IQAC meeting on 28/8/2021.

Agenda

1. Uploading of AQAR 2019-20.
2. AQAR 2020-21 preparation
3. Approval of PBAS of Dr. Lekha, Dr. Usha, Mithun and Aparna and Reena
4. Any other matter.

A. Members present-

1. Principal.
2. Prasanna O.K
3. Deepa K
4. Biju R K
5. Radhamani C P
6. Anil Chandran.
7. Jayaprasad V.C.
8. Rakhi Raghavan.
9. Praveen N
10. Ragi P.V

B. The following members were not present due to other engagements.

a. Padmanabhan.
Bharathan.

C. Resolutions.

1. Decided to upload AQAR 2019-20 on 29/8/2021 as approved by the college council held on 27/8/2021.

2. Decided to remind departments to update data at college website and collect data for preparing AQAR 2020-21.

3. Approved PBAS of Dr. Usha K, Dr. Lekha, Muthu, Reena and Aparna.

D. Action taken report.

1. Observed world environment day with a talk by Prof. E. Kunhikrishnan, Environmentalist & former Associate Professor of Zoology at University College, Thiruvananthapuram on 5th June 2021.

2. Completed the feedback by VI sem students.

Dr Programme of K

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IQAC meeting held on 22.12.2021 at Principal chamber.

Agenda

1. Preparation of AQAR 2020-21
2. Departmental Activities - 2021-22
3. Introduction to freshers.
4. Student feed back - 2020-21.
5. Any other matter.

A: Members Present

1. Muzahidhasan P.T.
2. Praveed Nickileri
3. Jayaprasad V.C
4. Midhun Krishnan P.B
5. Deepa. K
6. Shamlath. C.C.
7. Satheesan. M.K
8. Bijin. K
9. R.B. Bijin

B: The following members were not participated due to other engagement.

1. Dr. Shoba. S. Nair
2. Dr. Sumitha Nair
3. Smitha. C.C.

C: Action taken Report.

1. IQAC Director Dr. Prasanna. M.K. handed over the charge to Dr. R.B. Bijin, the new committee constituted for IQAC as per Council decisions.
2. Dr. Prasanna. M.K reported the progress of Preparation of AQAR-2020-21.

D. Resolutions

1. Committee decided to conduct a training programme for

Non teaching staff and the charge is assigned to Smt. Jayaprasad.V to organise the same

2. All department should submit a copy of the proposal of activities to be conducted in the academic year on or before 05.01.2022. to IQAC

3. Decided to conduct an Interaction with all the college level committees to streamline their programmes.

4. The following members are assigned charge to collect the data for filing AQAR. 2020-21.

Criteria I. Curriculum aspects: Dr. Shoba. S. Nair

Criteria II: Teaching learning and Evaluation: Smt Nidhin Krishnan

Criteria III: Research and Innovation: Dr. Praveed. N.

Criteria IV: Infrastructure learning and Resources: Dr. Satheesan. M.K and Jayaprasad. V.C.

Criteria V: Student Support and Progression: Smt. Biju. K and Smt. Sruthi. C.C.

Criteria VI: Governance leadership and Management: Dr. Sumitha Nair N and Dr. Prasanna. M.K

Criteria VII: Institutional values and Best Practices: Dr. Deepa. K

5. Decided to complete student feed back during the academic year 2020-21 on or before 05.01.2022

6. Conduct an orientation programme for I^st year UG and PG students either online or off line on or before 07.01.2022

7. All department should conduct atleast one certificate course during this academic year

8. Dr. Satheesan M.K and Smt. Biju. K are assigned the duty to verify the PBAS submitted to IQAC for the CAS promotion for teachers.

9. Decided to conduct an academic audit in all Departments

22/12/2021

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IQAC meeting held on 31.1.2022.

Agenda

1. Preparation of AQAR - 2020-21
2. PBAS verification and Approval of Biju. K., Asst. Prof. of Mathematics
3. Review of Programmes Conducted by IQAC.
4. Any other matter

A: Members Present:-

1. Dr. R.K. Biju (Principal in charge) Biju
2. Dr. Deepa. K
3. Dr. Sethesan M.G
4. Dr. Praveed. N
5. Dr. Sumitha Nair. N
6. Smitha C.C
7. Madhu Krishnan. P.B
8. Biju. K
9. Jayaprasad V.C

B: The following members were not participated due to their other engagement:-

1. Sri. Bharathan. K.K
2. Dr. Shaha. S. Nair

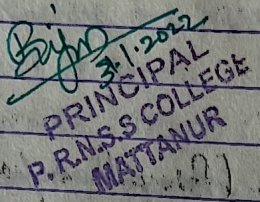
C: Action taken Report:-

1. Conducted workshop for Non teaching staff on. 11.01.2022.
2. Conducted a programme for all faculty members on 18.01.2022 on Academic auditing.
3. Committee analysed the progress of filling AQAR during the academic year 2020-21.

D. Resolutions

1. Meeting decided to collect activity reports during 2020-21 from all departments and Conveners of different Committees for updating the website. Dr. Praveed Nimbalkar assigned charge for the same.

