












Minutes of the meeting of the executive members of IQAC held at Seminar Hall on 22.06.2021.

Agenda:

1. Action plan for the academic year.
2. Conducting the University Examinations.
3. NAAC visit.
4. Other items.

Members present

1. Jaya A.S 
2. Dr. Jolly Bora R 
3. Dr. Baiju S 
4. Ashwini Anok 
5. Dr. Bismita B 
6. Dr. C.R. Dhanu 
7. Dr. Radhika A 
8. Dr. Priya R 
9. Leena Mol. O 
10. Dr. Karthika K 
11. Dr. Sabeen HM 

The meeting started at 3:30 pm chaired by the Principal Smt. Jaya A.S. The Principal delivered the points to be addressed for the new academic year. After a fruitful discussion among the members, the meeting decided the following.

- In connection with the upcoming University exams, in the wake of covid situation, a college level committee constituting the Princip

- IQAC Coordinator, NAAC Convenor, Office Suptd, Junior Health Inspector (PHC), Ward Councillor were formed for the smooth conduct of the examination.
- Covid protective measures such as Sanitiser, Mask, etc to be kept in hand and students to be monitored by the concerned Tutors to maintain the safe distances at the college campus.
  - Intimation to be given to the students regarding the special exam for the Covid positive students.
  - To improve the teaching-learning process, it is decided to procure Intelligent Interactive Board.
  - The programme to improve <sup>the</sup> campus greenery and plastic free zone to be continued. In connection with this it is planned to plant saplings on either sides of the newly laid internal roads.



*J. S. Suresh*  
22/6/2021  
PRINCIPAL  
Government College  
Mariavattom-Tvm.

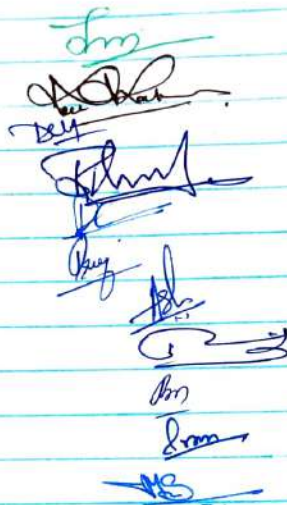
Minutes of the meeting held on 28/7/2021  
by the executive members of IQAC.

### Agenda:

- 1) Evaluation of the online classes.
- 2) Reconstitution of club/cells
- 3) Result analysis
- 4) Other items.

### Members Present:

1. Janga A.S
2. Dr. KARTHIKA .K
3. Dr. C. R. Dhanya
4. Dr. Jolly Bose .R
5. Dr. Radhika A
6. Dr. Parva .R
7. Ashwini Ashok
8. Dr. S. Baiju
9. Dr. Bijitha .D
10. Leena Mot. D
11. Dr. SABEEN.H.M



The meeting started at 3.15 pm. IQAC Coordinator welcomed the participants. Principal addressed the meeting participants regarding the online classes in the wake of the covid situation. Principal remind the meeting about the submission of application for new courses. She expressed her remarks on the need for the analysis of the university level exam results. The committee members had a discussion on the matter and decided to implement the following.

- \* Different clubs/cells of the college was

- reconstituted by incorporating the newly transferred teachers
- \* Important days which are observed in general are to be observed in college by the concerned clubs/cells by conducting programmes related to that day.
  - \* As the online classes are continuing, it is decided to find out the students who are lacking the devices for online classes (mobile) and to render help to these students through the college.
  - \* Applications to new courses to be submitted to the University before August 31<sup>st</sup>.
  - \* DLME to be held to analyse the results of the University exams and thereafter remedial measures to be proposed by the CLMC.
  - \* NAAC convenor is entrusted to constitute a team to develop a college level LMS



*[Signature]*  
28/7/21  
PRINCIPAL  
Government College  
Variavattom-Tvm.

70

Minutes of the IQAC Meeting held on  
06/09/2021 at Principal Chamber,  
Gout - College Karavattom.

## Agenda

- 1) Preparation and Submission of AQAR 2020-21.
- 2) Conducting of Faculty development programme on Learning management system.
- 3) Installation of biogas plant, recharging of borewell & recycling of waste water.
- 4) Preparation and submission of self study report for cycle-2.
- 5) Any other matters.

