

Minutes of the meeting of the Executive members of IQAC held on 04.06.2018, 10:30 am at Seminar Hall

Agenda

- 1) Evaluation of activities - 2017-18
- 2) Plan of Action - 2018-19
- 3) Admission - 2018
- 4) Others.

Members Present:

- |   |                |  |
|---|----------------|--|
| 1. Dr. B. Umithanishan Nair                     |                |  |
| 2. Dr. Sabeeh H.M. - IQAC Coordinator           |                |  |
| Dr. S. Jaya - Vice Principal                    |                |  |
| Dr. B. Baiju - PTA Secretary                    |                |  |
| Johny Bax R - In-charge of Non-Formal Education |                |  |
| Johny Rajan - English                           |                |  |
| V. K. Vinod Kumar - PTA                         |                |  |
| Seemitha S. - Guidance Cell                     |                |  |
| M. L. S. - (NCC Officer)                        |                |  |
| Birey K. K.                                     |                |  |
| Rajul S. S.                                     |                |  |
| Anandha - Union Chairman                        |                |  |
| Leena M. D.                                     |                |  |
| Sheeba L.                                       | Head Librarian |  |

The meeting started at 10:30 am. IQAC Coordinator Dr. Sabeeh H.M. welcomed the members. Principal Dr. B. Umithanishan Nair, informed the committee about the good response received from the society for the 'Sasthroyan 2018' programme. He conveyed the appreciation given by the Director of Collegiate Education, Dr. Mrs. Jaya IAS, after her visit to the staff of our expo. The committee evaluate the

- activities of the last year in connection with the enhancement of quality matters.
- a) Faculty development programmes were arranged for the teaching and non-teaching staffs.
  - b) Feedback responses were taken from the students and parents.
  - c) General and classwise PTA meetings help for the maintenance of discipline of the college.
  - d) Seminars organized by the departments with the help of eminent personalities gave a great exposure of the subjects to the students.
  - e) Various awareness programmes were arranged in the campus enlightening for the minimization of environmental degradation and knowledge on social activities.
  - f) Though the college has no research centre, the faculties help to improve the research culture by their individual projects and publications.

The committee had a discussion on the Plan of Action for the academic year and decided the following:

- 1) To improve the teaching activities - ICT facilities to be implemented to all departments.
- 2) Learning activity of the students to be enhanced by promoting self study among students.
- 3) New initiatives (WWS/ASAP/SSP) to be implemented in a timely manner.
- 4) A bridge course/programme to be arranged for the new comers.
- 5) PTA to be permitted to approach Government for starting of new course.
- 6) Library to be enhanced with more books and modern facilities.
- 7) Laboratories to be modernized with equipments.
- 8) Career guidance cell to be given more attention.
- 9) Strengthening/Uplifting of classrooms to be done.
- 10) To improve the classroom availability, action





- 2) For the constant evaluation of the tutorial system, an attendance management system to be worked out with the help of computer science department. Meantime, manual attendance marking to be carried out with the assistance of attendance sheet provided by the PTA.
- 3) Awareness of the various scholarships to be the students to be done at each classes by the tutors and followup to be done to submit the applications in-time.
- 4) College union is directed to take up the environmental related programmes by observing the day concerned, with the monitoring of staff advisor.
- 5) Students are to be included in any one of the college level clubs/cells/forums to connect with the extra-curricular activities.
- 6) College union chairman is directed to give the monthly feedback of the concern function to the college committee.

  
 PRINCIPAL  
 DAVS COLLEGE  
 Kozhikode, Kerala

Minutes of the meeting of Executive members of IQAC and the Coordinators/Convenors of the various clubs held on 06-03-2018.

