerala
Chair : Dr Arunachal. Ant. Prof., DC School of Management
Session - I - Training for Teaching Staff
Members present :

1. Dr Sabreen H M, Asst. Prof. of Geology - ~~9846734423~~
2. Smitha D C, Asst. Prof. of Botany
3. Dr Jayapriya M, Asst. Prof. of Environmental Science
4. Savita G, Asst. Prof. of English
5. Harsha Varghese, Asst. Prof. of Mathematics
6. A S Jaya, Associate Prof. in Physics
7. Kumaresan K, Asst. Professor in Bio.
8. Tolly Bhar R, Asst. Professor in Biology
9. Aswath PESAPK, Asst. Prof. Chemistry
10. Jayaraman V. S, Asst. Professor Zoology
11. Dr Senthil Kumar, Asst. Prof. Chemistry
12. R. Rajitha, Asst. Prof. in Chemistry
13. Srinitha S, Asst. Professor in Sanskrit
14. Jayashree, Asst. Prof. in Botany
15. Dr Praveena R, Asst. Professor in Computer Science
16. Nithya N, Asst. Professor of Computer Science
17. Anju T L, Asst. Professor in Computer Science
18. Anus A, Asst. Teacher
19. Dr. Xavierine A, Dept. of Physical Education
20. Dr. Leeban P T, Asst. Prof. Biochemistry
21. Renuka R, Asst. Prof. in Geography
22. Dr S. Bayu, Asst. Professor in Mathematics
23. Dr. Aye N, Guest Lecturer, Dept. of Zoology
24. Smitha Sripad, Guest lecturer Dept. of Geography
25. Dr. M. Meena, Guest Lecturer, Dept. of English
26. Dr. Jayashree, Dept. of Chemistry
27. Asha S, Asst. Professor, Dept. of Chemistry
28. Leena M, Asst. Prof., Dept. of Computer Science
29. Surekha V K, Guest Lecturer, Dept. of Computer Science
30. Dr. Sini U, Asst. Prof., Dept. of Biochemistry

31. Rev. Elizabeth Manu, Asst. Prof. in Computer Science ~~Unanalyzed~~
32. Sugya S, Asst. Prof. in Computer Science
33. Dr. P. M. Sajivkumar, Assistant professor in Biochemistry
34. Shilpa S, Associate Professor in Physics
35. Leckshmi R, Asst. Prof. in Chemistry
36. Suganya S, Asst. Prof. in Tamil
37. Deeptha Nair, Asst. Prof. in Physics
38. Dr. Janani P, Asst. Prof. in Mathematics
39. Dr. Anne Philip, Asst. Professor in Statistics
40. Anjana V, Asst. Professor in Statistics
41. Dr. Rathna Balagopal, Asst. Professor in Hindi
42. Dr. Thangavel R, Asst. Prof. Biochemistry
43. Dr. Radhika A, Asst. Prof. in Biochemistry
44. Dr. A. Swapna, Asst. Prof. in Biochemistry

Session - II - Training for The Non-Teaching Staff

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|-------------------|-----------------|-----------------|
| 1. Sharmi T B | Liberian | Rani |
| 2. Shreya A | Sr. Clerk | Wing |
| 3. Samina S | " | Wing |
| 4. Sharmila P | " | Asst. Librarian |
| 5. Sheetal L | Head Attender | Asst. Librarian |
| 6. Sudheera A. | Attender | Booklet |
| 7. Sumanthi | " | " |
| 8. Geetha P | " | Supply |
| 9. Anusha B | Clerk | Open |
| 10. Sajitha S | Attender | Attender |
| 11. Manju M | " | Open |
| 12. Vinod J | " | Open |
| 13. Anusha P T | " | Open |
| 14. Myra A | Sup. Grade post | Open |
| 15. Unnati B | Attender | Open |
| 16. Suganya M | Sup. post | Open |
| 17. Crisilda D. | " | Supply |
| 18. Sandhya P | " | Supply |
| 19. Seethalekshmi | " | Supply |
| 20. Rekha S | Attender | Rekha |