## Members Present:

1. Dr. Jolly Bose. R NAAC Comenior
2. Vimal D. Kumar Alumni
3. Dr. Rudhika A Associate Professor, BC.
4. Dr. Karthika K Geography Department
5. Dr. Ragini Suresh Asst. Professor, ECE
6. Anzar Azad Alumni Association Secretary
7. Aswani Ashok (Through Online mode)
8. Dr. Dhanya (Thru " )
9. Dr. Ramdulari ( " )
10. A. S. Jaya Principal
11. Dr. Sabreen H M IQAC Coordinator
12. Vidya V.T Senior Bupt
13. Dr. S. Baiju PTA Secretary

The meeting started at 2 pm. Discussed the preparation and timely submission of AQAR for the year 2020-21. The previous meeting has decided to launch an LMS for the college. The IQAC proposed an FDP for the teaching faculty at college level to get familiar with new system. It is planned to put up a biogas plant to utilize the sloped waste for generation of biogas. The committee decided to implement the rain water harvesting recharge process utilizing the topography of the campus.



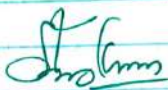
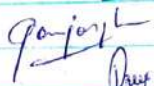



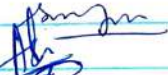



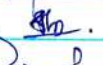

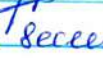








*J. G. S.*  
6/9/21  
PRINCIPAL  
Government College  
Kariavattom-Tvm.

Minutes of the meeting of IQAC executive members along with Criteria Coordinators of NAAC held at Principals Chamber on 13/10/2021

### Agenda:

1. Progress of AQAR-2020-21.
2. Evaluation of vision & mission & logo.
3. Result Analysis

### Members Present.

- |   |   |
|---|---|
| 1. Jaya. A.S                                  |      |
| 2. JOVI JOSEPH (CS)                           |      |
| 3. Dr. Priya R (CS)                           |     |
| 4. Sreela. S.R (CS)                           |      |
| 5. Josna Rajan English                        |      |
| 6. Soumyaham vs Biotechnology                 |    |
| 7. Ashwini Ashok (French)                     |   |
| 8. Purneethy Sathyan (Statistics)             |   |
| 9. Pinalabharathi Mathew (Computer Science)   |    |
| 10. G. Sreelakshmi (Chemistry)                |   |
| 11. Dr. Simith (Biochemistry)                 |   |
| 12. Suchithra G. Krishna (Botany)             |   |
| 13. Dr. Raju Srinivas (Zoology)               |   |
| 14. Dr. Rajeev Kumar R. Phy. Eds              |    |
| 15. Dr. S. Baiju (Mathematics), DTA Secretary |  |
| 16. Dr. Biji. B. (Chemistry)                  |    |
| 17. Dr. Radhika A (Biochemistry)              |    |
| 18. Santhosh G (Physics)                      |    |
| 19. Dr. Karthika. K (Geography)               |    |
| 20. Dr. Sabar. H. M. Coordinator IQAC         |   |

The meeting commenced at 3:25pm at Principals chamber. Smt. Jaya.A.S, the principal in-charge welcome the members. Sri. Jollybose.R the NAAC Convener, presented the details of data collected regarding the AQAR-2020-21. The committee had a discussion with the Criteria Coordinators regarding the uploading of the AQAR. The

members were of the opinion to revise the mission, vision and logo of the college and hence decided to update the same.

- The meeting evaluated the existing logo of the college and decided to modify it according to the present scenario and then to submit the revised matter to the college council.
- To have a better planning for the future, a Five Year Plan proposal to be made in view of the vision of the institutions.
- Various awareness programmes to be conducted in connection with the Gender sensitization, anti-ragging, covid protocol.
- Department Level Monitoring Committees (DLMC's) of the departments have submitted the reports of the results of B.Sc (2018-21) batch and M.Sc (2019-21) batch. The committee analysed the results and suggested the following measures for the improvement of performance by the students in future.
  - Remedial classes to be conducted for the slow learners.
  - Encourage peer group teaching among students
  - Conduct class test papers on completion of each topic.
  - Jeevani Programme Counselor to be directed to attend the students in need of psychological support.



*J. S. Srinivas*  
13/10/21

**PRINCIPAL**  
Government College  
Kariavattom-Tvm.



Minutes of the meeting of IQAC members with Criteria Coordinators, HOD's, Club members and on 23.12.2021.

