INTERNAL QUALITY ASSURANCE CELL 2020 - 2021.

ONLINEMEETING

Google meet.
Date&Time: 25/7/2020, SATURDAY 2PM.
Agenda : 1.ACTION PLAN 2020-21.
2. Higher Education Orientation for fifth Semester UG Students
3. Talk on IPR
4. Fourth Semester PG. SSS
5. Six Semester UG Result
6. 2017-20 UG Result Analysis
7. Meeting with ALUMNI
8. Green - Energy Audit
9. NIRF Result
10. AQAR Preparation 2019-20.
11. Placement and Higher Studies
12. Webinar on Virtual Teaching
13. Preparation of Academic Calendar
14. Anyother matters allowed by the Principal

Discus

Members Present.

1. Dr. Nesy. E. A. Principal in charge
2. Dr. Sindhu. S. L Coordinator
3. Dr. Shafeeq. V. A, Faculty
4. Smt. Sreerekha.
5. Dr. Mohammed Basheer. K. K.
6. Smt. Saritha. V. C
7. Dr. Pravas. K.
8. Dr. Sima. C. S.
9. Dr. Jaseela. F
10. Gangadhar. T. P.
11. Smt. Dhanya. N. P

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Discussions and Decisions.

1. Year Plan 2020-21 : It is decided to carryout an action plan for this year by conducting various activities for the development of the College.
2. Decided to Organize an Orientation Programme for fifth Semester UG Students. The tentative dates are 28/07/2020 Tuesday for Humanities and 29/07/2020 Wednesday for Science Subjects.
3. Decided to Conduct lecture Series on IPR for faculty and Students.
4. The meeting decided to give charge to Dr. Pravas to coordinate a webinar Series on Virtual Teaching.
5. It is decided to conduct SSS for PG Fourth Semester Students on 27/07/20 Monday.
6. All the departments are requested to Submit Sixth Semester results of UG programme and also the result analysis of 2017-20 batch UG programme. PG results also to be send to IQAC mail.
7. A meeting with ALUMNI is to be organised.
8. All the departments are requested to collect placement and higher Studies data of their outgoing Students.
9. It is decided to make arrangements for Green energy audit.
10. Discussed the ranking of NIRF and

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decided to make more improvements.

11. It is decided to collect the datas to prepare AQAR 2019-20.
12. Webinars of NAAC
13. All the departments and clubs are requested to submit Plans of Activities of this academic year before August 15 to prepare Academic Calendar.
14. It is decided to include Computer Science HoD as a member of IQAC.

The meeting ended at 4 Pm.

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ONLINE MEETING

GOOGLE MEET

Date and Time: 03/8/2020, Monday 3pm.

Agenda : 1) IPR Webinar
2) Artificial Intelligence Webinar
3) Virtual Teaching
4) Any other matters allowed by the Principal.

Members Present

1) Dr. Nesy. E.A Principal-in-Charge
2) Dr. Sindhu. S.L, Coordinator
3) Dr Sunsa
4) Dr. Mohammed Basheer. K.K.
5) Dr. Pravas. K.
6) Smt. Saritha. V.C.
7) Ravikumar. K.
8) Shihabudheen A.S
9) Sreerekha
10) Smt. Bindumol
11)

Discussions and Decisions

1. Decided to organise IPR webinar for faculties and Students in the month of August.
2. Decided to organise a webinar on Artificial Intelligence
3. Decided to organise Webinars on Virtual Teaching as early as possible. It is decided to invite Resource persons

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from Computer Science Depts of Govt. College, Thrissur and Govt. College Chelakkudy who were the ex-faculties of our college.

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Action Taken Report (ATR)

Action Taken Report of the Previous Two meetings held on 25/7/2020 and 03/8/2020.

1. As per the decision taken in meeting held on 25/7/20 organised an Orientation Programme for fifth Semester UG Students on 28/7/20 for Humanities and 29/7/20 Wednesday for Science Subjects by Mr. Jomy. P.L,

2. As per the decision taken in the meeting held on 25/7/20, organised IPR Webinar for faculties and PG Students on 06/08/20 by Dr. Vishnu Sankar. P, Research Officer, IUCIPRS, CUSAT.