Members Present	
Dr. B. Umeshwarair	Prin Pimpri
A.S. Jeyo	Scinca Club
Dr. Parthiva T	Anti-narcotics cell
Dr. Prabam P.T	Health Club
Dr. K. Anand	PTA Secretary
Dr. S. Baiju	QUC Nodal Officer
Jolly Bose R	Convenor Sivarama Red Cross cell. South
Srinitha A.	(ACC Officer)
Lorna and A	(Convenor Health Club)
Dr. P. J. Karim R	(clubs & forum)
Asha S	Placement cell
<del>Prasanna Kumar</del>	Staff Club
Shreya L	PTA
Parvathy V.	Coordinator IQAC
Manoj S	
Sheela P	
Dr. Subramanian	
Aravind	


The meeting started at 11:00am. IQAC Coordinator welcomed the participants. Principal Dr. B. Umeshwarair, explained the motto of the meeting. The success of an educational institution depends upon the output of the students. Hence the teaching-learning process has to be effectively implemented. The role of various clubs functioning in the colleges serves a lot in uplifting the students in the above process. The detailed discussion of various clubs/cells/forums were taken up and the following decisions were made.

- 1) The club activities to be delineated as Academic, Cultural, Service, Social, Justice and Special interest groups.
- 2) Academic consists of Research, Examination, Science clubs etc.
  - (a) Though our college is having majority of undergraduate classes, research activity to be promoted. Upgrade the Pls Dept to Research Dept by enhancing the research projects. Moreover the teachers to be promoted for publications in reputed journals.
  - (b) Examination process both external and internal to be monitored. An internal examination squad has to be constituted for effective monitoring of malpractices in examinations. Also the internal examinations to be conducted in lieu of the University examinations at a general hall.
  - (c) Science club activities can be enhanced by organising laboratory visits/Industrial visits to the students.
- 3) Cultural group activities can be effected by
  - (a) Identifying the talents in various cultural programmes and advance training to be given to them well ahead of the University level competitions.
  - (b) A team of students to be selected to represent the college in Debate & Quiz competitions.
  - (c) Students are to be motivated to put up media activities - print/audio/video.
- 4) Social Justice group to arrange various awareness programmes concerning anti-ragging, anti-narcotics, sexual harassment & prevention, human rights, etc.
- 5) Service to the students and staff has also to be given much care.
  - Student counselling cells has to identify the students in need of their service.
  - Placement cell has to organise awareness programmes on higher studies also to motivate the under-graduate students.
  - Equal Opportunity cell services should be given to the minority group to address their needs.

Girl students and the women employees has to be cared through the women study centre and Women welfare committee. A meeting of the same to be convened every month.

An awareness programme on Health Education to be organised to keep the students physically and mentally fit.

All the coordinators are directed to chart their programmes and handover to the IGAC coordinator by 15th of August-2019.

The meeting come to an end at 1:25 pm.

  
 PRINCIPAL  
 Government College  
 Kallayattom-Puzh.



Minutes of the meeting of the Executive committee of IQAC and PTA held at Seminar Hall on 29.9.2018

Agenda

- i) Implementation of the Plan of Action
- ii) Financial support from PTA
- iii) Inauguration of New course
- iv) Jubilee programmes
- v) Other

Members Present

U. Umakrishnan	Chairman	
Tolly Bose R	UAC Member	
A. S. Jayaraj	UAC Member	
Sunitha S.	UAC Member	
Leena M. J.	UAC Member	
George S.	Secretary Staff Club	
V. Vimaladas	PTA	
Dr. S. Baiju	PTA Secretary	
Dr. P. S. Kumar	(UAC)	
D. Ramani Suresh	UAC	
Anand M.	College Union Secretary	
Dr. S. S. Suresh	PTA	
Dr. S. S. Suresh	IQAC Coordinator	
Dr. S. S. Suresh	Head Accounts	
Dr. S. S. Suresh	PTA	
Dr. S. S. Suresh	PTA	

The meeting of the executive members of IQAC and PTA of the college were held at the Seminar Hall on 29.9.2018. The Principal, Dr. Umakrishnan Nair, welcomed the participants and informed the relief work undertaken by the students and staff during the recent flood affected period. During

the time, a camp was started at the college to collect the relief materials to be supplied at the SSV relief camp centre Pinnampalayam for air lifting to the flood affected areas. Moreover, the College team supplied a lorry full of relief materials directly to Changanur flood affected area. Other than materials, fund were collected and handed over to the Chief Minister Relief Fund also. The meeting appreciated the timely efforts taken by the college authority & students during the flood time.