Minutes of the meeting of IQAC, Govt College, Kozhikode
held in conference hall on 19th December 2013
(10.30 AM)

- Agenda:**
- (1) Evaluation of IQAC activities
 - (2) AQR preparations
 - (3) Future activities
 - (4) Others

Members Present:-

1.	Dr. A. Satyadevi Principal	Autograph
2.	Dr. S. Balaji - PTA Secretary	
3.	Dr. NANDAKUMAR ADD, HOD, Dept of Geography	
4.	Kalpa K J, Discipline committee	
5.	* Dr. M. A. S. Vice Principal, Govt College, Kozhikode	
6.	Dr. S. Venkateswaran - HOD, NEDT	
7.	Dr. M. Venkateswaran - Head, English	
8.	Dr. S. Jayaraman - Head, Maths	
9.	Dr. S. Subrahmanyam - HOD, VFT	
10.	Dr. S. Suresh Kumar - Head, Computer Science	
11.	Dr. S. Sathish Kumar - Head, English	
12.	Dr. S. Sankar - Head, Dept of Phys. & Chem.	
13.	Prashanth Kumar - Under chairman	
14.	Vinod Arad - TGT, PTA - General Secretary	

The meeting started at 10.30 am IQAC Coordinator Dr. Sabarinath welcomed the members Principal, Dr. A. Satyadevi addressed the participants and explained the role of IQAC to develop a system for the improvement in the overall performance of the college. The quality enhancement measures to be planned in view of the "observations on key aspects" mentioned in the previous Peer Team Report of NAAC. In view of this, the college has conducted a training programme for the teaching and non-teaching staff last month. She also informed the members to enhance the various club activities. IQAC Coordinator read out the overall analysis of the NAAC Peer Team Report

and in continuation the committee discussed the various factors that could improve the academic and non-academic activities of the college.

Dr. T. K. Prasad, NAAC Convenor informed the members about the new grading system adopted by the NAAC from July 2013 onwards. Hence each department have to contribute to the academic and non academic activities. The committee after a long discussion decided the following

1. Research activities of the college to be collaborated with the industries.
2. To enhance the research activity, sharing of laboratory facilities of Kerala University, MIST, IITR, IIT and other Govt departments to be promoted.
3. Competitive spirit of the students to be improved by their participation in various exams.
4. Extension activity of the college to be carried out by taking up various society linked studies-like, energy conservation, food adulteration, communication english, learning, E-leaving through basic computer awareness, little culture, health cards etc.
5. To improve the internet facility, the matter to be discussed in the District Promotion Committee and to make use of the E-governance facility.
6. Orientation programme to be given to the new comers for two or three days.
7. Academic area to be increased by introducing new courses with emphasis on the like disciplinary programmes.
8. Library upgradations to be carried out by implementing RFD facilities to books.
9. Activities of service clubs to be enhanced and with the participation of NSS volunteers.
10. Students to be guided for participation

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

- v The self appraisal report of the teachers
to be submitted before 3rd of December
- vi The report of activity of the Department
to be given before 21st of December.

The meeting concluded at 10:00 A.M.

~~With thanks~~

Conducted S.A.C.



Mins of the whole Committee meeting held at
11:00 AM on 05-12-2012 Seminar Hall
Agenda

- Preparing for state examinations
and stage
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Member Present

