

IQAC MINUTES (2017-'18)

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Friday, 4th August 2017. The following members attended the meeting and the following decisions were taken after due deliberations:

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. Dr Sapna Jacob, Department of Zoology (Member) (S/d)
7. Dr Prakash V., Department of Physics (Member) (S/d)
8. Dr Sujith K.V., Department of Chemistry (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. Ravindran P., Senior Superintendent (Member) (S/d)
13. Sri. Ramesan K., Head Accountant (Member) (S/d)
14. Sreelakshmi Babu, Student (Member) (S/d)

Decisions and Actions Taken:

Item No.	Decision	Action Taken
1	Decided to apply for NAAC re-accreditation in the next window.	SSR was submitted in February 2018. Peer Team Visit was over in September.
2	Decided to form criteria-wise sub committees to facilitate data collection for SSR preparation.	Sub committees were formed for each criterion and these committees collected and consolidated the data for inclusion in the SSR.
3	Decided to suggest the departments of Botany and Zoology to sign MoUs for the collaborative work that they have been carrying out with research institutions in the informal way. Also decided to suggest to other departments to get into collaboration with other similar research organizations.	Dept. of Botany signed an MoU with Community Agro Biodiversity Centre of M.S. Swaminathan Research Foundation, Wayanad; Dept. of English with Folkland, International Centre for Folklore and Culture, Payyanur; and English Language Teachers' Interaction Forum (ELTIF), Thalassery.
4	Decided to suggest the departments to organize more number of seminars, including international seminars, workshops, and invited talks and take up more number of extension activities.	Two international conferences, eight national seminars, three regional seminars and 29 invited talks were conducted by various departments. Two interaction sessions with foreign experts (Chinese and Scottish) were also organised. 15 extension activities were also undertaken.

5	Decided to take measures to expedite the submission of the pending AQARs.	All pending AQARs were submitted by December 2017.
6	Decided to start a Value-added course in Book Binding in association with NSS Unit.	A Value-added course in Book Binding was conducted in association with NSS Unit no.11. during September-October 2017.

IQAC MINUTES (2017-'18)

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Tuesday, 24th October 2017. The following members attended the meeting and the following decisions were taken after due deliberations:

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. Dr Prakash V., Department of Physics (Member) (S/d)
7. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
8. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
9. Er Thejraj Mallar, Alumni (Member) (S/d)
10. Sri. Ravindran P., Senior Superintendent (Member) (S/d)

Decisions and Actions Taken:

Item No.	Decision	Action Taken
1	Discussed the progress of data collection from office and departments for preparation of SSR.	Data was collected properly and SSR was submitted in February 2018.
2	Decided to request the management to complete the construction of the new building at the earliest.	The construction of the ground floor was expedited. Shifted the office, Principal's chamber, and the departments of English and Management Studies to the new building in August 2018.

IQAC MINUTES (2017-'18)

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Wednesday, 15th November 2017. The following members attended the meeting and the following decisions were taken after due deliberations:

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. Nisanth A. 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. Sri. Ramesan K., Head Accountant (Member) (S/d)
13. Sreelakshmi Babu, Student (Member) (S/d)

Decisions and Actions Taken:

Item No.	Decision	Action Taken
1	Decided to convene a meeting of the entire staff to equip all for the re-accreditation process.	A staff meeting was conducted on 00.00.2017 for discussing the same.
2	Decided to convene department-wise student meetings to make them aware of the assessment and accreditation procedure.	Students meetings were organized at department level during December 2017.
3	Discussed the format of IIQA.	IIQA was submitted on 09.12.2017.
4	Discussed the format of SSR.	SSR was submitted on 28.2.2018.
5	Decided to take structured feedback on curriculum from students, alumni, teachers, and parents.	Structured feedback was collected from these stake holders and analysed by IQAC.
6	Decide to take feedback on teacher performance from outgoing students in March/April.	Feedback was collected in April; analysis was done by IQAC; and report was given to individual teachers and the Principal.

IQAC MINUTES (2017-'18)

A meeting of the Internal Quality Assurance Cell of the college was held in the Principal's chamber on Tuesday, 5th December 2017. The following members attended the meeting and the following decisions were taken after due deliberations:

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 Santhosh V.M., Department of English (Member) (S/d)
5. Sri. Nisanth A. Department of Statistics (Member) (S/d)
6. Dr Sujith K.V., Department of Chemistry (Member) (S/d)
7. Sri. K. Ramachandran Master, President, Board of Management (Member) (S/d)
8. Sri. Ravindran P., Senior Superintendent (Member) (S/d)

Decisions and Actions Taken:

Item No.	Decision	Action Taken
1	The meeting approved the AQARs of the pending years.	All pending AQARs were uploaded in December 2017.
2	Discussed the feedback of curriculum taken from various stake holders. Decided to bring the findings before the University BoS through the member teachers from our college.	Structured feedback was collected from these stake holders and analysed by IQAC. The major findings were brought to the notice of the Kannur University Boards of Studies members from our college for considering the same in the next BoS meeting.