INTERNAL QUALITY ASSURANCE CELL - 2019-2020.

MEETING

VENUE : Principal's Chamber
DATE : 19/8/2019.
TIME : 3.30pm
AGENDA : WORK Plan for the year 2019-2020 and any other matter permitted by the Chair.

MEMBERS PRESENT

1. Dr. Anitha. I — Principal
2. Dr. Nesy. E.A. — Vice Principal
3. Dr. Sindhu. S.L. — Coordinator
4. Shihabudeen. A.S.
5. Sreesekha. P
6. Sailaja. V.C
7. Dr. C.S. Suma
8. Gangadharan TP
9. Ravikumar K.
10. Muhammed Basheer. K.M.
11. Arun V
12. Jayachandran (JS)
13. Nahmitha. K.J.

Discussions and Decisions.

1. Decided to organize an Orientation Programme for first Semester Degree students.
2. Decided to organize classes to give awareness about the opportunities in the higher education for the final Year students.
3. To enhance research aptitude of PG students it is decided to organize an orientation lecture.
4. It is decided to organize a lecture on Intellectual Property Rights for faculty members and PG-students.
5. It is suggested to identify and promote athlet-

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one Best Practice by each Department.

6. It is decided to direct each department to carry out a Result Analysis for both UG and PG courses whose result is already published in a prescribed format given by IQAC.
7. It is decided to direct each department to conduct Remedial Coaching to the students with poor performance as per the result analysis.
8. Decided to direct each department to keep a file which gives the details of higher studies and career of the passout students.
9. Decided to collect student feedbacks in prescribed format and carry out analysis before March 2020.
10. Decided to conduct Internal Audit for Departments and office for the period after NAAC cycle 2.
11. It is decided to direct all faculty members to up to date their Teachers Diary.
12. It is decided to call for a meeting with all stakeholders including Alumni as soon as possible to discuss and fix an action plan for the next NAAC accreditation in 2021.

Meeting ended at 4.30 pm with Vote of Thanks to the Chair and members by the coordinator.

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Action Taken Report (ATR)

1. As per the decision taken in the first meeting dated 19/8/2019 an Orientation Programme for first semester Students was conducted.
2. As per the year plan discussed in the meeting dated 19/8/2019 each department begins to concentrate community based extension activities as best Practices.
3. As per the Year Plan discussed in the meeting dated 19/8/2019 Result analysis for all departments of both UG and PG carry out and necessary steps such as PTA meeting, remedial coaching and tutorials are to be conducted to ensure the improvement of academic results.

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INTERNAL QUALITY ASSURANCE CELL - 2019 - 2020.

MEETING

Venue : Principal's Chamber
Date : 14/10/2019.
Time : 10.30 am.
Agenda : SAAC, Result Analysis, Teachers Diary, NIRF, and Other matters permitted by the Chair.

Members Present

1. Dr. Anitha. I. Principal
2. Dr. Nesy. T.A. Vice Principal
3. Dr. Sindhu. S.L. Coordinator.
4. Shihabudeen
5. Dr. Jaseela F
6. Dhandapani. P.P.
7. Sreerekha. P.
8. Savitha. V.C.
9. Dr. C.S. Suma.
10. Ravikumar. K.
11. Gangadharan. T.P.
12. Muhammed Basheer. K.K.
13. Dr. Shafeeq. V.A.
14. Dr. Pravas. K.

Discussions and Decisions.

1. As per the direction from Higher Education IQAC coordinator participated in a meeting held at Vimala College Thrissur on 20/9/2019 organised by SAAC. She explained the conditions and strategies which we have to adopt to get accreditation by SAAC.
2. As we have successfully registered for NIRF coordinator seeks data from all the departments in prescribed format so as to

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complete the data updation in NIRF 2020 within the stipulated time.

3. The former IQAC coordinator Dr. Jaseela. F informed that AQAR for 2018-19 will be uploaded in December 2019 itself.

4. Dr. Pravas has given charge to collect compile the data which we have to extract and prepare a questionaire on the basis of this data for student feedbacks form.

5. The meeting detailly discussed the new parameters should be acquired for NAAC accreditation and discussed the importance of introducing SWAYAM MOOC's in the institution and the role of MOU.

6. IQAC directed Placement, Career Guidance cell to arrange as many programmes so that students will get maximum opportunities.

Meeting ended at 11.30 am with vote of thanks to the chair and members by the coordinator.

Action Taken Report

1. As per the decision taken in the meeting dated 14/10/2019, data uploaded for NIRF ~~2019~~ 2020 Ranking.
2. As per the decision taken in the meeting dated 14/10/2019 Student - Satisfaction Survey conducted effectively.
3. As per the decision taken in the meeting dated 14/10/2019 Internal Audit for all departments conducted.
4. Alumni meeting for all departments conducted.

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INTERNAL QUALITY ASSURANCE CELL 2019-2020.

MEETING

Venue : Principal's Chamber
Date : 31/01/2020.
Time : 2 pm.
Agenda : Internal Audit Phase-2, PBAS-CAS and any other matters permitted by the Chair.

Members Present.

1. Dr. Anitha. I. Principal
2. Dr. Nesy. E.A. Vice Principal
3. Saeeda. V.C.
4. DR. JASEELA F
5. Dhandapani. K.P.
6. Pravas. S.
7. Shihabudheen A.S.
8. Dr. C.S. Suma.
9. Gangadharan. T.P.
10. Muhammed Basheer. P.K.

Discussions and Decisions.

1. The second phase of internal audit is decided to begin by the last weeks of February 2020. It is decided to conduct administrative audit and the departments those who could not complete the files in the first phase to be done first in the second phase.
2. It is decided to conduct a talks on Intellectual Property Right and an orientation for the fourth Semester Students regarding higher education opportunities on the second weeks of March.
3. All the departments and clubs are directed to give data relevant for the

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preparation of AQAR 2019-20 in the prescribed format by March 31st.

4. It is directed to complete Students - Satisfactory Survey after preparing a best questionaire by the second week of February and its charge is given to the members Dr. Jaseela F, Dr. Francis. K, Sri. Mohammed Basheer and Sri. Changeshan.

5. The meeting nominated Vice Principal Dr. Nesy. E.A. to perform the duties of IQAC coordinator since she is on Medical leave. It is decided to form a subcommittee to verify the applications in CAS obtained with Dr. Jaseela. F and Smt. Sreerekha. P are the members.

6. IQAC meeting with all stakeholders to be convened on February 19, 2020 at 3pm.

Meeting ended at 3pm with vote of thanks to the Chair and members by the coordinator.

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Action Taken Report

1. As per the decision taken in the meeting dated 31/01/2020 a lecture on IPR was conducted and arranged a career Guidance class for final year students.
2. All the applications received in CAS are verified and forwarded to DCE, Kerela.

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