

Minutes of the IQAC 2013-14

Meeting held on 11.06.2013

Agenda

- Minutes of the last meeting held
- Preparation of a blueprint regarding the Plan of Action for the year 2013-14
- Any other matter

Members Present

Minutes of the meeting

Minutes of the previous meeting were read and confirmed. The meeting expressed satisfaction over the effective execution of the Action Plan proposed during the academic year 2012-13. The IQAC proposed that the AQAR for the year 2012-13 has to be prepared and forwarded without delay. The efforts of the departments in organizing the Seminars and Workshops were appreciated. The Cell observed that the number of such programmes shall be increased this year. The Cell expressed its concern over the shortage of computers and was decided to procure more systems for the benefit of students. A sub-committee was created from among its members to effectively prepare an academic calendar for the current academic year. Dr.K.Jayakumar was elected as the coordinator of the committee.

The committee decided to chart out a new Plan of Action for the current academic year. The following are the actions to be taken:

- a. reinforce the activities of the clubs and forums in the college
- b. conduct conferences/workshops
- c. organize invited lectures
- d. convert present classrooms to smart classrooms
- e. submit proposals to the management to start MSc Physics, Mathematics and MA Malayalam
- f. procure computers and reprographic facilities
- g. furnish constructive suggestions in the conduct of examinations
- h. effectively coordinate the activities of various committees

The IQAC directed all the departments to plan out their strategies to fulfill the programmes proposed for this year.

Meeting held on 27.09.2013

Agenda

- Minutes of the previous meeting
- Appraisal of the results of the Action Plan
- Discussion on the purchase of ICT tools
- Discussion on IQAC meetings

Members present

Minutes of the meeting

- The minutes of the previous meeting were confirmed
- Analysed the implementation of programmes to enhance leadership qualities among students
- The committee appreciated the initiatives taken by the departments to conduct seminars/ workshops/ invited talks
- Reviewed the various measures taken such as bridge programmes and mentor system to deal with the learning capacities of students
- The cell asked the purchase committee to take initiatives to buy reprographic items with the funds available from the UGC. Dr.Sanalkumaran Nair was given the responsibility to look into it
- Decided to convene interactive meetings with the faculty and the administrative staff
- The meeting was of the opinion that the effective involvement of members of the IQAC is bringing about positive and qualitative changes in the functioning of the institution.

Meeting held on 09.12.2013

Agenda

- Minutes of the last meeting
- Monitoring of the working of various committees
- Discussion on the submission of proposals for new courses
- Assessment of functioning of various bodies
- Any other matter

Members Present

Minutes of the meeting

- Presented and confirmed the minutes of the previous meeting.
- The committee entrusted a group of its members to take up the responsibility of preparation of the list of ICT tools which shall enhance the teaching- learning process
- Passed a resolution to facilitate the learning atmosphere by improving the infrastructure, with the help of PTA
- Unanimously decided to submit a proposal for the commencement of new post graduate courses
- Scrutinised the functioning of different committees. The cell proposed to reconstitute the committees which had vacancies to fill up.
- The anti-plastic drive carried out by the NSS attracted special reference by the cell.
- “Share a Meal”, a programme organized by the Economics Department, on the World Food Day, was worth mentioning
- Appreciated the initiative taken by the library committee of the institution to enrich the library with the latest edition of books and periodicals
- Assigned the departments to collect feedback for the improvement of both academic and non academic environment

Meeting held on 20.02.2014

Agenda

- Minutes of the last meeting
- Discussion on the achievements
- Chalking out the future plans
- Presenting AQAR for the year 2013-14

Members

Minutes of the meeting

- Read and confirmed the minutes of the last meeting. The meeting analysed the effectiveness of the plan of actions set in the beginning of the academic year. The Cell voiced its happiness in the way it has succeeded in attaining the goals for the year.
- The submission of application for the post graduate courses, procuring computers and reprographic items, strengthening the Career Guidance and Placement cell, meaningful conduct of activities by the clubs and committees, submission of guidelines for the conduct of internal examinations, up-gradation of classrooms into smart classrooms were some of the items the meeting wanted to highlight.
- The Cell viewed that the interaction with the faculty was a meaningful exercise. They all wanted to improve the infrastructural facilities and urged the Cell to take initiatives in this regard.
- Committee further suggested that the new-comers should be molded and introduced into the curriculum through bridge programmes.
- A replacement of a suggestion box in front of the Principal's office is another decision. The Cell decided to take remedial measures to address all the issues raised by the members of the faculty.
- The Cell entrusted the coordinator to prepare a report after thoroughly analyzing the feedback obtained from various stakeholders.
- IQAC suggested the need for conducting a training session on SPARK accounting for the non teaching staff
- Articulated the main achievements of the year 2013—14
- The following future plans were set by the committee for the year 2014-15
 1. Upgrade the PG Departments to Research Centres
 2. Conduct Seminars / Workshops / Conferences on various disciplines
 3. Encourage more teachers to apply for minor and major projects
 4. Automation of administrative office
 5. Conduct of Water Quality Testing
 6. Further upgradation of language lab
- Presented the AQAR in front of the committee