

Minutes of IQAC Meeting Conducted on 17-06-2019

Time: 02:30 PM

Venue: Principal's Chamber

Agenda:

- Review the activities of the college during the previous academic year 2018-19.
- Analyse the functioning of the IQAC committees of 2018-19.
- Result analysis of 2018-19 Batch.
- Admission 2019-20
- Submission of Pending AQARs.
- Plans of the institution for the current academic year.


Members Present

Dr. Jessy N.C., Principal
Dr. Prasanth Mathew, Vice Principal
Dr. Rekha K.R., Co-ordinator
Dr. Veena Appukkuttan, Assistant Professor in Social Science
Dr. Sinoj Joseph, Assistant Professor in Physical Education
Minimol Simon, Office Superintendent
Sri. John P.T., College Librarian
Rev. Fr. Jose Nedgungattu, Pro-Manager
Dr. Jose James, Educational Expert
Sri. Jobish M. Joseph, Alumni Representative
Sri.K.J. Chacko, PTA Representative
Sri Binoy K., Local Representative
Sri. Nithin Jose, Student Representative

**Note: Members of the committee who were present in the meeting signed in the Minutes Book maintained by IQAC.*

Minutes

- The overall academic activities and program of the students during previous academic year was reviewed. It is decided to organise more outreach - community oriented programmes in the coming years.
- The IQAC evaluated the functioning of IQAC committees during the last academic year. For the smooth functioning of IQAC fair distribution of work is emphasized. All the committees should work together to reach the goal.
- Result analysis of 2018-19 Batch was done. IQAC appreciated the faculty and students for their remarkable performance.


IQAC, Co-ordinator




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- It is decided to conduct the admission process in a more transparent way. For the smooth conduct of the admission process an admission committee was formed under IQAC.
- The IQAC reminded about the submission of pending AQARs at the earliest and intimated to take necessary measures for the same.
- Plans for the current academic year was discussed. It is decided to organize more outreach activities during current year.

Action Taken Report:

- As a part of Jubilee year celebration, a plan was prepared for outreach and extension activities.
- As per the evaluation some committees are reconstituted by IQAC
- It is decided to appreciate the students in PTA general body meeting.
- For maintaining the transparency in admission process one faculty member was appointed as the nodal officer.
- Distributed the criterion wise AQAR works
- Decided to organize more outreach activities based on UN-SDGs as a part of Jubilee year celebration.



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Minutes of IQAC Meeting Conducted on 04-10-2019

Time: 02:30 PM

Venue: Principal's Chamber

Agenda:

- Review the progress of pending AQAR works.
- Capacity Enhancement workshop for Teaching and Non-Teaching staff.
- Review of academic activities of the completed semester.
- Academic audits and related matters.
- Review the functioning of IQAC.

Members Present

Dr. Jessy N.C., Principal
Dr. Prasanth Mathew, Vice Principal
Dr. Rekha K.R., Co-ordinator
Dr. Veena Appukuttan, Assistant Professor in Social Science
Dr. Sinoj Joseph, Assistant Professor in Physical Education
Minimol Simon, Office Superintendent
Sri. John P.T., College Librarian
Rev. Fr. Jose Nedgungattu, Pro-Manager
Sri.K.J. Chacko, PTA Representative
Sri Binoy K., Local Representative
Ms. Sivakeerthana Dinesh, Student Representative

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Minutes

- Updates were taken on criterion wise data sent by the faculties for the completion of AQARs. Progress and issues regarding AQAR preparation was discussed and suggestions were provided.
- It is decided to organize a one week Capacity Enhancement workshop in the month of October to make all staffs - both Teaching and Non-Teaching updated.
- IQAC analyzed the academic activities of the completed semester and suggested measures to conduct academic programmes in a systematic and organized way with proper documentation works.
- To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis, IQAC decided to conduct internal audits at the end of the academic year.
- Reviewed the reports of different committees of the college and suggested parameters for various academic, research and extension activities as per NAAC guidelines.


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Action Taken Report:

- Prepared AQAR data were merged to the AQAR format for uploading
- Organised a capacity training programme for Non-teaching staff in association with IQAC and PKM Staff Association.
- For the effective documentation process a Programme Abstract(Draft format) format was prepared.
- Decided to the conduct the AAA at the end of March.
- Prepared Plan to implement activities as per NAAC guidelines.



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Minutes of IQAC Meeting Conducted on 05-03-2020

Time: 02:30 PM

Venue: Principal's Chamber

Agenda:

- Analysis of the overall academic activities of the college during the academic year.
- Academic calendar preparation for the year 2020-21.
- Plans for administrative audit - stock verification.
- Student feedback.
- Student placement and career guidance activities.


Members Present

Dr. Jessy N.C., Principal
Dr. Prasanth Mathew, Vice Principal
Dr. Rekha K.R., Co-ordinator
Dr. Veena Appukuttan, Assistant Professor in Social Science
Dr. Sinoj Joseph, Assistant Professor in Physical Education
Minimol Simon, Office Superintendent
Rev. Fr. Jose Nedgungattu, Pro-Manager
Sri. Jobish M. Joseph, Alumni Representative
Sri.K.J. Chacko, PTA Representative
Ms. Sivakeerthana Dinesh, Student Representative

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Minutes

- The overall academic activities and programs of the current year was reviewed. Discussed some hectic measures to revise the full syllabus to give proper academic support for the upcoming university examinations.
- The outline of the next year academic calendar was discussed. The meeting decided to start the works of the academic calendar and to finalize it in the 1st staff council meeting in the first week of June 2020.
- The meeting decided to complete stock verification before college closes for summer holidays. The faculty in charge of each departments and labs were responsible for stock verification.
- Discussed about existing student feedback system and suggested some updates.


IQAC, Co-ordinator




Principal
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Action Taken Report:

- Analysis of all the academic activities are done and report was given to the principal for preparation of annual report.
- Intimated all mentors to provide academic support to students for their examinations.
- Submitted the draft academic calendar for the verification
- Completed stock verification and updated the stock register.
- Decided to collect student feedback in online mode.



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