

Minutes of the IQAC members meeting held at the Seminar Hall on 11.7.2019.

Agenda:

- Action Plan for the year 2019-20
- Plan Fund Utilization

Dr. B. Unnikrishnan Nair		
Dr. T.K. Prasad (Vice)		
Dr. S. Baigal PTA Secretary		
A. S. Jaye Vice Principal		
Pamathy V. Placement Cell		
Leonel M. O. NCC Officer		
Talaly Bose R. UGC School Officer		
Sreela S. Secretary Staff Club		
Sermetha S. NSS Programme Officer		
Ananthan M. College Union Secretary		
Dr. Sabumon H.M. IQAC Coordinator		
V. V. Maldas PTA		
Sreeraj S. Alumni		

The meeting started at 2:30pm. IQAC Coordinator Dr. Sabumon H.M., welcomed the members. Dr. B. Unnikrishnan Nair, Principal, addressed the members. He expressed thanks to the teachers for their wholehearted support for the smooth running of the college. The meeting discussed the initiatives to be taken during the academic year for promoting quality culture in the college. An action plan is chalked out to achieve the same.

- Promote good teaching-learning process with the usage of ICT
- Motivate self study among students
- Proper mentoring for students
- Structured scheduling of the Internal Examinations
- Usage of plan fund to upgrade the library
- Laboratories to be enhanced with modern equipments

- Followup actions to be done for sanctioning of new courses
- Student support programmes like NCC, NSS, Club activities to take up society related works
- Awareness campaigns to be conducted as and when needed
- Upgradation of infrastructure resources by strengthening the classrooms, availing more toilets, Extension works at A to F blocks, establishing incinerators
- Efforts for the completion of civil work and obtaining infrastructure at the new Academic Block
- Proposals for a college level transformer (150KVA) and a power house unit solely for the college
- Feedback systems to be analysed for overall development of the college
- Development programmes for faculty empowerment
- Monitoring of the proper functioning of canteen and waste disposal

As the college is at the Jubilee year, the council of the college to conduct various programmes to commemorate the same.

The meeting came to an end at 4:00pm.

Minutes of the meeting of IQAC with the members of College Union held on 22.1.2019 at Seminar Hall

Agenda

- 1) Academic calendar
- 2) Discipline

Dr. S. Jayas	Dr.	
Dr. S. Banerjee	Dr.	
Srinivas S. Pillay	Dr.	
Dr. K. Prasad	Dr.	
Dr. Ramesh Kumar	Dr.	
Dr. Vijaya Lakshmi	Dr.	
Secy. Isha S.	NSS Program Officer	Dr. Srinivas
Aditya Kumar	Nice champion	Dr. Srinivas
Gokul N.	College Union	Dr. Srinivas
Ananthan M.	General Secretary	Dr. Srinivas
Jolly Ban. P.	IQAC	Dr. Srinivas
Dr. Subram. H.S.	IQAC	Dr. Srinivas
V. Venkatesh	PTA	Dr. Srinivas

The meeting started at 3:30pm. Vice Principal - Dr. Jayas A.S. addressed the members. She projected the need of a good educational environment in the campus. To achieve a good teaching learning process the teacher student relation has to be good. Moreover the liberal infrastructure to be in need of the campus activities. She welcomed the suggestions from the students group.

After a healthy discussion, the meeting decided the following was:

- 1) The day will start at 8:00am and ends at 3:30pm with a lunch break at 1:00-1:30pm.
- 2) To improve the teaching learning process - ICT to be promoted at classes.

- 1) College union to submit their report on the academic evaluation after every month to the Principal.
- 2) To observe the national/international days of importance with the participation of the students in the campus.
- 3) To promote students seminar series on each subject in general topics.
- 4) Participation of students in various external competitions held by the other organisations.
- 5) Arts club committee to nominate the talented students in each performing Arts and to support these people for their participation at the University/Site level meets.
- 6) The college union is directed to prepare a academic calendar pertaining to the various activities to be held at the campus to be awareness year.
- 7) The toilet facilities to be upgraded.

