


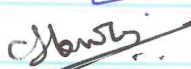
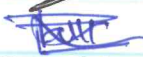





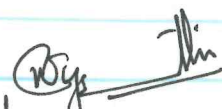
Minutes of the IQAC Meeting - 2:30 pm
On 3/2/2020 in the principal's office.

Members Present


- 1) Dr. C.V. Thomas 
- 2) Prof. Elias N Paul 
- 3) Prof. Harikant S 
- 4) Sri Aboobacker Sidhik P N 
- 5) Prof. Paul Kuriaakose 
- 6) " Soumya T S 
- 7) " Jyothi C Nain 
- 8) " Jills Abraham 

Decisions

- 1) Prof. Jyothi C Nain is selected as the IQAC Secretary.
- 2) To publish an interdisciplinary research journal with ~~Prof.~~ Mathew K.O as Editor and Prof. Elias N Paul as associate Editor. Sri Amal Chandran will be the Assistant Editor.
- 3) Discussed NAAC criteria for assessment and to update the college for the purpose.
- 4) Next meeting is scheduled on March 4th, 2020.
- 5) All departments shall prepare bridge course for newly admitted students.
- 6) To improve the input output ratio, all departments shall conduct remedial courses.
- 7) There shall be department-wise extension activities.


Secretary




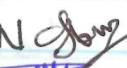




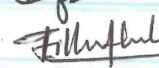

Co-coordinators

1 HARIKANTH S. 

Co-coordinator 
3/2/20

Minutes of the IQAC Meeting - 2.30 pm on 4/3/2020
in the Principal's office.

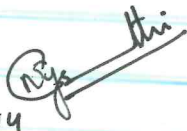
Members Present

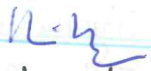
- | | |
|---|--|
| 1) Dr. C.V. Thomas  | 10) Renju Paul  |
| 2) Prof. Elias N Paul  | 11) Bindu K A |
| 3) Prof. Harikanth S | 12) Shameena K |
| 4) Sri Aboobacker Sidhique PN  | 13) Nithiya Mol. K N  |
| 5) Prof. Paul Kuriaakose  | |
| 6) " Soumya TS  | |
| 7) " Jyothi C Nair  | |
| 8) " Jills Abraham  | |
| 9) " T.V. Jacob  | |

- 1) Resolved that permanent faculty members of the college shall have academic work during mid-summer vacation, on all normal working days. They will be eligible for five days continuous casual leave, during vacation.
- 2) Bridge courses have to be prepared and maintained in the departments including Statistics department during mid-summer vacation 2020 under the leadership of permanent staff of the departments and additional help of the faculty from their homes, if they planned to continue in the institution in the academic year 2021. Bridge courses have to be prepared in April 2020.
- 3) Remedial teaching materials in each department shall be prepared on previous semesters syllabus initially and the course will have to be administered before the next semester examination either during off class hours or on off days. The services of the guest faculty from home may also be used for preparing the remedial material as well.

Subsequent remedial courses materials will have to be prepared and maintained by the departments during the academic year 2020-2021

- 4 Criteria wise committees may be constituted by H co-coordinator of the IQAC by 31st March 2020. And the committees shall begin to function from June 1st onwards.

Secretary 


Co-coordinator

Co-ordinator

Minutes of the IQAC Meeting - 11:00 am on 9/7/2020
in the Principal's office

Members Present

- 1) Dr. C.V. Thomas
- 2) Prof. Elias N Paul
- 3) Prof. Harikanth S
- 4) Sri Aboobacker Sidhic PN
- 5) Prof Paul Kuriakose
- 6) Soumya T S
- 7) Jyothi C Nair
- 8) Jills Abraham



~~Signature~~





DECISIONS IN THE IQAC HELD AT 11.00 AM ON 09/07/2020

1. A NAAC orientation program is scheduled to be conducted in the first week of August, 2020.
2. It is decided to maintain a register in all departments for recording details of online classes.
3. Associations are to be formed departmentwise and may conduct the following.
 - Seminars(State or National level) should be conducted by the department(at least on per year).
 - Proposals for these seminars should be submitted to the Principal for approval from the management.
 - There shall be a seminar coordinator in each department.
4. The college Journal Editorial Board was reconstituted with the following members.
 - Chief Editor – Elias. N. Paul (Department of Physics)
 - Associate Editor –P.G.Anagha (Department of Bioscience)
 - Assistant Editor – Amal Chandran (Department of English)
5. Articles to be included in the Journal may be handed over to the editors by teachers and students.
6. It is decided to assess entry leaved index of academic attainment of students. An initial test based on bridge course shall be conducted with 50 marks for the purpose.
7. A NAAC monitoring and facilitation team is constituted with the IQAC members. Any three members of the IQAC as decided by the coordinator shall visit departments routinely. This would begin in the second half of August.
8. Next IQAC sitting is scheduled after completion of first round of visit by the NAAC monitoring and facilitation team in the departments.

