

## IQAC MINUTES (2012-'13)

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Monday, 25<sup>th</sup> June 2012. The following members attended the meeting and the following discussions were made and decisions were taken accordingly.

### Members Present:

1. Sri. K. Narayanan, Principal (Chairman) (S/d)
2. Dr K.C. Muraleedharan, Department of English (Co-ordinator) (S/d)
3. Dr P. Balakrishnan Department of Hindi (Member) (S/d)
4. Dr Premavalli P.V., Department of Commerce (Member) (S/d)
5. Sri. M. Rajeevan, Department of Physics (Member) (S/d)
6. Sri. Vinodkumar Pola, Department of Mathematics (Member) (S/d)
7. Dr Premachandran Keezhoth, Department of English (Member) (S/d)
8. Dr Santhosh V.M., Department of English (Member) (S/d)
9. Sri. A Nisanth, Department of Statistics (Member) (S/d)
10. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
11. Er Thejraj Mallar, Alumni (Member) (S/d)
12. Er Jacob John, Industrialist (Member) (S/d)
13. Sri. T.V. Ganeshan, Head Accountant (Member) (S/d)
14. Kum. Safwana Arayappurath, Student (Member) (S/d)

### Resolutions and Actions Taken

Item No.	Resolution	Action Taken
1.	Decided to give orientation to new recruits on quality assessment process and parameters.	An orientation session was conducted in July. IQAC Co-ordinator briefed about the quality assurance and assessment procedures.
2.	Decided to prepare guidance material for facilitating open course selection.	A guidance material was prepared and made available to the students.
3.	Discussed the results of the university examination and suggested to the Principal to discuss the same in the college council.	The college council discussed the results of various departments in details and directed the departments to take measures to improve the results in the coming semesters.
4.	Decided to introduce bar-coded answer sheets for the internal examinations in order to familiarize well the students with the university examinations.	Bar-coded answer sheets were used for the Model Examinations conducted in October 2012.
5.	Decided to conduct bridge courses for the newly-admitted students.	Bridge courses were conducted at department level in the first week of 1 <sup>st</sup> semester classes.
6.	As part of nature conservation mission, decided to propose to the management to install solar power system in the college.	A 21.5 KV Solar Power Plant was installed in the college in 2012.
7.	To conserve water, decided to propose to the management to construct a rainwater harvesting pond.	A ferro-cement rainwater harvesting pond with 8.75 lakhs litre holding capacity was constructed in 2012.

8.	Decided to set up a mahogany plantation with the support of the Forestry Club and the N.S.S. units of the college.	The plantation in 1.5 acre land was set up during August 2012.
9.	Decided to organize interactive sessions with internationally acclaimed figures from various walks of life.	Students' interactions were arranged with Ms Anandi Sharan (climate change historian), Ms Vani Jayaram (national award winner playback singer), Ms Susmitha Banerjee (Kathak dancer) during the academic year 2012-'13.

### IQAC MINUTES (2012-'13)

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Friday, 26<sup>th</sup> October 2012. The following members attended the meeting and the following discussions were made and decisions were taken accordingly.

#### **Members Present:**

1. Sri. K. Narayanan, Principal (Chairman) (S/d)
2. Dr K.C. Muraleedharan, Department of English (Co-ordinator) (S/d)
3. Dr P. Balakrishnan Department of Hindi (Member) (S/d)
4. Dr Premavalli P.V., Department of Commerce (Member) (S/d)
5. Sri. Vinodkumar Pola, Department of Mathematics (Member) (S/d)
6. Dr Premachandran Keezhoth, Department of English (Member) (S/d)
7. Dr Santhosh V.M., Department of English (Member) (S/d)
8. Sri. A Nisanth, Department of Statistics (Member) (S/d)
9. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
10. Er Thejraj Mallar, Alumni (Member) (S/d)
11. Er Jacob John, Industrialist (Member) (S/d)
12. Sri. T.V. Ganeshan, Head Accountant (Member) (S/d)
13. Kum. Safwana Arayappurath, Student (Member) (S/d)

#### **Resolutions and Actions Taken**

Item No.	Resolution	Action Taken
1.	For waste management as part of the Earth-friendly Campus – Phase 1, decided to request the management to set up an incinerator for burning waste.	An incinerator for burning dry non-plastic waste was set up near the college canteen for the purpose in November 2012.
2.	To enhance the effectiveness of the teaching process through proper utilization of ICT, it was decided to request the management to improve the facilities of the audio-visual centre with state-of-the-art equipments.	A computer system of higher configuration was installed at the audio-visual centre and internet connectivity was established in December 2012.

