

INTERNAL QUALITY ASSURANCE CELL (IQAC)

KKTM GOVT. COLLEGE, PULLUT

MINUTES OF IQAC MEETING

Date: 11.09.2018

Time: 13:30

Venue: Principal's Chamber

Agenda: Discussion on various activities for the year 2018-19.

Participants:

Dr. Anitha.I
Dr. Nesy E A
Dhandapani K R
Dr. Resmi T.
Dhanya S Panicker
Dr. Seena Thomachan
Ullas M A
Shihabudeen A.S.
Unnikrishnan G.
Dr. Jaseela F.
Smt. Jayachandrika
Smt. Nirmala P.B.

Discussions and Decisions:

- Introduction of revised format for AQAR submission by IQAC co-ordinator.
- Each department to prepare an action plan and academic calendar with tentative dates for the year 2018-19.
- A strategic plan proposal for best practices and extension activities to be formulated.
- Annual academic and administrative audit; first phase to be done by October 2018. (Target: Updating files of 2016-17 & 2017-18)
- Dr. Resmi and Dr. Pravas assigned for restructuring the teachers' diary and to get the required number of copies printed.
- Sri. Ullas M A and Sri Unnikrishnan G., assigned the charge of conducting a brain storming session pertaining to extension activities of social relevance.
- Quality enhancement training for teaching and non-teaching staff to be organized in October.
- Orientation class for 1st year students to be conducted in September.
- Student satisfaction survey to follow the questionnaire being used.
- Sri Unnikrishnan given charge of a committee for collecting petitions from teachers, students and the public regarding for starting of new courses.



DR. ANITHA I (PRINCIPAL)

Action Taken Report on the IQAC meeting on 11.09.2018

1. Action plan and academic calendar of departments for 2018-19 prepared.
2. Preparation for Annual academic and administrative audit began.
3. Updating of files of 2016-17 & 2017-18 initiated by the departments.
4. Restructuring the teachers' diary completed and given for printing.
5. Quality enhancement training for teachers to be delivered by Dr. Girish on a convenient date.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

KKTM GOVT. COLLEGE, PULLUT

MINUTES OF IQAC MEETING

Date: 20.12.2018

Time: 11:45 am

Venue: Principal's Chamber

Agenda: Approval of AQAR 2017-18 and any other matter permitted by the chair.

Participants:

Dr. Anitha.I
Dr. Nesy E A
Dr. Resmi T.
Dr. Seena Thomachan
Ullas M A
Shihabudeen A.S.
Unnikrishnan G.
Dr. Jaseela F.
Smt. Jayachandrika

Discussions and Decisions:

- IQAC co-ordinator presented the final draft of AQAR of 2017-18 for approval.
- Updated on DBT star scheme.
- Decided to go for NIRF registration.
- Application for financial support from KSCSTE for World Wetland Day celebrations to be prepared and communicated.
- Academic audit- to be done by the end of January, Sri Ullas MA, as the co ordinator, Sri Unnikrishnan, Sri Shihabudeen and Dr. Pravas to assist Ullas sir.
- Administrative audit- Smt. Jayachandrika (Junior Supdt.) and Dr. Seena Thomachan given charge.
- A NAAC core team to be constituted for the active functioning of IQAC; Sri Ullas M A Dr. Nesy E A, Sri Shihabudeen A S , and Smt. Dhanya S Panicker along with the IQAC co ordinator Dr. Jaseela F to act as the core team.



DR. ANITHA I (PRINCIPAL)

Action Taken Report on the IQAC meeting on 20.12.2018

1. AQAR of 2017-18 approved.
2. DBT star scheme applied and awaiting results.
3. NIRF registration completed.
4. Application for World Wetland Day celebrations send to KSCSTE.
5. Preparation for Academic audit started.
6. A IQAC core team met and charted action plans for NAAC preparation.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

KKTM GOVT. COLLEGE, PULLUT

MINUTES OF IQAC MEETING

Date: 23.01.2019

Time: 13:30

Venue: Principal's Chamber

Agenda: Wetland Day Celebration . Application for Science Day Celebration and any other matter permitted by the chair.

Participants:

Dr. Nesy E A
Dr. Resmi T.
Dr. Seena Thomachan
Ullas M A
Shihabudeen A.S.
Dhandapani K R
Remani K K
Yacob Thomas
Dr. Shafeeq V A
Unnikrishnan G.
Dr. Jaseela F.