IQAC coordinator then described the Plan of Action to be implemented for the quality improvement of the teaching learning processes. A detailed discussion was carried out in various matters and the following decisions were taken.

- 1) To have a good evaluation of tutorial system, attendance has to be timely monitored and hence directed PTA to provide financial help for the printing of attendance sheets.
- 2) To demarcate the students of 1<sup>st</sup> year, Identity Cards are to be given at the earliest with a different tag colour than the present 2<sup>nd</sup> & 3<sup>rd</sup> year students.
- 3) As the college is spread over a wide area and the electric lighting facilities are not properly maintained by the Government, the meeting decided to provide help from the PTA to rectify the damages and light the lamps in the campus.
- 4) Also as the public water supply is frequently interrupting, the meeting decided to verify the electric pump installed in the well for sufficient water supply in campus.
- 5) As the departments are not getting the funds in time from the Government, it is decided to provide advance to such departments for the smooth functioning.
- 6) The meeting appreciated the efforts taken by the PTA in getting the new course for the college. The meeting directed the PTA to start a programme in connection with the inauguration of the new course, awaiting the presence of and

M.A. & Khabla Minister and/or the Resident Mayor of  
Thiruvananthapuram Corporation. It was also decided  
to vacate certain classrooms/staffrooms to  
accommodate the classrooms for the newly allotted  
M.Sc. Mathematics course.

The meeting give full support to the  
various jubilee programmes scheduled for the year.  
The meeting also decided to give support to  
the smooth conduct of the upcoming College Union  
Elections.

The meeting came to an end at 4:30 pm

*(Signature)*  
MUNICIPAL  
Government College  
Kariavattom-Tvm.

Preluce Conference 2018

### Role of Digital Technology in Governance

Venue

Government College, Kariavattom, Thiruvananthapuram

Workshop Time

09.10.2018, Tuesday













S.No	Name	Department	Signature
1	Dr. Dhanya CR	Biochemistry	<i>(Signature)</i>
2	Dr. Priya R	Computer Science	<i>(Signature)</i>
3	Dr. Divitha B	Chemistry	<i>(Signature)</i>
4	Sreela S	Physics	<i>(Signature)</i>
5	Deepthi S Nair	Phyto	<i>(Signature)</i>
6	Anna Elizabeth Math	Computer Science	<i>(Signature)</i>
7	Bhargavi R	Botany	<i>(Signature)</i>
8	Anja S	Computer Science	<i>(Signature)</i>
9	Leena Mol S	Computer Science	<i>(Signature)</i>
10	Dr. S. Danya	Mathematics	<i>(Signature)</i>
11	Pranya S	Computer Science	<i>(Signature)</i>
12	Jolly Bose	physics	<i>(Signature)</i>
13	Dr. Rajesh Kumar	Zoology	<i>(Signature)</i>
14	Dr. Jaisankar P	Biochemistry	<i>(Signature)</i>
15	Dr. Subramanian	DAE Gardiner	<i>(Signature)</i>

Prelude Conference 2018

Role of Digital Technologies in Governance

Venue  
Seminar Hall, Govt. College, Kottayam

Date and Time  
16.10.2018, Tuesday 10 am

Sl. No	Name	Department	Signature
1.	Abhulya P	1 <sup>st</sup> year Msc physics	
2.	Najma N	"	
3.	Smrithi Chandran	"	
4.	Shabna S	"	
5.	Ashkamy B	"	
6.	Sonia Prasanna	"	
7.	Anjana J.R	"	
8.	Malini P	III <sup>rd</sup> year stat Soc statistics	
9.	Gayathri	III <sup>rd</sup> yr CS	
10.	Anila R Raj	1 <sup>st</sup> year Msc physics	
11.	Anya Vijayan	III <sup>rd</sup> year CS	
12.	Prathrepa	"	
13.	Sangeetha	1 <sup>st</sup> year Msc physics	
14.	Vineetha	1 <sup>st</sup> year CS	
15.	Akhila	"	
16.	Anya	"	