2. Meeting approved the PBAS of Smt. Biju.K, Assistant Professor, Dept. of Mathematics from Academic level 11 to 12.
3. Committee decided to analyse the process of registration of Dept. Alumni and assigned to charge to Smt. Biju.K, Assistant Prof. of Mathematics for collecting the details.
4. Reviewed the programmes conducted by IQAC on 07.01.2022 and 18.01.2022



IQAC meeting held on 08-03-2022

Agenda

1. Preparation of AQAR. 2020-21
2. Review of IQAC activities
3. Approval of PBAS.
4. Nomination of External members

A: Members Present.

1. Principal
2. R.K. Biju
3. Satheesan. M.K
4. Deepa. K
5. Biju. K
6. Smitha C.C
7. Shobha S Nair
8. Sunitha Nair N
9. Jayaprasad V.C
10. Dhanalekshmi L.C

B: The following members were not participated the meeting due to their engagements.

1. Dr. Praveed. N.
2. Smt. Midhun Krishnan. N.

C: Action taken Report.

1. Collected the activity reports in all Departments and conveners of various Committees and uploaded in the website.
2. Smt. Biju. K. explained the procedure of Registration of Departmental Alumni
3. Reviewed the programme (Webinar on IPR) conducted by IQAC in Collabration with Research cell on 17.02.2022 Sponsored by KSCSTE and NIPAM.

4. Reviewed the progress of the preparation of AQAR-2020-21.

D: Resolutions

1. IQAC members incharge of the seven criteria explained the progress on the preparation of AQAR 2020-21.
2. Meeting approved the PBAS of Smt. Anil Chandran S., Assistant Professor, Dept. of Commerce, from academic level 11 to 12, Dr. Samyuktha Sasikumar, Asst. Prof. Dept. of History and Smt. Jessica Sudheer, Asst. Prof. Dept. of English from academic level 10 to 11 as per the the regulations and corresponding university orders.
3. Committee decided to prepare a bye law for the registration of Dept. Alumni and constituted a committee for the same of following members.
   1. Smt. Rajkrishnan T, (Convener)
   2. Dr. Mahesh Kumar. M
   3. Smt. Biju. K
   4. Adv. K.S.K. Nambiar
   5. Dr. Sumitha Nair
   6. Dr. Shareed. N
   7. Dr. Amrutha K Adiyodi
   8. Dr. Sreejith. P.

   Asked the committee to conduct the meeting and submit the final draft to IQAC within two weeks.
4. Committee discussed to nominate external members to IQAC. As per the suggestion from the principal, it is decided to submit a panel of experts in each category to the next meeting.
5. Discussed the shortage of infrastructure in IQAC room including computer and internet facility. Principal agreed to solve it as early as possible.

8/3/2022

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Combined meeting of IQAC and Dept. Coordinators held on 12.04.2022, 1.30 pm at Principal chamber.

Agenda:-

1) Academic Audit.
2) Academic Plan 2022-23.
3) Feed back
4) Any other matter.

A: Members Present:-

1. Principal
2. Dr. R.L. Biji
3. Dr. Leena P.T
4. Reena
5. Remya P
6. Dr. Shobha S Nair
7. Athira Aravind K
8. Dr. Amrutha K Achyuthi
9. Dr. Deepa K
10. Biju IC
11. Dr. Praveed N
12. Satheesan M.S

B. The following members were not participated the meeting due to other engagements

1. Dr. Sumitha Nair N
2. Sri. Nidhin Krishna N
3. Smt. Sruthi
4. Departmental Co-ordinators of Commerce, Mathematics, History and Hindi Departments.

C- Action taken Report.

1. Accepted the nominations of External members and Students representatives approved by the College Council held on 23.03.2022.

The External members are

1. Dr. Raveendran T.P. (Former Registrar SSUS)
2. Sri. Subhash, COO, KIAL, Kannur Airport
3. Dr. A.P. Kuttikrishnan, Former PVC, Kannur University
4. Sri. Krishnakumar Kannolli., Alumni representative.

The Student representatives are

1. Kum. Sreelakshmi., I MSc, Mathematics
2. Kum. Nithya Roopa., II BSc Physics
3. Mr. Yadhukrishnan. R.K, I BA English.

D. Resolutions

1. Prepare the files in the department and get ready for academic audit for 2019-20 & 2020-21 on 05.05.2022. Departmental Co-ordinators should monitor the same.
2. The Conveners of all Committees need to submit the minutes of their meetings during the academic year 2021-22 on or before 01.06.2022
3. Decided to collect feed backs from all stake holders on or before 30.04.2022. After a meeting all department should submit the feedback evaluation report on or before 05.05.2022 to IQAC
4. All departments should plan the activities to be conducted in the coming academic year and the Coordinators have to present the same in the IQAC meeting held on the second week of June 2022
5. IQAC suggested to conduct a Departmental meeting in the presence of Principal & IQAC Coordinator from 19.04.2022 to 22.04.2022.

meeting concluded at 3.30pm.

21.04.2022

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