Discussions and Decisions:

- Approval of the proposal for Wetland day celebration by KSCSTE, discussion for the execution of the programme; Dr. Jaseela F, and Sri. Shihabudeen to co-ordinate the conduct of theme lecture. Dr. Nesy, Sri Ajith Kumar and Sri Prasad to co-ordinate on field workshops.
- Decided to select two students per department for participating in the event mentioned above.
- Sri. Ullas MA and Sri. Unnikrishnan to co-ordinate the power point competition for college students.
- Dr. Resmi and Smt. Dhanya S Panicker to co-ordinate painting competition for school students.
- Discussed the draft proposal for National Science Day Celebration for funding by KSCSTE.
- Reminded about academic and administrative audit, updating NAAC files.

DR. NESY EA (VICE PRINCIPAL)

Action Taken Report on the IQAC meeting on 23.01.2019

1. Date for Wetland Day Celebration finalized for February 7, 2019
2. Preparation for the celebration begun. Invitation sent.
3. Proposal for National Science Day Celebration communicated to KSCSTE.

INTERNAL QUALITY ASSURANCE CELL (IQAC)
KKTU GOVT. COLLEGE, PULLUT

MINUTES OF IQAC MEETING

Date: 05.02.2019

Time: 13:00

Venue: Principal's Chamber

Agenda: Wetland Day Celebration 2019 and any other matter permitted by the chair.

Participants:

Dr. Anitha I
Dr. Nesy E A
Sreerekha P.
Ullas M A
Shihabudeen A.S.
Arun V
Animol Jacob
Dhanya S Panicker
Unnikrishnan G.
Dr. Jaseela F.

Discussions and Decisions:

- Action taken for Wetland Day Celebration on 7th of February 2019 was reviewed. Dr. Jaseela F, Coordinator updated on the arrangements for the theme lecture for WWD celebrations.
- Sri. Ullas M.A updated on intercollegiate power point competitions to be organized. Details regarding the invitations sent, mode of conduct of competition and judging panel was detailed by him.
- Smt. Dhanya S Panicker detailed on the arrangements made for painting competitions for school students. The meeting decided to permit LP school students also to take part in the competition.
- Dr. Nesy briefed on the arrangements made for field workshop.



DR. ANITHA I (PRINCIPAL)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

KKTM GOVT. COLLEGE, PULLUT

MINUTES OF IQAC MEETING

Date: 17.04.2019

Time: 10:30am

Venue: Principal's Chamber

Agenda: Performance based assessment system (PBAS) under career advance scheme (CAS)

Participants:

1. Dr. Anitha I
2. Dr. Nesy E A
3. Dr. Jaseela F
4. Shihabudheen A. S
5. Remani K. K
6. Dr. Seena Thomachan
7. Dr. Shafeeq V. A.
8. Ullas M. A
9. Dr. Resmi. T
10. Dhanya S Panicker
11. Jayachandrika
12. Chitra M P

Discussions and Decisions:

- Principal briefed on the general guidelines for PBAS-CAS.
- Detailed the duties assigned for IQAC and its role in implementing PBAS-CAS. Discussions followed on the planning documentation and implementation of the same.
- Three groups comprising the IQAC members were formed to collect and evaluate the applications received from various departments.
 - Team 1: Ullas M. A, Unnikrishnan and Dhanya S Panikker
(History, Economics Statistics Political Science and Malayalam.)
 - Team 2: Remani K K, Shafeeq Sir, Dhandapani sir
(English, Hindi, Sanskrit, Physical Education and Computer Science.)
 - Team 3: Dr. Nesy E A, Dr. Seena Thomachan, Shihab sir and Dr. Resmi
(Botany, Chemistry, Physics and Maths)
- It was decided that self-appraisal forms of teachers of each year to be certified by HOD and approved by the principal for each year.
- Principal instructed the HODs to submit a panel and 5 subject experts to be communicated to the university/DC on or before April 26, 2019.
- It was decided to conduct an orientation class on April 25, 2019 by the IQAC for clarifying the doubt regarding the filling up of forms, choice and option etc. classes to be taken by Sri Ullas M A and Dr. Pravas

The meeting ended at 12.00 P M



DR. ANITHA I (PRINCIPAL)

Action Taken Report on the IQAC meeting on 17.04.2019

1. Orientation class PBAS-CAS conducted on April 25, 2019.
2. Class led by Sri Ullas M A and Dr. Pravas.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

KKTM GOVT. COLLEGE, PULLUT

MINUTES OF IQAC MEETING

Date: 25.04.2019

Time: 12:30pm

Venue: Principal's Chamber

Agenda: Finalizing on the document details to be produced by applicants for PBAS-CAS

Participants:

Dr. Anitha I

Dr. Jaseela F

Shihabudheen A. S

Ullas M. A

Discussions and Decisions:

- Discussed on the various forms and supporting documents to be submitted along with application for PBAS-CAS under option A and Option B and for physical education.