11	Hima			
18	Stella			
19	Naufiya			
20	Shakira			
21	Saishvi			
22	Anakha N.T			
23	Azharochan			
24	Ashwini S. Sankar			
25	Gayatri A.S.			
26	Anurag S.S.			
27	Ashly P. Koshiy	BSc stat		
28	Anu P. Koshiy	BSc stat		
29	Ajaya V. Sajjan	" "		
30	Ajita	" "		
31	Jana SR	BSc Gen		
32	Sondra A.S.	BSc Geo		
33	Indavika Marikanday	BSc Geo		
34	Juliet T	BSc IS		
35	Jathilma B. Arnezor	BSc Stat		
36	Anurag S.S.	" "		
37	Anupama A.T	" "		
38	Anaaji the m;	" "		
39	Anurag S.S.	" "		
40	Melina Krishnan M.A.	1st MSc Physics		
41	Angela A.L	CS		
42	Aashvi P. Kumar	CS		
43	Sneha P.S.	CS		
44	Shruti S.L	CS		
45	Adal Krishna	CS		
46	B. Sreelakshmi	CS		
47	Minzani	CS		
48	Shilpa S.	Stat		
49	Ashwini S.S.	Stat		
50	Sarang Subhass	Stat		
51	Ramya Wilson	IT		
52	Anoma K.	SI		
53	Anupama A.T	" "		
54	Fathima	" "		
55	Sanjivani S.	Stat		
56	Anusha	Stat		
57	Sandhya S.S.	Gen		
58	Jaya S. Durga	" "		
59	Ajaya	" "		
60	Angelina S.	Stat		
61	Adarsh S.S.	Gen		
62	Anantaram	Stat		
63	Shikha S.	SI CS		
64	Ashvi	CS		
65	Aishwarya	CS		
66	Aishwarya	CS		
67	Aishwarya	CS		
68	Aishwarya	CS		
69	Aishwarya	CS		
70	Aishwarya	CS		





- 67 Asthami, cs \*
- 68 Anandharam \*
- 69 Sathya \*
- 70 praveen \*

Prelude Conference 2015:

**Role of Digital Technologies in Governance**

Venue:  
Seminar Hall, Govt. College, Kariavattom

Date and Time:  
10.10.2018, Tuesday 10 am

Sl No	Name	College and department	Signature
1.	Anandhavalley AS	Christham college kottakkatt (Economics) 4 <sup>th</sup> III year	
2.	SIBIN KUMARS	G.C.K (Course out)	

Report on the Prelude Conference 2018, on  
'Role of Digital Technologies in Governance' held  
at the Seminar Hall on 16/10/2018.

The conference started at 10-am under  
the presidency of the Principal Dr. B. Unnikrishnan  
Nair. The Secretary, IIPA KRB - Dr. G. Radhakrishna  
Kurup welcome the participants. A brief note  
on the concept of Governance was delivered by  
the Principal. Dr. R. Shreelekshmi, Prof and  
Head of Computer Science, CET, Tirupur has inaugurated  
the function by lighting the lamp, followed by  
presentations relating to the theme.

Dr. Manoj. M, Asst. Genl. Manager, BSNL  
presented the role of digital technologies in Governance  
in their sectors. Dr. Vinod Chandra. S.S, Director,  
Computer Science Centre, University of Kerala has presented  
the theme - Informatics of communication Technology  
in higher education. The inaugural session came  
to a conclusion with the vote of thanks offered by  
Coordinator, Dr. Sobhan. H.S.

The second session started at 2 pm presided  
over by Dr. P. Sukumaran Nair, Vice-chairman, IIPA KRB.  
Dr. Ajitha. S, Asst. Prof in Public Administration, Uni of  
Kerala, give a lecture on 'digital transformation of  
state Governance'. Finally Dr. K. Kumaraswami, Asst.  
Prof of Computer Science of our college, give  
the 'impact of digital transformation in  
E-Governance'. Dr. G. Radhakrishna Kurup, Secretary  
has summarized the programme followed by  
distribution of prizes to the winners of essay  
writing competition 2018 held in connection with  
the Prelude conference. The Vice-Principal  
Jaya. AS has delivered the vote of thanks.  
The meeting concluded at 4.45 pm.