The meeting end at 4:40pm

(Signature)
 PRINCIPAL
 Government College
 Kariavattom-Tvm.

Minutes of the meeting of IQAC executive with the PTA executive members held at the Seminar Hall on 27.8.2019.

Agenda:

- 1. Infrastructure development
- 2. New course
- 3. PTA meeting
- 4. Academic program

Members Present:

- Dr. Anjana V PTA
 Leekshmy R
 Leena P.O.
 Dr. F.K. Prasad
 Dr. Rajeev Kumar R
 Dr. Kartika K
 Shanitha S. Programme Officer NSS
 Dr. Sabeena IQAC Coordinator
 Dr. S. Baiju PTA Secretary

The combined meeting of the executive members of IQAC and PTA started in the seminar hall at 12:30pm. Principal welcomed the participants and thank the PTA executive members for their timely help rendered to the college during the previous year. He then brief the various infrastructure enhancement activities of the college, the new administrative block, the external access path ways and the front entrance gate work are in progress. The steps taken to provide a good teaching learning process was discussed.

The meeting was of the opinion that the behaviour & lateness students in the campus affects the discipline of the college. In the wake of the college in its Jubilee year and face the NAAC visit during March 2021, the meeting decided to avail the help of the PTA for the following

- 1. Timely interventions at the official level for the speedy completion of the construction work of Administrative block, external road and the front entrance gate
- 2. Classroom PTA to be conducted during September
- 3. Followup system for sanctioning of new courses.
- 4. Supporting the students for their academic and cultural activities
- 5. Identifying the neighbouring school for extension activities

The meeting entrusted the Principal to take initiatives to execute the work in connection with the construction of the external A+T Block together with a three storied B Block. Also, it is mandatory to construct a toilet block for girls and boys as per the master plan prepared by PDP in 1993.

Also, the meeting unanimously decided to conduct internal examinations, and also take initiatives for the preparation of the upcoming NAAC visit which is to be held in March 2021.

The meeting concluded at 1:45pm.



Minutes of the meeting of executive members of IQAC with the non teaching staff (office) held at the Seminar hall on 28/10/2019.

Agenda:

1. AQAR data collection.
2. Plan Fund utilisation
3. Other Matters.

Members Present:

Sign A.S	Sign	
Leena		
Srinitha S.	NSS program officer	<i>Srinitha</i>
Jasena. A	HA	<i>Jasena</i>
Parvathy V	Placement Cell	<i>Parvathy</i>
Lolly Bora P	Unit	<i>Lolly Bora</i>
Dr. Rajeev	Sign	<i>Rajeev</i>
Prasanth. p	(As. Sec)	<i>Prasanth</i>
Dr. Kanchika		<i>Kanchika</i>
Dr. T.K. Prasad	(HOD)	<i>Prasad</i>
Aitha S	As. Sec	<i>Aitha</i>
Sheena M	B2 2 nd	<i>Sheena</i>
Anush. B	B2 2 nd	<i>Anush</i>
Geeta V	As. Sec	<i>Geeta</i>
Dr. Sabar H M	IQAC Coordinator	<i>Sabar</i>

- Details of the regular course programmes giving seat matrix, students enrolled etc.
- Details of the certificate/diploma courses offered by Continuing Education Cell (CEC)
- Details of the faculty of the college
- Research funds received by the college
- Seminars/Workshops conducted by the college
- Infrastructure details including, classrooms, equipments
- Library service and book amount
- IT infrastructure
- Students scholarships and financial supports
- Faculty empowerment details - Seminars/workshops attended, training programmes undergone
- Students participation in sports/cultural activities at various competitions
- Welfare schemes for the staff.

The meeting suggested to CEC to bring up certificate/diploma courses in consultation with the Departments of the college, so as to treat them as extension activities of the Departments.

Sabar H M
28/10/19

The meeting commenced at 2:00pm. Principal addressed the participants and informed the need of this meeting comprising the IQAC members and the section officers of the Office Administration. As the college has to submit the Annual progress report for the previous year through the Annual Quality Assurance Report (AQAR), it is necessary to obtain the data pertaining to the students and teachers and the infrastructure availability of the college. The AQAR proforma also needs the data regarding the courses offered by the college. Hence the meeting has decided to obtain the following data

Minutes of the meeting of the members of IQAC executive held at the Seminar Hall on 10.01.2020.