3.	Decided to organize a street theatre campaign to sensitise the public against substance abuse. The NSS units were entrusted with the task.	A street theatre troupe was formed by the NSS Unit No.11 street play on the dangers of drug abuse was staged at various places in and around Payyanur.
4.	Decided to construct a home for the homeless widow Mrs Kalyani Amma of Eripuram, Payangadi. The NSS unit was asked to co-ordinate the project.	Under the leadership of NSS Unit No.11, the construction was started with the financial support from the staff, the students, and the general public. The house would be handed over to the beneficiary by August-September 2013.
5.	Decided to take up the ASAP 21-Day Residential Training Camp under Training Partner Scheme under the leadership of the Dept. of English.	The ASAP 21-Day Residential Training for was conducted for two batches of students from various colleges in Kerala during April-June 2013.
6.	Decided to give free coaching for school students in football and volleyball using the expertise of the faculty and the sports council appointed coaches of the Dept. of Physical Education.	Free one-week coaching in football and volleyball was given to the high school students of the neighbourhood during April-May 2013.

### **IQAC MINUTES (2013-'14)**

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Friday, 19<sup>th</sup> July 2013. The following members attended the meeting. and the following discussions were made and decisions were taken accordingly.

#### **Members Present:**

1. Sri. M.P. Jayarajan, Principal (Chairman) (S/d)
2. Dr K.C. Muraleedharan, Department of English (Co-ordinator) (S/d)
3. Dr P. Balakrishnan Department of Hindi (Member) (S/d)
4. Dr Premavalli P.V., Department of Commerce (Member) (S/d)
5. Sri. M. Rajeevan, Department of Physics (Member) (S/d)
6. Sri. Vinodkumar Pola, Department of Mathematics (Member) (S/d)
7. Dr Premachandran Keezhoth, Department of English (Member) (S/d)
8. Dr Santhosh V.M., Department of English (Member) (S/d)
9. Sri. A Nisanth, Department of Statistics (Member) (S/d)
10. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
11. Er Thejraj Mallar, Alumni (Member) (S/d)
12. Er Jacob John, Industrialist (Member) (S/d)
13. Sri. T.V. Ganeshan, Senior Superintendent (Member) (S/d)
14. Sri. Ravindran P., Head Accountant (Member) (S/d)
15. Kum. Safwana Arayappurath, Student (Member) (S/d)

## Resolutions and Actions Taken

Item No.	Resolution	Action Taken
1.	Decided to convene a general meeting of first semester UG students and their parents.	A welcome meeting was arranged on the first day of 1 <sup>st</sup> semester UG classes in which a brief was given about the functioning of the college.
2.	Analysed the results of the university examinations.	Result analysis was done and recommended the Principal to convene a council meeting and discuss the result departmentwise and take necessary measures to improve the results in the coming semesters.
3.	Decided to give orientation to departments in preparing department profile.	Department-level orientation was given during the year.
4.	Decided to give orientation to new recruits on quality assessment process and parameters.	Orientation to newly-recruited teachers was conducted in August 2013.
5.	Decided to suggest to the departments to organize more number of seminars and workshops.	37 seminars and workshops conducted during the year.
6.	Decided to motivate the departments to organize educational exhibitions showcasing the updated knowledge in their discipline for the benefit of the students of other departments and of the neighbouring schools.	7 exhibitions were conducted by various departments.
7.	Decided to subscribe to Inlibnet journal consortium.	Subscribed to NList journals if Inlibnet.
8.	Decided to rectify the defects in the public announcement system.	The system was repaired and audibility in all classrooms and departments was ensured.
9.	Decided to organize film screening and appreciation camps.	Film screening and discussion sessions were organized by Movie Mania film club of the college.

## IQAC MINUTES (2013-'14)

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Thursday, 19<sup>th</sup> December 2013. The following members attended the meeting and the following resolutions were taken after detailed discussion.