Principal  
Government College  
Kariyattom-Tum.



Meeting of the IQAC with the members of Purchase Committee held on 13.11.2018 at the Seminar Hall.

Agenda:

- 1) Utilization of the Funds.
- 2) Repair of the classrooms.
- 3) Other items.

Members Present

Dr. B. Umanidharan	Non		
V. Vinodini	PTA		
A. S. Jaya	Veil	Principal	
Dr. Raju	Assoc		
Sunitha S.	Program officer	IPS	
Sreela S	Secretary	Stk Club	
Dr. S. Baiju	PTA	Secretary	
Adithyasanil	College	union	
Dr. Babes H.M	IQAC	Coordinator	
Sheeba L	Head	Accountant	
D. Rithika A	Biochemistry		

The meeting started at 12:30 pm. Purchase Committee Convenor, Smt. Jaya.A.S informed the participants about the availability of various funds. And the following decisions were taken:

- 1) Lab - Library fund to be utilised to purchase chemicals (Rs 16837/-), Lab equipments (Rs 484 925/-), Electric equipments (Rs 163640/-), and Library books (Rs 235000/-). The remaining amount of Rs 95,000/- to be utilized to purchase furniture for library and further money, if available, to be given to Geology dept to purchase specimen samples.
- 2) The Fund allotted for starting of New course to be utilised for the purchase of lab equipments (7 lacs) Books (4 lacs), UPS (60,000/-), Furniture (3 lacs).
- 3) The repair of computers handed over to the M/s Keltron to follow up action for speedy repair.

- 4) The repairs at 'Physics M.Sc classroom, lab, Biochemistry Department, & Botany Department to be carried out using the accumulated fund.
- 5) Repairs in the statistics lab to be completed in view of the examinations.
- 6) Gas connectivity of the chemistry lab to be verified and necessary arrangements to be made for the utilization.
- 7) Distillation unit at physics lab to be installed by giving necessary electrical and plumbing assistance.

The meeting came to an end at 6:30 pm.

*C. S. S. S.*  
20/11/17

PRINCIPAL  
Government College  
Kariavattom-Tvm.



Minutes of the meeting of IQAC, with the teaching staff held on 20-12-2018 at Seminar Hall

### Agenda:

1. Preparation of AQAR
2. Discipline of Students

#### Members Present

1.	Dr. T.K. Prasad (IQAC Co-ordinator)		
2.	Dr. Radhika A. (Biochemistry)		
3.	Dr. CR Shampy (Biochemistry)		
4.	Dr. P. Jaya R. (Computer Science)		
5.	Dr. S. Srinivas (Computer Science)		
6.	A.S. Jagan (Physics)		
7.	Dr. Jalavath H.M. (IQAC Co-ordinator)		
8.	Deepthi S. Nani (Physics)		
9.	Dr. Anura Phulp (Statistics)		
10.	Jasna Rajan (English)		
11.	Pasunthy V. (English)		
12.	Sajeesh Kumar N.K. (Biology)		
13.	Sincy K.R. (Botany)		
14.	Dr. Higgins Robert (Geography)		
15.	Dr. S. Srinivas (Mathematics)		
16.	Dr. Tyoti Vithu T. (Physics)		
17.	Dr. Janoj K.S. (Computer Science)		
18.	Dr. Srinivas (Computer Science)		
19.	Dr. BILITHA S. (Chemistry)		
20.	Sybilath Lakshmi M. (Tamil)		
21.	Dr. Srinivas (Computer Science)		
22.	Sangeetha (Computer Science)		
23.	Dr. Srinivasan's (Biochemistry)		
24.	Ashwini Ashok (French)		
25.	Lakshmy R.K. (Chemistry)		
26.	Asha S. (Chemistry)		
27.	Dr. Abhilash J. (Zoology)		