Agenda:

AQAR preparation

- Jaya A S
- Dr. Kishore K
- Sudhakar K
- Dr. Baban P T
- Dr. Bijitha B
- Dr. Praveen K
- Dr. T. K. Prasad
- Anjana V
- Dr. Raju S
- Rakshana R
- Dr. Kishore K
- Anshu Ashok
- Susmitha S.
- Leena M L
- Parvathy V.

- Criteria III - Dr. Raju S and Dr. T. K. Prasad
- Criteria IV - Dr. Kishore K and Dr. Baban P T
- Criteria V - Dr. Sudhakar K and Anand Kumar K
- Criteria VI - Anshu Ashok and Sudhakar K
- Criteria VII - Dr. Kishore K and Lakshmi R K

- All HODs are directed to furnish their requirement in connection with the NAAC upcoming visit.
- Department are to put up the files of data regarding their activities referred after the NAAC visit.
- IQAC committee is directed to coordinate all the students of the college to get the reports of the concerned classes/rooms.
- The evaluation of the plan proposed to be carried out during term and hence the data collection to be completed by February and the AQAR to be updated.

The meeting concluded at 4:30 PM



The meeting started at 3:30 PM. The Principal and Jaya A S welcomed the meeting members of the newly constituted IQAC executive. IQAC Committee informed that the NAAC visit to be conducted after March 2020. Hence the coming year has to be utilized to update the AQAR and the data supporting data to be collected for each item. The committee discussed various matters concerning the college to bring coming process and the infrastructure. A separate committee to be formed to collect the data regarding each of the seven criteria.

- Criteria I - Dr. Praveen K and Anjana V
- Criteria II - Dr. Kishore K and Anjana V

Meeting of the ISAC members meeting held at
on 28/05/2020
(ISAC, College Council, PTA - Meeting)

Agenda

- 1) Corona related Matters - Protocol
- 2) University Examinations related matters
- 3) Plan of next academic year 2020-2021
- 4) Other

Members Present:-

- 1. Prakash A. Vaid Chairman
- 2. Dr. Rajat Subin P. Secretary
- 3. Dr. S. Baiju AS PTA
- 4. Dr. Sankar Kumar KP Member
- 5. Dr. Jijo A.S. Member
- 6. Dr. S. S. S. Member
- 7. Dr. S. S. S. Member
- 8. Dr. S. S. S. Member
- 9. Dr. S. S. S. Member
- 10. Dr. S. S. S. Member
- 11. Dr. S. S. S. Member
- 12. Dr. S. S. S. Member
- 13. Dr. S. S. S. Member
- 14. Dr. S. S. S. Member
- 15. Dr. S. S. S. Member

The meeting of the members of ISAC and college council starts at 11 am. Principal in charge, Sri Jijo AS welcomed the participants and informed the need of the meeting in the wake of college reopening for the University examinations. The meeting took the following decisions:-

- 1) University Examinations to be conducted strictly according to the Covid-19 prevention guidelines issued by the Govt. of Kerala.
- 2) Examination Halls and staffrooms to be disinfected by the service of Fire Force before the examinations.

- 3) Benches and desks of examination hall to be cleaned before and after the examinations on "extra days".
- 4) Intimation to be given to the Health Dept and Pollution Dept regarding the examination dates.
- 5) Entry to college to be restricted to one point.
- 6) Hand washing, Sanitization and Thermal scanning to be carried out for all coming to the college.
- 7) Special rooms to be allotted for the students of hot spot area and containment zones.
- 8) Invigilators to wear hand gloves and masks.
- 9) All the teachers are to be present in the college during the examination dates and to help the authorities to observe the Covid protocol.
- 10) Plan for the next academic year to be prepared.
- 11) Online class timetable to be prepared in the wake of Covid-19.

The meeting concluded at 12:00 pm.

[Signature]
 28/5/2020
 PRINCIPAL
 Government College
 Kollavattom - IVM