

## **Minutes of the IQAC 2016-17**

### **Meeting held on 13.06.2016**

#### Agenda

1. Minutes of the previous meeting held on
2. Reconstitution of IQAC
3. Charting out the plan of action by the IQAC for the year
4. Submission of AQAR
5. Any other matter

#### Members Present:

#### Minutes

- The minutes of the previous meeting was read, confirmed and recorded.
- Reconstituted the IQAC with Prof.S.Sheela as the Coordinator
- IQAC coordinator emphasised the need of periodical orientation to prepare for reaccreditation.
- The team stressed the preparation of a compatible academic calendar in accordance with the university norms to ensure effective institutional functioning.
- The coordinator highlighted the need for internal audits to ensure timely, efficient and progressive performance of academic activities.
- The IQAC reviewed the prevailing best practices and stressed the need to continue them earnestly.
- The IQAC analysed the feedback report and forwarded to the college council for redressing the shortfalls.
- The IQAC was critical of the delay occurred in finalising the AQAR and decided to complete the work immediately.
- The plan of action has been framed as follows:
  - To monitor the functioning of various cells and committees.
  - To motivate the faculty in attending seminars/workshops.
  - To visit departments to urge them to maintain an absolute filing system and to make out the shortcomings
  - To encourage quality research.
  - To monitor the activities of WWS and SSP.

## Meeting held on 3.10.2016

### Agenda

1. Presentation of Minutes of the meeting held on 13 June 2016
2. Strengthening DLMC and CLMC
3. Evaluating the functional efficacy of various cells/bodies
4. Any other matter

### Members Present:

### Minutes

- Minutes of the previous meeting was read and approved.
- The IQAC emphasized the need of strengthening the DLMC to provide opportunities for the students to present their suggestions and grievances. Functioning of the CLMC was reviewed and measures to intensify its interventions in the conduct of the ongoing UG course, the CBCSS were sought for. Enhancement of library resources to accommodate changes in the syllabus was brought into the notice of the library committee. The Academic Committee was entrusted to spearhead the conduct of internal and external academic audits of departments to promote quality, accountability and transparency. It was also directed to conduct internal exams systematically and publish the results in a time-bound manner. The need for setting higher standards for discipline was highlighted by the IQAC which insisted on the compulsory use of neck-band ID, punctuality in attendance and restriction of mobile phones in the classes. Women Study Cell was endowed with programmes to empower and equip girls to face the challenges posed by the society. It was also reiterated that WWS should ensure the fostering of talents of outstanding students and SSP should enhance the support to the needy students through tutorials.

## Meeting held on 05.01.2017

### Agenda

1. Reading of the previous Minutes
2. Research Proposals
3. Discussion on Research/Seminars
4. Analysis of innovative programmes
5. Any other matter

### Members Present:

### Minutes

- The minutes of the previous meeting was unanimously approved by the committee.
- It was proposed to conduct more seminars and workshops in order to cope up with the new syllabus.
- Steps to explore the possibilities of research sharing and networking with other institutions were discussed. The faculty was urged to conduct research in areas of socio-economic and scientific relevance
- A Seminar series namely PEDESTAL '17 was formulated by the IQAC to be conducted shortly
- Expert lecture series was planned to supplement classroom teaching
- Departments were instructed to take initiatives to promote a learner centric environment and adopt participatory teaching and learning method.
- Classes on research methodology were planned to orient the UG and PG students for their projects.
- It was decided to arrange an interactive session by the faculty members who attended the FLAIR workshop to share their experiences with others.

## Meeting held on 14.03.2017

### Agenda

1. Reading of Minutes held on
2. Review of the action plan and its achievements
3. Suggestions
4. Future Plans
5. Any other matter

### Members Present

### Minutes

- Minutes of the previous meeting was confirmed and approved by the members
- The meeting reviewed the progress of the action plan charted out at the beginning of the academic year
- An analysis by the IQAC on the functioning of various cells has revealed that the bodies enacted in the way they were meant to be.
- The IQAC suggested to energize the teachers by providing opportunities to learn effective pedagogical techniques and to exchange views at the influence of episteme teaching and evaluation on student learning
- It was decided to revamp the existing feedback mechanism to improve with elevated parameters.
- Overall strengthening and integration of the activities of the college were suggested to be of prime importance by the IQAC.

A brief account of the future plans:

- To enhance the quality of education and research in thrust areas.
- To motivate the teachers and students with more workshops, seminars and lecture series.
- To encourage the faculty to apply for more minor and major projects.
- To strengthen the Alumni and make use of their resources.
- To inspire the faculty members to publish their research articles in peer reviewed journals.
- To upgrade UG departments to PG departments.
- To take initiatives to upgrade PG departments to research centres
- To provide health insurance for all the students of the college.

## **ACTION TAKEN REPORT**

### **1. Monitoring of cells/ committees**

Rigorous monitoring of cells and committees ensured the smooth functioning of the same. Academic committee was given instructions to promote quality, accountability and transparency. The academic audit was conducted and the short falls were compensated. The Discipline Committee and the Anti Ragging Cell jointly took initiatives to acquaint the students with the pros and cons of ragging. Grievance Redressal Cell encouraged the students to share the issues they faced in the campus. Women Study Cell organized counselling sessions to mould girls to meet the challenges of the society.

### **2. Attending Seminars and Workshops**

The IQAC motivated the faculty members to enhance their knowledge and resources through seminars and workshops. It took initiatives to conduct expert lectures to supplement classroom teaching. The coordinators of IQAC/WWS/SSP participated in the workshop conducted by the office of New Initiatives in higher education by the department of collegiate education, Government of Kerala at SN College for Women on **05.08.2016**. Two day Residential Capacity building Workshop was attended by the coordinators of WWS and SSP held at Loyola College of Social Sciences on 24<sup>th</sup> and 25<sup>th</sup> October, 2016

### **3. Strengthening Career Guidance and Placement cells**

Initiatives were taken to strengthen the Career Guidance and Placement cell. Courses were conducted to ensure job skills and employability. Coaching classes were conducted for NET/SET and other competitive examinations. Learning aids were provided to the aspiring students.

### **4. Monitoring WWS and SSP**

Steps were taken to motivate the students to elevate their standards and pursue for higher studies. SSP imparted additional support to weak students in their curricular areas. Feedbacks were collected to strengthen the quality of teaching- learning environment.

### **5. Analysing the Innovative Programmes**

Discussions were conducted on technology oriented methods of teaching learning and evaluation. Steps were taken to promote the creation and maintenance of a learner centric environment. Classes were given on Research Methodology for UG and PG students to guide them in their projects. Special programmes were planned for both advanced and slow learners. The Language Lab enabled the students to improve their listening and speaking skills and to enrich the vocabulary.

### **6. Supervising the activities of the Departments**

Teachers were given necessary guidance regarding the procedures related to NAAC. Lack of adequate infrastructure and other grievances from various departments were brought into the notice of the college council. It was suggested to add more learning resources in order to cater to the needs of the changing syllabus. Discussions were held on the inclusion of certificate and value added courses in the curriculum. The IQAC prompted the teachers to include more innovative techniques in the teaching learning process. The departments were instructed to work for the fulfillment of social responsibility by conducting various extension activities.