The meeting commenced at 11:00 am. IQAC Co-ordinator welcomed the participants. Principal addressed the members and informed that the Annual Appraisal Quality Assurance Report to be submitted to NAAC at the earliest. Hence the members are directed to submit their self appraisals to the IQAC Co-ordinator by the end of this

month. The NAAC Co-ordinator has done a power point presentation regarding the various criteria in the NAAC format. The members are directed to submit their Annual Self Appraisals with the following documents:

- 1) Details of conference & symposia participations
- 2) Participation in Faculty Development Programmes
- 3) Curriculum restructuring participations, if any
- 4) Research publications
- 5) Conferences organized by the institution
- 6) Awards / Patents, if any
- 7) Project details

The HOD's of the course conducting departments are directed to submit the details of the students:

- 1) Pass percentage
- 2) Participation in various clubs
- 3) Gender sensitization programmes
- 4) Participation in sports, games & events
- 5) Scholarship details

The meeting decided to bring forward new innovative teaching methods and each department to carryout best practices for a long run. The comm meeting decided to carryout a green audit with the help of biology department.

The meeting discussed the student problems at the campus. To avoid and to curb the malpractices at the examination halls, the CCTV to be repaired at the earliest. Internal exam squad to be strengthened and the frequency of inspection to be increased. Students to be given awareness regarding the aftereffects of the malpractices in examinations. It is decided not to have classes in the vicinity of the examination session. Also students are not permitted to wander at the corridors of the examination hall.

In order to get the details of the infrastructure it is decided to carryout the SQA.

of the departments with the help of the teaching staff.

The following subcommittee was constituted to collect the data in respect of preparation of NGRAC.

1. NIGAC coordinator - Dr. Saravathi P.
2. SAAC Coordinator - Dr. Prasad T.R.
3. Dr. Jona Rajan (English)
4. Dr. Ravar Kumar (Phy. Edn)
5. Dr. Rajan Babu (Zoology)
6. Dr. Radhika A. (Biotechnology)

The meeting came to an end at 2:45

Principal  
Government College  
Maravittur-T.M.

Minutes of the meeting

Meeting of the NGRAC with the teachers in connection with Promotion/Placement: held at Seminar hall on 26-2-19.

Agenda:

1. Placement/promotion of college teachers
2. Kerala University Trade Festival
3. Model Examinations
4. Slot verification
5. Centralized Attendance System

Members Present:-

1. Dr. S. Baiju	Mathematics	P.S.
2. Dr. Prakash A	Hindi	Prady
3. Dr. Santhosh Kumar	Mathematics	Prady
4. Dr. M. S. Sankaranarayanan	Statistics	Prady
5. Dr. S. S. S. S. S.	(Ezi. G.S.)	Prady
6. Dr. C. R. Changan	Zoology	Prady
7. Dr. Radhika A.	Biotechnology	Prady
8. Dr. Rajan Babu	Computer Science	Prady
9. Dr. P. S. Nair	Physics	Prady
10. Dr. Jona Rajan	English	Prady
11. Dr. Jona Rajan	"	Prady
12. Dr. Jona Rajan	Statistics	Prady
13. Dr. Jona Rajan	Mathematics	Prady
14. Dr. Jona Rajan	CS	Prady
15. Dr. Jona Rajan	Physical Edn.	Prady
16. Dr. Jona Rajan	Computer Science	Prady
17. Dr. Jona Rajan	CS	Prady



15. Dr. Anne Philip  
 17. Binay K.R.  
 18. Dr. Jeyaram P.  
 21. Jyoti Bose R  
 23. Dr. Subram H.M.

Statistich  
 Biology  
 Biotechnology  
 Physics  
 IQAC. Graduate

*(Signature)*  
*(Signature)*  
*(Signature)*  
*(Signature)*

The meeting commenced at 2:00pm.