### Agenda:

1. Action plan of the academic year
2. Academic Calendar and activities.
3. Other matters

### Members Present:

1	Jaya - A.S		<u>Jaya</u>
2	Dr. Sabeen - H.M	IQAC Coordinator	<u>Sabeen</u>
3	Dr. Sini H	Biochemistry	<u>Sini</u>
4	G. Sreelakshmi	Chemistry	<u>Sreelakshmi</u>
5	Dr. Priya.R	CS	<u>Priya</u>
6	Leena Mol-o	NCC	<u>Leena</u>
7	Pina Elizabeth Mathew	Computer Science	<u>Pina</u>
8	Angeo Varghese	Chemistry (AISHG)	<u>Angeo</u>
9	Ashwini Ashok	French	<u>Ashwini</u>
10	Meeena C.S.	Geography	<u>Meeena</u>
11	Sumitha S.	Sanskrit	<u>Sumitha</u>
12	Dr. Bijitha.B	Chemistry	<u>Bijitha</u>
13	Lekshmy R.K	Chemistry (ASAP Coordinator)	<u>Lekshmy</u>
14	Dr. Radhika A	Biochemistry	<u>Radhika</u>
15	Dr. Kumari Sreelakshmi	Mathematics	<u>Sreelakshmi</u>
16	Dr. C.R. Dhanya	Biochemistry	<u>Dhanya</u>
17	Parvathy V.	English	<u>Parvathy</u>
18	Anjana.V	Statistics	<u>Anjana</u>
19	Dr. Jolly Bose.R	Physics	<u>Jolly</u>
20	Dr. Prakash A	Hindi	<u>Prakash</u>
21	Joyi Joseph	Computer Science	<u>Joyi</u>
22	Sreela. S.R	Computer Science	<u>Sreela</u>
23	Dr. Karthika.K	Geography	<u>Karthika</u>

The meeting started at 10:00am, chaired by the Principal, Dr. Jaya.A.S, The IQAC Coordinator welcomed the participants and the NAAC Convener, Dr. Jollybose reported the progress of

- AQAR 2020-21. The meeting decided the following
- To chart out the academic calendar of the college incorporating the calendar programmes of University of Kerala and the programmes to be conducted ~~by~~ by the college.
  - Formation of departmental alumni associations to strengthen the college alumni contributions to the college.
  - As the admission procedure has finished, it is decided to conduct an induction programme during January 2022 for giving awareness about the various clubs and cells.
  - As the college level LMS was implemented, ~~it is~~ <sup>the</sup> faculty members are directed to utilize the service effectively and if needed a training to be organised for the same.
  - Training regarding digilocker usage to be carried out by the college level faculty trainers to the teaching, non-teaching staff and thereafter the tutors to give training to the concerned students.
  - To get familiarised with the higher education procedures, it is decided to ~~give~~ <sup>conduct</sup> a bridge course to the 1<sup>st</sup> year students by the teaching faculty of concerned subjects.
  - Training / awareness programme to be given to the final year students regarding future studies and opportunities.
  - A science outreach programme to be scheduled at college during February 2022.
  - Placement cell activities to be enhanced and to provide soft skill training programmes.
  - Question bank for each subject to be prepared and to upload in the college LMS, as per the recent syllabus giving emphasis to Course Outcome.
- The meeting came to an end at 11:30 am



*Jms Gnan*  
23/12/21  
PRINCIPAL  
Government College  
Karayakattom-Tvm.

Minutes of the meeting of IQAC held on  
31.01.2022

Agende:

1. Evaluation of construction work
2. Infrastructure facilities.
3. Student related programmes.
4. Feed back

Members Present

<del>Prin</del>	Jaya A-S
<del>HOD</del>	Dr. SABEEN.H.M.
<del>Prof. K</del>	Soni JOSEPH
<del>J</del>	Jona Ryan
<del>Dr.</del>	Dr. Sreele. S. R.
<del>S</del>	Dr. S. Baiju
<del>Dr.</del>	Dr. Jilly Bose R
<del>Ashwini</del>	Ashwini Ashok
<del>Ullas</del>	Ullas R S
<del>Vimal</del>	Vimal D Kurjar
<del>Dr. RAJMOH</del>	Dr. RAJMOH Sobu S C
<del>Dr. C. R. Dhany</del>	Dr. C. R. Dhany
<del>Vidya</del>	Vidya H T Sreptt
<del>Dr. Bishu B</del>	Dr. Bishu B
<del>Dr. Priya R</del>	Dr. Priya R
<del>Dr. Radhika A</del>	Dr. Radhika A
<del>Dr. Ramdulori S.</del>	Dr. Ramdulori S.

The meeting started with a welcome address by the Principal Smt. Jaya A.S. She appreciated the NAAC team for the timely completion and submission of AQAR. She made a note on the visit of our Director Collegiate education and her vision of submitting the SSR on completion of the ongoing construction works. IQAC coordinator Dr. Sabeen-H.M briefed the progress of work going on at the campus, based on

The discussion with the various Engineers/Contractors of various projects works. The renovation work of A and F Block to be completed by July 2022, and the B-Block to work by August 2022. Playground protection work, pathways and the duct (drainage/cable) construction are in progress.