No.	Name	Principal	Comm.
1.	Dr. P. R. Patel (Whole Committee Coordinator)		
2.	B. Umashankar Rao	Principal	Comm.
3.	Dr. N. Bokan, P.T	Brochures	100/-
4.	Mr. Prakash K	LC	100/-
5.	Mr. Rajesh	Z	
6.	Dr. S. Dangi	Mathematics	
7.	Dr. Venkatesh	Physics	Chem.
8.	Reena R.T	Geography	Chem.
9.	Dr. R. Sreekumar	Malayalam	Math.
10.	Anita S	Arabic	Math.
11.	Dr. Usha R.S	Tamil	Math.
12.	Arunesh Bhok	French	
13.	Abhishek R.K	Industrial Studies	Math.
14.	Dr. Shyamala Reddy	Computer Science	
15.	Dr. Meeta R	Computer Science	Math.
16.	N. Meeta M.T	Computer Science	Math.
17.	L. Gurumurthy	Computer Science	Math.
18.	Appu S	Physics	Math.
19.	Dileep S. Nair	English	Math.
20.	Usha R. S	Geography	Math.
21.	Suresh S. M	Mathematics	Math.
22.	Shreya Joshi	Mathematics	Math.
23.	Dr. Anu Patel	Mathematics	Math.
24.	Sneha S	Mathematics	Math.
25.	S. S. S	Mathematics	Math.
26.	Dr. Radhika J	Mathematics	Math.
27.	Dr. Thangavel R	"	Math.
28.	Dr. S. N. H	"	Math.
29.	Dr. Anupama P	Mathematics	Math.

30	Smitha D G	Botany	✓
31	A. S. Tiwari	Physics	✓
32	SAVITRA P	Zoology	✓
33	B. Venkateshwaran	15AC Cardiac	✓
34	Dr. Ruchi Balagopal	Hindi	✓

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Minutes of the 10th NAAc Meet Committee meeting
Held at 10:30 am of 10.11.2018.

Members present

1.	Dr. T.M. Ravind (Convenor)	{
2.	Dr. Saber Hoss - (QAC Coordinator)	---
3.	Sagarita S (English)	---
4.	Geeta S (Physics)	---
5.	Dr. Radhika A (Biochemistry)	---
6.	Dr. Jyoti P. (Biotechnology)	---
7.	Dr. Suganya (Lecturer)	---
8.	Rejo R.S (Secretary)	---
9.	Asstt Profess	---

Agnivee
NAAc Initiatives

The meeting started at 10:30 am. NAAc committee convenor Dr. T.M. Ravind welcome the committee members and informed the charges adopted by NAAc from July 2017 for the accreditation process of college. 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. QAC Coordinator Dr. Saber Hoss 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 point scale.
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 dept 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. Biotechnology 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 biodata of the final year students for enhancing the placement drive.
14. A 'sabayanidhi' to be formed to operate as a 'best practice' of the college.

The meeting concluded at 12:30 pm.

Minutes of the IQAC Executive Committee held at Seminar Hall on 16.2.2018 at 10.30 am

Agenda:

- 1) Sasthrayam 2018
- 2) College Jubilee
- 3) Evaluation of plans proposed
- 4) Others

Members present

	Name	Designation	Signature
1.	A. S. George		
2.	S. George	Member	
3.	M. P. S.		
4.	Seetla S.	Staff Club Secretary	S. Seetla
5.	Venkatesh G.	Convenor, Sasthrayam Cell	G. Venkatesh
6.	Dr. S. M. Majeed	Editorial Advisor	
7.	Dr. Anna Muthu	NCC	
8.	Dr. T. K. Prasad	Naac - Comptd	
9.	Taty Basu R.	Ugc Notified Officer	T. Basu
10.	Dr. M. S. Al-Deek	PTA	
11.	Dr. S. Baiju	PTA Secretary	S. Baiju
12.	Shivani		
13.	Anandha Mohan	Union Captain	
14.	Dr. Sabreen H.M.	IQAC - Coordinator	
15.	Dr. Rajeev Sankar	Author	

The meeting commenced at 10.30 am at Seminar Hall. The Principal Dr. B. Unnikrishnan Nair 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 Sasthrayam 2018' Expo at educational institutions. The joint venture of exhibition by the Higher Education Deptt. 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

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 Kozhikode for publicity
- c) Brochure & stubs to be given to the nearby educational institutions
- d) Efforts to be made to incorporate allied & external organisations to put up stalls & banners
- e) A 'run off the campus' to be organised with the support of NCC & 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 areas and the Director of collegiate Education.

The Principal informed the committee about the 25th year of establishment of our college. The committee decided to organise 25 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 Sasthrayam programme.

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