

## Minutes of the IQAC 2015-16

### Meeting held on 08.06.2015

#### **Agenda**

- Presentation of minutes of the last meeting
- Preparation of an effective academic calendar
- Follow up of the proposal for the construction of Library and PG block
- Plan of Action for the year 2015-16
- Any other matter

#### **Members Present**

#### **Minutes**

- The minutes of the previous meeting held on 03.03.2015 was read and confirmed.
- The cell viewed that the preparation of academic calendar has to be made foolproof in the light of the delay in completing the admission process by the University
- The proposal to construct a new library and PG block has to be keenly pursued. The meeting was of the opinion that the management would be more positive as it has been a long standing demand
- The Chairman and the Principal of the college was so particular on making the campus plastic free. His suggestions to take steps in this direction were well appreciated by the Cell.
- The cell resolved to urge the clubs to organize variety of programmes which can provide students ample opportunities for leadership, social responsibility and to exhibit their talents
- The IQAC formulated the following Plan of action for the year:
  - Strengthen the Career guidance and placement cell
  - Support to minimise environmental degradation
  - Organise numerous programmes by the clubs and forums
  - Finalise the pending AQARs
  - Promotion of research activities

## Meeting held on 05.10.2015

### **Agenda**

- Presentation of minutes of the last meeting
- Academic plan and progress
- Review of results
- Any other matter

### **Members Present**

### **Minutes**

- The minutes of the meeting held on 08.06.2015 was read and confirmed
- The meeting reviewed the academic exercise during the first session of the academic year as per the academic calendar chalked out. The bridge program carried out by the departments was discussed in detail. The panel appreciated the efforts and resolved to hold a few programmes centrally by the college in the coming years, by engaging professionals in these areas. It was proposed that the internal evaluation system needs to be extensive enough to make the students competitive which need not be restricted to the University stipulations.
- The panel expressed satisfaction over the results of University examinations. It was reported that the majority of the results were much above the University standards. The performances in a few subjects attracted dissatisfaction, and suggested that remedial teachings and the internal tests are to be improved in these subjects.
- The meeting suggested that the Career guidance and Placement cell to be urged to conduct more programmes to improve the soft skills of the students.
- The Research committee was formulated and empowered to coordinate the research activities.
- The IQAC decided to associate with the Research committee in initiating steps by encouraging the teachers to engage more in research
- Decided to hold meetings with the parents and alumni.

## Meeting held on 16.12.2015

### **Agenda**

- Presentation of minutes of the last meeting
- Discussion on the meetings with the stakeholders
- Participation of students in co-curricular activities
- Miscellaneous other

### **Members Present**

### **Minutes**

- The minutes of the previous meeting was approved by the meeting
- The cell reviewed the meetings held with the faculty and the students. The proposed plan to conduct a *merit day* was discussed in detail and the cell resolved to hold the same in a couple of months. The IQAC decided to participate in the merit day by contributing the resources available with it. The Principal suggested that the students who participate in various co-curricular activities need to be encouraged with incentives. The suggestion was upheld by the cell. The cell congratulated the victory of college teams in Kerala University Football and Kabaddi championships.

Students who met the IQAC had demanded special attention on University Arts festival. In view of the same, the cell suggested that ample preparation should be made well in advance to field a good number of students in the forthcoming University Arts festival. The cell resolved to make every possible support to field a decent team in the competitions. The meeting suggested that Sports meet need to be conducted with ample preparation and encouraging participation.

The committee suggested that “a crash course” to be conducted to familiarise the Administrative staff with digital submission of documents.

## Meeting held on 10.03.2016

### **Agenda**

- Presentation of minutes of the last meeting
- 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 IQAC decided to urge the library committee to subscribe more new journals
- The committee analysed the actionplan proposed during the beginning of the academic year.
- The cell expressed satisfaction over the functioning of the clubs and various committees
- The teachers who have submitted proposals for minor/major projects and the departments for seminars were appreciated.
- The committee discussed the feedback in detail and entrusted a sub-committee, led by the Coordinator, to prepare a report on the same.
- The IQAC coordinator reported on the conduct of crash-course held for the administrative staff, and informed that it was fruitful.
- The panel reviewed the conduct of merit day and came to the conclusion that it was a good initiative.
- The steps taken against the environmental degradation were analysed by the cell. The anti-plastic drive is bringing in good change among the students. Most of the students started bringing their lunch in boxes. The use of disposable glasses has been stopped as we have bought enough steel glasses for using in various functions. The propaganda done by the IQAC to minimise the use display banners has brought in welcome changes.
- The Principal presented the detailed report on the innumerable programs and extension activities carried out by the college - through various clubs and forums - during the academic year. It was also reported that the ample opportunities provided to the students to exhibit their talents and leadership skills were widely appreciated.
- The coordinator presented the draft of the AQARs and the Cell approved it.

### Future Plans

The committee decided to lay emphasis on the following for the forthcoming academic year.

1. To conduct more certificate courses
2. To encourage faculty to actively engage in research activities
3. To promote academic activities in tune with the academic calendar
4. To finalise and submit all the pending AQARs
5. To prepare the SSR for reassessment by the NAAC
6. To elaborate the feedback mechanism
7. To provide opportunity for the students to visit reputed institutes
8. To bring the premises under the CCTV surveillance