The meeting decided to take necessary steps for the speedy completion of the construction work. In the wake of the decision, a meeting to be conducted convened in the presence of the MLA along with the officials of the concerned departments of pwd and KIFB at the earliest. The matter was entrusted to the building committee convenor.

The meeting discussed the internet facility of the college and found that the ease of availability of internet to departments can be made by enhancing the wifi facilities in the college. Hence decided to install WIFI Modems at selected locations in-keidh the campus. The meeting decided to entrust the PTA executive to convene the PTA meeting of the outgoing students before the commencement of the final semester examinations.

The student centred programmes concerning the Arts Fest, sports activities etc, if to be conducted, should be planned well in advance of the semester exams. The college union. Decided to be entrusted to chart out the related programmes and inform the staff adviser. As the meeting decided to get the feedback from students and parents. The matter was entrusted to concerned tutors to receive the feedback forms from concerned persons and handover to the IQAC Coordinator.



*Joshi*  
31/01/2022  
PRINCIPAL  
Government College  
Kariavattom-P. M.

Minutes of the meeting of executive members of IQAC held at Principal chamber on 31.3.2022.

### Agenda.

1. Progress of work.
2. Evaluation of academic plan implementation.
3. Utilization of funds.

### Members Present

Jaya-A-S.	
Josna Rajan	
Ulas.R.S	
Ashwini Ashok	
Dr. S. Baiju	
Dr. Sreele.S.R	
Dr. Jolly Bose R	
Dr. Parvathy R	
Vinod Kumar S H.A	
Dr. Rajesh Subin S	
Dr. Sabarin.H.M	
Vidya.V.T Supth	
Sanj JOSEPH	
Dr. C.R. Thangar	
Dr. Brijlaxmi B	
Dr. Ramdulani S.	

The executive meeting of IQAC was started at 3:15pm to evaluate the progress of work carried out as per the plan of action during the academic year 2021-2022. Principal Smt Jaya-A-S chaired the meeting. She appreciated the college council and IQAC for the wholehearted support rendered during the year for the smooth conduct of the academics. The meeting evaluated the various matters and found the following.

- \* Enhancement of teaching learning process by
  - installing Intelligent Interactive board at PG classroom (Mathematics)

- Procuring LMS platform for online classes.
  - Provided mobile for the students lacking the devices for online classes.
  - Based on the result analysis of University examination, timely remedial measures were undertaken for improve the improvement.
  - A faculty Development Programme (FDP) was arranged on the usage of the Learning Management System (LMS) of the college.
  - Internal examination were conducted at semester ends.
- \* Environmental Care has been carried out by
- Planting saplings in the campus.
  - implemented biogas plant for biological waste.
  - Re-routed the surface runoff of the campus with respect to the topography for the implementation of rainwater harvesting recharge projects.
- \* National level webinars were organised by the departments of Physics, Computer Science, Biochemistry, Geography and Mathematics.
- \* Awareness programmes were conducted to observe the various national/international days during the academic year.
- \* Students were supported with programmes concerning Career growth, reading skills, emerging opportunities, personality development, etc.
- \* Academic Programme series was conducted to have an interactive lecture programme among the various subjects of study.
- \* Faculty improvement training programmes for the staff was carried out through Orientation Programme (3) Refresher Courses (13) Induction Programmes (4), Short term Courses (6) and Faculty Development Programmes (12).
- \* Submitted application for new courses.
- \* Placement and Guidance cell has conducted various programmes for the benefit of the students.

- \* Internet - Wifi facility was upgraded.
- \* Plan fund was utilised for
  - Beautification work (1,77,500/-)
  - Infrastructure development and upgradation through board placement at newly created gate entrance and placing signboards, (16,99,739/-)
  - Construction of examination hall above administrative block (1,50,00,000/-)
  - Construction of overhead tank (76,17,000/-)
  - Soil investigations for various buildings (14,15,800/-)
  - Students support & welfare and outreach through psychology apprentice (1,10,880/-) Jeevani programme.
  - Development of laboratories - Chemical (2,14,850/-) and equipments (31,06,400/-)
  - Development of library (3,00,000/-)
  - Playground protection (84,73,400/-)
  - Sports activity - Conduct (1,80,000/-), coaching camp. (59,000/-) equipments (1,21,000/-)



*[Handwritten signature]*

3/03/2022

**PRINCIPAL**  
Government College  
Karavattom-Tvm.