### Members Present:

1. Sri. M.P. Jayarajan, Principal (Chairman) (S/d)
2. Dr K.C. Muraleedharan, Department of English (Co-ordinator) (S/d)
3. Dr P. Balakrishnan Department of Hindi (Member) (S/d)
4. Dr Premavalli P.V., Department of Commerce (Member) (S/d)
5. Sri. M. Rajeevan, Department of Physics (Member) (S/d)

6. Sri. Vinodkumar Pola, Department of Mathematics (Member) (S/d)
7. Dr Premachandran Keezhoth, Department of English (Member) (S/d)
8. Dr Santhosh V.M., Department of English (Member) (S/d)
9. Sri. A Nisanth, Department of Statistics (Member) (S/d)
10. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
11. Er Thejraj Mallar, Alumni (Member) (S/d)
12. Er Jacob John, Industrialist (Member) (S/d)
13. Sri. T.V. Ganeshan, Senior Superintendent (Member) (S/d)
14. Sri. Ravindran P., Head Accountant (Member) (S/d)
15. Kum. Safwana Arayappurath, Student (Member) (S/d)

### Resolutions and Actions Taken

Item No.	Resolution	Action Taken
1	Decided to suggest to the NSS units to take up environment conservation projects like cleaning rivers.	Thejaswini river was cleaned by the volunteers of N.S.S. Unit No.11 during the seven-day annual camp.
2	Decided to suggest to the library committee to encourage and give training to the students for internet browsing.	Training was given to selected students at the Network Resource Centre under the aegis of Library Advisory Committee.
3	Decided to organize programmes to promote women empowerment and gender parity.	Seminars on Women Empowerment were conducted during the year.
4	Decided to give training to the office staff in office correspondence.	Training was given by IQAC.
5	Evaluated the progress of college office automation and networking and decided to complete it soon.	The automation process was completed during the year.
6	Decided to give training to the office staff on office automation and file sharing.	Training was given by IQAC. Computer Instructed Mr. Arun was the resource person.
7	Discussed the proposal submitted by the first batch B.Sc. Mathematics main alumni to set up a park on the campus, and forwarded the same for the consent of the management.	The park, named after Prof. A.K. Raghavan Nambiar, former Principal, and HoD Mathematics, was set up at a cost of Rs.2.5 lakhs.

### IQAC MINUTES (2014-'15)

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Monday, 23<sup>rd</sup> June 2014. The following members attended the meeting and the following resolutions were taken after detailed discussion.

#### Members Present:

1. Dr P. Balakrishnan, Principal (Chairman) (S/d)
2. Dr K.C. Muraleedharan, Department of English (Co-ordinator) (S/d)

3. DrPremavalli P.V., Department of Commerce (Member) (S/d)
4. Sri. M. Rajeevan, Department of Physics (Member) (S/d)
5. Sri. VinodkumarPola, Department of Mathematics (Member) (S/d)
6. DrPremachandranKeezhoth, Department of English (Member) (S/d)
7. Dr Santhosh V.M., Department of English (Member) (S/d)
8. Sri. A Nisanth, Department of Statistics (Member) (S/d)
9. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
10. ErThejrajMallar, Alumni (Member) (S/d)
11. Er Jacob John, Industrialist (Member) (S/d)
12. Sri. T.V. Ganeshan, Senior Superintendent (Member) (S/d)
13. Sri. Ravindran P., Head Accountant (Member) (S/d)
14. Kum. SafwanaArayappurath, Student (Member) (S/d)

### Resolutions and Actions Taken

Item No.	Resolution	Action Taken
1.	Resolved to encourage the departments to evolve new strategies for making the transaction of the revised UG and PG syllabi more meaningful.	Department-level planning was done and the new curriculum was implemented in its true spirit.
2.	Resolved to promote the use of e-materials available in the INFLIBNET NList e-journals and books.	Motivation and guidance to the students in this respect was given by the teachers handling different classes.
3.	Resolved to request the management to improve the infrastructure facilities in the light of the BBA and MA English classes started last year. The proposal for the construction of a new building was also mooted.	The management decided to construct an Administrative-cum-Classroom Block as part of the Golden Jubilee Celebrations of the college in 2015.
4.	Resolved to create opportunities for the promotion of folk art and culture among the new generation.	The Dept. of Malayalam organized Folk Fest with academic seminars and performance of folk art forms, in association with Kerala Folklore Academy.

