

## **Minutes of the IQAC 2014-15**

**Meeting held on 9.06.2014**

### **Agenda**

- Presentation of minutes of the last meeting
- Inclusion and introduction of newly nominated members
- Chalking out the Plan of Action for the year
- Any other matter

### **Members Present**

### **Minutes**

- The minutes of the previous meeting was read and confirmed.
- The Chairman of the Cell informed the induction of Dr. S.V. Venugopan Nair, Mr. A.T. George (MLA), Dr. J. Hareendran Nair & Mr. Suresh Kumar to the IQAC.
- The lack of inadequate space at the library was discussed, and the Cell decided to submit a proposal for the construction of a separate library block. The Principal was requested to take up the issue with utmost importance.
- The cell decided to increase the number of Smart classrooms
- It was decided to give guidance and support to the clubs for the effective conduct of programmes. Dr.V.Sanalkumaran Nair and Dr.K.Anitha were entrusted with the responsibility.
- Provided guidelines regarding the organization and smooth conduct of seminars and workshops to the various departments
- The committee suggested motivating teachers to participate and present papers in national and international seminars and to submit a copy of the same and the duty certificate to the cell.
- Imparted a road map to coordinate the activities of various committees.
- Resolved to upgrade the fitness centre.
- The panel discussed the feedback report and decided to send requests to the Management and the College Council as quite a few infrastructural deficiencies had been pointed out.
- Decided to hold meetings with the stakeholders.

**Meeting held on 16.10.2014**

### **Agenda**

- Presentation of minutes of the last meeting held on 9.06.2014
- Analysis of the implemented plan of action in the last three months
- Preparation of guidelines for the effective functioning of various department committees and clubs
- Miscellaneous other

## **Members Present**

## **Minutes**

- The minutes of the previous meeting was read and approved by the IQAC
- The cell analysed the efficacious functioning of the computer club to provide awareness programme/training to the students and staff
- The committee reviewed the seminar, workshops and awareness classes conducted by the various departments
- The cell decided to provide an open forum to the teachers to point out the inadequacies in the university prescribed textbooks
- Discussed the effective functioning of SSP and WWS programmes
- The panel gave an impetus to the extension activities to be coordinated smoothly. The cell also sifted the incorporation of ICT methodology of teaching in all the departments
- The committee decided to facilitate the faculty to engage in research related works
- IQAC also suggested the digging up of more water holes as a mode of rain water harvest to overcome the water scarcity during the summer season
- The cell evaluated the meeting with the stakeholders held on 6.08.2014 and decided to take in the opinions and suggestions for the better functioning of the institution
- The committee also stressed on implementing strict discipline within the campus with an added thrust on the stringent nature of awarding attendance to the late comers.

## **Meeting held on 12.12.2014**

## **Agenda**

- Presentation of minutes of the last meeting held on 16.10.2014

- Discussion on conducting training in office automation for the Administrative staff
- Procurement of the latest edition of books and journals for the library
- Initiate feedback analysis
- Miscellaneous other

## **Members Present**

## **Minutes**

- The minutes of the previous meeting was read and approved by the Cell
- The committee decided to give need based training in office automation to the office staff and to familiarise them with the latest technological developments.
- The IQAC assessed that its suggestion to improve ICT based teaching–learning process has produced encouraging outcome.
- The panel agreed to intimate the university with the suggestions put forward by the teaching faculty regarding the inadequacies of certain prescribed textbooks
- The Cell decided to upgrade the library with the addition of the latest edition of books and journals with the funds available from the various sources.
- The Cell also incorporated the necessity to strengthen the Career Guidance and Placement cell.
- The panel decided to obtain feedback from the stakeholders and initiate relevant and apposite measures
- The panel agreed to coordinate the documentation of innumerable aspects pertaining to both academic and non-academic activities of the various departments
- The Cell also decided to provide effective guidelines to the internal exam squad in order to prevent malpractice
- The IQAC advised that a pertinent emphasis should be laid on providing a conducive research atmosphere to the teachers.

## **Meeting held on 03.03.2015**

## **Agenda**

- Minutes of the previous meeting
- Review of the functioning of IQAC for academic year
- Result analysis
- Discussion on a road map of the institution for the next academic year 2015-16

- Miscellaneous other

## Members Present

## Minutes

- The minutes of the previous meeting was read and approved
- The committee engaged in a qualitative and quantitative analysis of its coordination and effective functioning throughout the academic year.
- The Cell sifted through the semester results of both UG and PG students and identified major strengths and areas that required special attention.
- IQAC decided to hold a merit day to felicitate the meritorious and outstanding students
- The Cell also gave directions to ensure the effective participation of students who were proficient in co-curricular and extra-curricular activities in the university cultural fest and sports meet
- The panel also actively engaged in chalking out its strategies for the next academic year.
- The following were the plans drawn out:
  - Construction of a separate library and PG cum research block
  - Initiate steps to obtain new PG Courses especially in Malayalam and Physics
  - Ensure Wi-Fi accessibility within the campus
  - Installation of solar panel as an alternative energy resource
  - Completion of the compound wall in order to cinch safety and discipline within the campus.
  - Arranging training programmes on e-filing for the staff.
- The cell resolved to consolidate the functioning of the institution in all its spheres of discipline [both academic as well as non-academic] and to curtail the weaknesses of the organization.

## Action Taken Report 2014-15

	<b>Decision</b>	<b>Action Taken</b>
1	To submit a proposal for the construction of a separate library block.	IQAC effectively formulated a proposal for a separate library block and submitted it to the UGC, pending approval.
2	The cell decided to increase the number of Smart classrooms.	The committee ensured the implementation of ICT enabled classrooms in all the departments with encouraging results.

3	Stressed the necessity to overcome the water scarcity during the summer season.	The cell cinched the digging up of water holes for rain water harvesting within the campus to combat the severe water shortage during summer.
4	Took initiatives to enrich the library.	Latest edition of books and journals were included so as to provide a state of the art knowledge and awareness on novel and emerging trends in the various fields of study.
5	To monitor the documentation of the various activities conducted.	Academic and non-academic activities of the various departments were recorded and documented precisely
6	To obtain feedback from the stakeholders.	Feedback from the stakeholders was taken and significant measures were implemented to improve the infrastructural inadequacies in order to ensure an apposite learning environment.
7	The cell decided to hold a merit day.	A Merit day was held to felicitate the meritorious and outstanding students in the field of academics, sports, as well as in co-curricular and extra-curricular fields who won accolades and added laurels to the institution. The cell also gave directions to ensure effective participation of the students in various activities like University Cultural Fest and Sports Meet.
8	Proposal for new PG courses.	Proposal to obtain new PG courses in Malayalam and Physics was submitted to the Management and University of Kerala, pending approval.
9	To equip the office staff with modern technology.	As part of the initiatives to equip the office staff with the latest knowledge of IT, a training programme on e-filing was conducted.
10	The committee decided to ensure alternate energy resources.	A proposal to install solar panels as an alternate energy resource was submitted to the UGC, pending approval.
11	The cell noted the necessity to complete the compound wall.	The foundation of the compound wall was completed with the available funds and further construction will be started by the beginning of the next academic year.