The meeting ended at 1.00 p m



DR. ANITHA I (PRINCIPAL)

Action Taken Report on the IQAC meeting on 25.04.2019

Forms and supporting documents for PBAS-CAS finalized and communicated to all teaching faculties preparing for placement and promotion.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

KKTM GOVT. COLLEGE, PULLUT

MINUTES OF IQAC MEETING

Date: 15.05.2019

Time: 10:30am

Venue: Principal's Chamber

Agenda: To discuss on the mode of screening of applications and evaluation of the PBAS- CAS

Participants:

Dr. Anitha I

Dr. Jaseela F

Shihabudheen A. S

Remani K. K

Dr. Seena Thomachan

Ullas M. A

Discussions and Decisions:

- The Principal discussed about the number and details of applications received so far in the college office. Discussion followed on an implementation agenda for screening of application received.
- Decided that each team leads to receive the application from office assigned to them as per earlier discussion and start verification by Friday May 17, 2019. The process to continue as and when more applications are received and the whole process to be finished before May 30, 2019.
- Applications from teachers of engineering and polytechnic colleges to be screened and verified by the team together.
- Decided to add the checklist form 2 also.

Meeting ended by 11.30 am



DR. ANITHA I (PRINCIPAL)

Action Taken Report on the IQAC meeting on 15.05.2019

1. Verification of applications for PBAS-CAS started.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

KKTM GOVT. COLLEGE, PULLUT

MINUTES OF IQAC MEETING

Date: 22.05.2019

Time: 11:00am

Venue: Principal's Chamber

Agenda: Constitution of screening and evaluation committee for PBAS-CAS

Participants:

Ullas M. A
Dr. Jaseela F
Shihabudheen A. S
Remani K. K
Dr. Seena Thomachan
Dr. Shafeeq V. A

Discussions and Decisions:

- As per the panel and subject experts received from the university the principal called for the constitution of screening cum evaluation committee for placement under CAS for assistant professors AGP 6000 (Stage I) to AGP 7000 (Stage II) and assistant professors AGP 7000 (Stage II) to AGP 8000 (Stage III).
- The screening cum evaluation committee for each subject has been constituted comprising the following members
 1. Chairperson: Principal of the college
 2. Convenor: Head of the Department
 3. Members: Two Subject experts nominated by the vice chancellor
- It was decided to entrust the head of the department to convene the screening date for evaluation after contacting the respective subject experts and to schedule the meeting and intimate the date to IQAC.

Meeting ended by 11.30 am

SD/-
SRI. ULLAS MA
(PRINCIPAL-IN- CHARGE)

Action Taken Report on the IQAC meeting on 22.05.2019

Panel of screening cum evaluation committee per subject formulated.

Screening date for evaluation of applications decided and screening started.

INTERNAL QUALITY ASSURANCE CELL (IQAC)
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MINUTES OF IQAC MEETING

Date: 07.06.2019	Time: 4:30pm	Venue: Principal's Chamber
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Agenda: Despatch of applications of placement / promotion of teachers under PBAS-CAS to Directorate of Collegiate Education, Tvm.

Participants:

Ullas M A
Dr. Nesy E A
Dr. Resmi T.
Dr. Seena Thomachan
Shihabudeen A.S.
Dr. Jaseela F.
Remani K K
Smt. Jayachandrika

Discussions and Decisions:

- Discussed the procedures to be followed for consolidating, and despatch of the applications received from teaching faculties of various disciplines of KKTU Govt. College and other Government Engineering and Poly technique Colleges of the district, in connection with PBAS-CAS.
- Decided to deliver the applications by hand to DCE office, owing to the bulkiness of applications.
- Dr. Jaseela F. And Shihabudeen A.S., volunteered to deliver the applications. Ajithkumar T G (Assistant Professor of Botany) was deputed to accompany them.

SD/-
SRI. ULLAS MA
(PRINCIPAL-IN- CHARGE)

Action Taken Report on the IQAC meeting on 07.06.2019

The applications for PBAS-CAS after the screening were despatched and hand delivered to Directorate of Collegiate Education for further proceedings.