

Meeting I

Date: 11.08.2023

Venue: Principal's Chamber.

Time: 1.30 pm

Agenda:

- Welcome and Introduction of IQAC members
- Review of previous Year's achievements
- Goals and Objectives of this academic year
- Discussion on quality assurance initiatives to be implemented in this academic year.
- Discussion on any other matter arising
- Collect student feedback from students, Teachers, Alumni and Staff.

Discussion:-

Principal welcomed and introduced the new IQAC members. IQAC co-ordinator reviewed the previous year's IQAC activities and achievements. It was noted that the institution had achieved significant progress in implementing quality assurance initiatives. The members discussed the institution's goals and objectives for the new academic year. It was decided to conduct a workshop on outcome based education within the next two months. The members discussed the quality assurance initiatives to be implemented in this academic year. The following initiatives were identified (1) Conducting of regular faculty development programs (2) Implementation of a more effective quality management system. (3) Conduct frequent remedial sessions for slow learners. (4) Conducting

Principal decided to collect feedback and IQAC co-ordinator inauguration



as possible for collecting feedback

11. 08. 2023

Action Taken:

- Prepared Action Plan for this academic year.
- Academic calendar and teaching plan for teachers has been prepared & verified.
- Selected co-ordinator for the outcome based education Seminar
- ~~It~~ was identified slow learners from each class for Remedial class.
- Decided to conduct Seminar Series.

Meeting adjourned at 2.15 pm.

Members present:-

Principal. - Sri. Anjith S.

IQAC Co-ordinator (Dr. Divya V) ✓

Dr. Vishu V.

Dr. Parvathy Nand ✓

Dr. N. B. Sreekala ✓

Dr. Rani Rajeevan ✓

Dr. Syatha K.S.



Meeting II.

Date: 1/9/2023

Venue: Principal's Chamber.

Time: 2.30 pm.

AGENDA

- Clubs and Committee Constitution.
- AQAR documentation for the academic year 2023-24
- Attendance Statement of Students.
- College website updation.
- Best Practice Initiatives.

DECISION:-

- The IQAC co-ordinator presented the draft constitution for clubs and committees. The members discussed and suggested modifications. The revised constitution will be circulated to all members for feedback.

Action Item: IQAC co-ordinator to circulate the revised constitution.

- AQAR documentation :- The principal emphasized the importance of AQAR documentation for NAAC accreditation. The members discussed the progress made so far and identified areas for improvement.

Action Item: Co-ordinator to prepare a report on AQAR documentation progress for the academic year 2023-24

- Best Practice Initiatives: The members discussed best practice initiatives implemented in the institution. The co-ordinator presented a report on the initiative taken.



Action Item: : Co-ordinator to identify new best practice initiatives for implementation

→ Attendance of Students: The members discussed the attendance of students and identified reasons for low attendance.


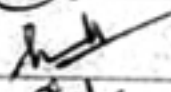
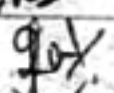
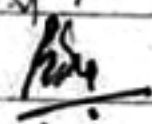
Action Item: - ^{CMC} Co-ordinator to monitor student attendance and report to the IQAC.

College website updation: - The members discussed the need to update the college site.

Action Item: - website co-ordinator to finalize the website updation by 20/9/2023.

The meeting was adjourned at 3.45 pm.

Members Present :-

Sri. Amjith S	Principal.
Dr. Divya V.	IQAC co-ordinator.
Dr. Vishnu V.	NAA C co-ordinator.
Dr. Poovalthy Nand	
Dr. N.B. Breekala	
Dr. Rani Rajeevan	
Dr. Sujatha K S	



Meeting III

Date : 10/11/2023

Venue : Principal's Chamber.

Time : 11.30 am.

AGENDA :

- Preparations for NAAC Visit.
- Discussion on Department Files.
- Research Methodology Webinar.
- Outreach Program for School Students.
- Conduct Faculty Development Workshops.

Discussion : - Discussion on feedback collected and Action to be taken.

The Principal addressed the IQAC members and requested their full cooperation for the NAAC final preparations. The Principal emphasized the importance of this visit and urged all members to work together to ensure a successful outcome and requested the IQAC members & HOD's to

- Review their department files and ensure that all necessary documents are in order

- Provide any additional documentation required for the NAAC peer team visit.

- Identify any specific requirements or support needed for final preparations.

The IQAC co-ordinator was instructed to ensure that all department files updated and ready for verification by next week.



- The members decided to conduct a Research methodology Seminar for faculty members in the next month. Principal directed the IQAC co-ordinator to organize FDP workshops for faculties.
 - The Members discussed the outreach program for the nearby school students and decided to conduct a talk and exhibition for the students. The program will be conducted in collaboration with local schools.
 - Feedbacks were discussed and necessary action to be taken.
- The Meeting was adjourned at 12:40.

Members Present:

Sri. Anjith S
 Dr. Droya V
 Dr. Vishwas
 Dr. Parvathy Nand
 Dr. N. B. Sreekala
 Ms. Ramesh K.
 Dr. Sujatha K.S.

Principal will convene a follow-up meeting to review the progress of the final preparations and address any concerns or issues raised by the IQAC members.



make HOP's presentation on the
 next day after making the necessary
 corrections as suggested by the
 IQAC committee.

Members Present:

Sri Anjitha
 Dr. Divya V
 Dr. Vishnu
 Dr. Parvathy Nand
 Dr. N. B. Sreekala
 Dr. Sujatha K.S.
 Dr. Ge. Jayadevan
 Dr. Remku Babu
 Ms. Sayana Santhosh



Meeting IV

Date: 30.11.2023

Venue: Principal's Chamber.

Time: 3 pm.

AGENDA:

- NAAC peer Team Visit
- NAAC Visit preparation.
- NAAC Visit Club Members & duty assignment
- Chemistry Lab → Shifting of Chemicals.
- Library room Arrangements.
- HOD's presentation

Discussion:

Principal welcomed the gathering including IQAC-Faculty members, Management Nominee, Alumni member and Student member and discussed the final arrangements to be made for the NAAC peer team visit on next month. IQAC coordinator.

readout the club~~ness~~ of club members and reminded to prepare an action plan and checklist for the arrangements to be done on the NAAC peer team visit. It was decided to shift all the chemicals and apparatus of Chemistry Lab to the new building.

in the coming week itself. It was decided to complete the library room arrangement by tomorrow itself. HOD's to do their presentation on Department activities before the IQAC Committee. IQAC members suggested some points for including in their presentation, and principal directed the HOD's to