### IQAC MINUTES (2014-'15)

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Saturday, 29<sup>th</sup> November 2014. The following members attended the meeting and the following resolutions were taken.

#### Members Present:

1. Dr P. Balakrishnan, Principal (Chairman) (S/d)
2. Dr K.C. Muraleedharan, Department of English (Co-ordinator) (S/d)

3. DrPremavalli P.V., Department of Commerce (Member) (S/d)
4. Sri. M. Rajeevan, Department of Physics (Member) (S/d)
5. Sri. VinodkumarPola, Department of Mathematics (Member) (S/d)
6. DrPremachandran Keezhoth, Department of English (Member) (S/d)
7. Dr Santhosh V.M., Department of English (Member) (S/d)
8. Sri. A Nisanth, Department of Statistics (Member) (S/d)
9. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
10. ErThejrajMallar, Alumni (Member) (S/d)
11. Er Jacob John, Industrialist (Member) (S/d)
12. Sri. T.V. Ganeshan, Senior Superintendent (Member) (S/d)
13. Sri. Ravindran P., Head Accountant (Member) (S/d)
14. Kum. SafwanaArayappurath, Student (Member) (S/d)

### Resolutions and Actions Taken

Item No.	Resolution	Action Taken
1.	Resolved to place the ensuing Golden Jubilee Celebration programmes in the quality perspective, giving emphasis on educational programmes.	Educational Exhibition, academic seminars etc were conducted as part of Jubilee celebrations.
2.	Resolved to arrange interaction with eminent alumni of the college to motivate the students.	Alumni interactions were conducted at department level. Sri. P. Kunhikrishnan, PSLV Mission Director, DrSatheesh C. Raghavan, SS Bhatnagar Award winner scientist, etc. interacted with the students.

### IQAC MINUTES (2015-'16)

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Friday, 10<sup>th</sup> July 2015. The following members attended the meeting and the following resolutions were taken after detailed discussion.

#### Members Present:

1. Dr Premavalli P.V., Principal (Chairman) (S/d)
2. Dr K.C. Muraleedharan, Department of English (Co-ordinator) (S/d)
3. Sri. M. Rajeevan, Department of Physics (Member) (S/d)
4. Sri. VinodkumarPola, Department of Mathematics (Member) (S/d)
5. DrPremachandranKeezhoth, Department of English (Member) (S/d)
6. Dr Santhosh V.M., Department of English (Member) (S/d)
7. Sri. A Nisanth, Department of Statistics (Member) (S/d)
8. Dr Prakash V., Department of Physics (Member) (S/d)
9. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
10. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
11. ErThejrajMallar, Alumni (Member) (S/d)

12. Er Jacob John, Industrialist (Member) (S/d)
13. Sri. Ravindran P., Senior Superintendent (Member) (S/d)
14. Sri. Ramesan K., Head Accountant (Member) (S/d)
15. Sreelakshmi Babu, Student (Member) (S/d)

### Resolutions and Actions Taken

Item No.	Resolution	Action Taken
1.	IQAC resolved to sensitize the students about disaster management, environmental protection, and energy conservation. Accordingly, suggestions were given to the NSS units to undertake such programmes.	The NSS units organized a series of programmes in these lines. 200 volunteers were given special training in emergency management. Most of the programmes were attended by many students, other than NSS volunteers.
2.	The meeting suggested to the Internal Examination Committee to modify the present pattern of conducting model examinations for all semester students together to ensure greater efficacy of the model examinations.	Examination was scheduled separately for first, second and third year students. Hence, a major portion of the syllabus could be covered in the examination for the first semester students. The loss of class hours was also minimised.

### IQAC MINUTES (2015-'16)

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Wednesday, 27<sup>th</sup> January 2016. The following members attended the meeting and the following resolutions were taken after detailed discussion.