Secretary *Prasanna*

Coordinator
9/7/20.

Co-coordinator

W3

Minutes of IQAC meeting held on 13.04.2021

Time : 1.30pm to 2.30 pm.

Venue : Principal's office.

Agenda :

1. Research Publication of staff.
2. Faculty of Registration for PhD
3. Certificate Course.
4. Extension Activities.

Participants :

1. Dr. C.V. Thomas (Principal)
2. Mr. Sajid A.M (IQAC Co-ordinator)
3. Prof. T.V. Jacob (HOD of Chemistry)
4. Prof. Soumya T.S (HOD of Computer Science)
5. Mrs. Meera.M. Nair (HOD of Business Administration)
6. Mrs. Jyothy.C. Nair (HOD of Bioscience)
7. Mrs. Bindu.K.A (HOD of Statistics)
8. Mrs. Aneesa.A. Rahman (HOD of Electronics)
9. Mrs. Anjaly Jose (HOD of Mathematics)
10. Mrs. Renji Paul (HOD of Zoology)
11. Mr. Shanavas P.M (HOD of Commerce)
12. Mr. Jishnu (Faculty member of Physics)
13. Mrs. Simi.B.L (Faculty member of Economics)
14. Mrs. Remyamol K.R (Faculty member of English)

After making discussion on the above agenda the following decisions have been taken:-

1. Criterion wise data updates will be completed on or before August 2021.
2. All PhD, MPhil and PhD pursuing faculty members should publish their articles in UGC care list journals/indexed journals.
3. A cash award of Rs 2500/- will be offered to the highest indexed articles in a journal.
4. Most of the faculty members are advised to register for their research work as early as possible.

5. In an academic year, 10 duty leave will be provided for their research work.
 6. Faculty members are encouraged to attend International Conference, Participate and present of papers in them and attend workshops and collect participation certificate. Duty leave will be provided on particular days.
 7. Every department should conduct a certificate / Diploma course with 25 to 30 hours time span, with detailed syllabus.
 8. Detailed staff meeting has to convene to carry out the decisions.
 9. A research publication coordinator for the college is proposed and decided upon in the meeting.
 10. IQAC Department Internal Audit is scheduled in the 1st week of May 2021.
- IQAC Coordinator.

13.04.2021


Principal.

Venue: Principal's Office.

- Agenda:
1. Quality Enhancement.
 2. Research Publication by Faculty Members.
 3. Criteria Seven - Best Practices.
 4. Department wise Extension Activities.

Participants:

1. Dr. C. V. Thomas (Principal)
2. Mr. Sajid A.M (IQAC co-ordinator)
3. Prof. T.V Jacob (HOD of Chemistry)
4. Prof. Elias. N. Paul (HOD of Physics)
5. Mr. Harikanth. S (HOD of Commerce)
6. Mrs. Saumya T.S (HOD of Computer Science)
7. Mrs. Jills Abraham (HOD of English)
8. Mrs. Shameena. K. Muhammed (HOD of Economics)
9. Mrs. Meera. M. Nair (HOD of Business Administration)
10. Mrs. Jyothy. C. Nair (HOD of Bio science)
11. Mrs. Bindu K.A (HOD of Statistics)
12. Mrs. Aneesa. A. Rahman (HOD of Electronics)
13. Mrs. Renju Paul (HOD of Zoology)
14. Mrs. Rekha. K.S (HOD of Psychology.)
15. Mr. Malik Deenar (Online co-ordinator)
16. Mr. Shanavas P.M.
17. Mr. Abin Jacob.

After making discussions on the above agenda the following decisions have been taken:-

1. Every Department Head must ensure to deliver the quality enhanced teaching and learning process.
2. To improve our semester-wise result by way of remedial teaching before their university examination.
3. Satellite peer teaching is to be arranged for each subject.
4. Department co-ordinators may ensure to

prepare the remedial reading material for 4th and 5th semester students.

5. To modify the Bridge course material before starting the 1st year classes (2021 adm)
6. Criteria 7 - Institutional Values and Best Practices including Extension activities are designed and implemented on or before 22nd July 2021.
7. All PTA minutes must be completed immediately after PTA meeting.
8. Alumni Records be filled with adequate information of students like Mobile Numbers, email ID etc.
9. Attendance shortage list must be submitted to the principal, of those who have less than 80% attendance on or before 28th June 2021.

IQAC Coordinator.

28.06.2021.


Principal.