Principal, Dr. Bhanubhawan Nair addressed the members present. He informed about the G.O of the Government regarding the pending placements of the Government College teachers. In continuation of this the Directorate of Collegiate Education has put up a circular to submit the applications of the teachers for placements to the Principals of the college and the scrutinization to be carried out by the IQAC of the College. Hence the meeting has decided to constitute a College level committee to provide help for the IQAC coordinator to verify the applications of the placement proposals. The committee members are

- 1) Vice-Principal, Smt Jaya.A.S.
- 2) IQAC Coordinator - Dr. Subram H.M.
- 3) NAAC Coordinator - Dr. Prasad.T.R.
- 4) PTA Secretary - Dr. Bajju.S.
- 5) Dr. Santhukumar (H.O.D. Mathematics)

IQAC coordinator conducted a powerpoint presentation regarding the Performance Based Assessment System (PBAS) under Career Advance Scheme. He pointed out the differences between 2010 and 2018 regulation. Presentation detailed the options A and options B and grading pattern in both the options. He also explained the procedure for the submission of the applications.

The meeting members were informed that the Screening Cum Evaluation Committee will be constituted based on the applications received.

Principal informed the members that the applications to be submitted along with the

disputing documents, in triplicate. Kerala University Youth festival is scheduled at March 2019. The teachers are directed to give their willingness to assist the students for the programme on 27, 28, 29, March 2019.

The meeting decided to conduct model examination during March 2019. All teachers are directed to submit the model question papers to the Internal Exam Convener, Dr. Bijitha and to submit the model question papers of the previous examination to the IQAC Coordinator.

The meeting decided to complete the Annual Stock verification under the General Convener'ship of Dr. Prakash A and complete the same by 21<sup>st</sup> March 2019.

Teachers are directed to submit the reports of various club activities, department reports to the IQAC by March 31, 2019.

The meeting decided to establish a Centralized Attendance System. Hence the departments are directed to submit their class/teacher wise timetables to the IQAC.

The meeting came to an end at 3:45pm.

*(Signature)*  
 30/3/19

Minutes of the meeting of members of IQAC and College Union held at Seminar Hall on 25.03.2019.

Agenda:

1. Kerala University Youth Festival
2. Campus Discipline
3. College Magazine

Dr. B. Umikrishnan Adm		
Dr. Praveen Gowd	Deputy	
A.S. Jayu	Vice Principal	
Dr. S. Baiju	PTA Secretary	
Jolly Bose-R	UGC Nodal Officer	
Dr. J. J. Prasad	Principal	
L. Venkatesh	NIC officer	
P.K. Prasad	name Prasad	
Aruthipadaniil	Vice chairperson	
Chairman :- P. N. N. D. H. A. B.		
Magazine Editor	Kaathik B.	
	Arjun N.	
Manager: P. S.	Staff	
Dr. Sabarin H.D.	IQAC Coordinator	

teacher-student relationship for the smooth conduct of the classes. Vacation classes, if any, will be intimated to the Principal in advance, and the concession to the those students will be forwarded by the Principal. No students are permitted to be present in the college campus after the w/class hours. Students without hall ticket, have to produce their identity cards, for before the Principal, for permitting to appear the examination for the smooth functioning of the college and to avoid the intruders, night patrolling was permitted at the campus.

The staff Advisor is directed to assist the Magazine Staff Editor to sort the articles received and to make necessary corrections. College Union Magazine Editor is directed to receive advertisements and the tariff rates and submit the same to the Staff Editor.

The meeting concluded at 5.30pm

*(Signature)*  
 PRINCIPAL  
 Government College  
 Kariavattom-TM

The meeting started at 4.30pm. IQAC Coordinator welcome the participants, and informed that the meeting was called for giving instructions to the participants of Kerala University Youth Festival to be held at the Kariavattom Campus, from 27th onwards. The staff Advisor, Sri Manoj, has listed out the participants of the Youth Festival. Based on the request of the students, duties were assigned to the teachers to assist the students in various venues for their performances. A general coordination will be done by the Staff Advisor (Sri Manoj), IQAC Coordinator (Dr Sabarin) and PTA Secretary (Dr Baiju). Three sub teams were formed under Smt. Sumitha, Dr Bijitha B, and Dr Prasad P.K.

The meeting discuss the various issues of the students in the campus. The college union members were directed to keep a maintain a good