#### Members Present:

1. Dr Premavalli P.V., Principal (Chairman) (S/d)
2. Dr K.C. Muraleedharan, Department of English (Co-ordinator) (S/d)
3. Sri. M. Rajeevan, Department of Physics (Member) (S/d)
4. Sri. Vinodkumar Pola, Department of Mathematics (Member) (S/d)
5. Dr Premachandran Keezhoth, Department of English (Member) (S/d)
6. Dr Santhosh V.M., Department of English (Member) (S/d)
7. Sri. A Nisanth, Department of Statistics (Member) (S/d)
8. Dr Prakash V., Department of Physics (Member) (S/d)
9. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
10. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
11. Er Thejraj Mallar, Alumni (Member) (S/d)
12. Er Jacob John, Industrialist (Member) (S/d)
13. Sri. Ravindran P., Senior Superintendent (Member) (S/d)
14. Sri. Ramesan K., Head Accountant (Member) (S/d)
15. Sreelakshmi Babu, Student (Member) (S/d)

#### Resolutions and Actions Taken

Item No.	Resolution	Action Taken
1.	Resolved to give special focus on outreach activities for community development during the years.	NSS volunteer involvement in part in the construction of a house offering free labour.
2.	Resolved to suggest to the science departments to organize programmes to popularize science and to establish linkages with other similar institutions.	Department of Chemistry organized a university level competition in Science Projects, Model Making and Experiments for Chemistry undergraduates.

### IQAC MINUTES (2016-'17)

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Friday, 10<sup>th</sup> June 2016. The following members attended the meeting. The meeting discussed the topics mentioned below and resolutions were taken as listed below:

#### Members Present:

1. Dr Ravindran K.T., Principal (Chairman) (S/d)
2. Dr K.C. Muraleedharan, Department of English (Co-ordinator) (S/d)
3. Sri. VinodkumarPola, Department of Mathematics (Member) (S/d)
4. Dr PremachandranKeezhoth, Department of English (Member) (S/d)
5. Dr Santhosh V.M., Department of English (Member) (S/d)
6. Sri. A Nisanth, Department of Statistics (Member) (S/d)
7. Dr Sapna Jacob, Department of Zoology (Member) (S/d)
8. Dr Prakash V., Department of Physics (Member) (S/d)
9. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
10. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
11. Er ThejrajMallar, Alumni (Member) (S/d)
12. Er Jacob John, Industrialist (Member) (S/d)
13. Sri. Ravindran P., Senior Superintendent (Member) (S/d)
14. Sri. Ramesan K., Head Accountant (Member) (S/d)
15. Sreelakshmi Babu, Student (Member) (S/d)

#### Resolutions and Actions Taken

Item No.	Resolution	Action Taken
1.	Resolved to sensitize the campus community about e-waste Management.	Students of the science departments made extensive surveys on e-waste. Strategies are being evolved for managing e-waste generated on the campus.
2.	Resolved to sensitize the college community about the humanitarian rights of the marginalized like transgenders and differently- abled.	An interaction with transgender activist Vijayaraja Mallika was arranged by the college students' union. Special volunteer groups are taking care of the differently-abled students.

## IQAC MINUTES (2016-'17)

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Friday, 28<sup>th</sup> October 2016. The following members attended the meeting. The meeting discussed the topics mentioned below and resolutions were taken as listed below:

### Members Present:

1. Dr Ravindran K.T., Principal (Chairman) (S/d)
2. Dr K.C. Muraleedharan, Department of English (Co-ordinator) (S/d)
3. Sri. Vinodkumar Pola, Department of Mathematics (Member) (S/d)
4. Dr Premachandran Keezhoth, Department of English (Member) (S/d)
5. Dr Santhosh V.M., Department of English (Member) (S/d)
6. Sri. A Nisanth, Department of Statistics (Member) (S/d)
7. Dr Sapna Jacob, Department of Zoology (Member) (S/d)
8. Dr Prakash V., Department of Physics (Member) (S/d)
9. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
10. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
11. Er Thejraj Mallar, Alumni (Member) (S/d)
12. Er Jacob John, Industrialist (Member) (S/d)
13. Sri. Ravindran P., Senior Superintendent (Member) (S/d)
14. Sri. Ramesan K., Head Accountant (Member) (S/d)
15. Sreelakshmi Babu, Student (Member) (S/d)

### Resolutions and Actions Taken

Item No.	Resolution	Action Taken
1.	Resolved to encourage the departments to organize seminars surveys etc. on contemporary issues.	Dept. of Economics conducted seminar on demonitisation. The department also conducted a survey on gender disparity in the college.
2.	Resolved to suggest to the departments to conduct more number of academic extension programmes for the benefit of the local community.	Department of English conducted a 30-hour Communicative English course for the primary students of Edanad West L.P. School.

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