2. Organised a Webinar for UG Students in all branches on Intellectual Property Rights. Specially concentrated on Patent Rights by Dr. Vishnu Sankar. P, Research officer, IUCIPRS CUSAT on 17/09/2020.

3. Organised a Webinar on Research Methodology on 25/06/2021.

4. Organised a Webinar on Virtual teaching on 17/8/20. by Dr. Jomy, KSET-Pass Dept. of Computer Science, Govt. College, Thrissur. on the topic 'Effectiveness of OpenBroadCasting Software for Recording Your Screen.'

5. Conducted SSS for PG Students

6. Begins to collect datas for the

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Preparation of AQAR 2019-20.

7. Included the HOD of Computer Science as a member of IQAC.

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Google meet.

Date and Time : 07/11/2020. 7pm.

Agenda. 1) ATR
2) Uploading of AQAR 2019-20
3) File Preparation of AQAR 20-21
4) Orientation for I Sem UG
5) Proficiency Prize Meet for the class Toppers 2020.
6) Office Audit.
7) Any other mattes allowed by the Principal.

Members Present.

1. Dr. Nesy. E.A, Principal in Charge
2. Dr. Sindhu. S.L. IQAC coordinator.
3. Dr. Pravas. V, NAAC coordinator
4. Dr. Reshmi. T Resmi.T
5. Sri. Ravikumar. V
6. Dr. Mohammed Basheer. K.K.
7. Smt. Lovely George
8. Dr. Suma CS
9. Smt. Sasikala
10. Smt. Soumya
11. Smt. Binumol.
12. Dr. Ajilesh Kumar.
13. Sri Benil

Discussions and Decisions.

1. ATR is presented. It is decided to complete the pending activities by the month of December 2020.
2. It is decided to upload AQAR 2019-20

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as early as possible. A committee including Dr. Pradas, Dr. Suma, Dr. Soumya and Dr. Ajith is formed to verify the dates.

3. For AQAR 2020-2021, It is decided to give charges of various criterias to the faculties.
4. Dr. Soumya presented some ideas to look forward as per new guidelines on Best Practices.
5. Decided to organise an Orientation - Programme to First Semester UG Students by the last weeks of November.
6. Decided to organise an online victory ceremony for the fifth UG Students of 2017-2020 Batch in the month of November.
7. It is decided to conduct office Audit in the month of December 2020.

Meeting ended at 3pm.

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Groogle Meet.

Date and Time : 25/11/20 7.30pm.

Agenda : IQAC Proficieney Prize Meet.

Members Present.

1. Dr. Nesy. E.A. Principal
2. Dr. Sindhu S.N Coordinator
3. Dr. Pravas K
4. Ravikumar. K.
5. Smt. Sarikha V.C
6. Smt. Lovely George
7. Dr. Suma
8. Dr. Ajith Kumar
9. Mohammad Basheer
10. Smt. Soumya
11. Dr. Resmi. T
12. Sri. Binil

Discussions and Decisions

1. Decided to conduct IQAC Proficiency - Prize Meet on 28/11/2020 Saturday 7pm via Groogle Meet.
2. In this occassion we congratulate the Students who secured their degrees with excellence in various Subjects and Sports and announce

cash Prizes instituted by their Departments
3. Felicitations and Prize Announcements by the Heads / Tutors of respective departments.
4. Decided to complete the transfer of cash Prizes ~~with~~ before December 10.

Action Taken Repat (ATR)

ATR of the previous two meetings on 07/11/20 and 25/11/20.

1. the Data collection for AQAR 19-20 is going on. It is in the first Stage.
2. Proficiency Prize Meet conducted on 28/11/2020, Saturday 7pm via Google meet. The Prize Winners from various departments and from Sports division participated and their parents also participated in the meet. Welcome Speech was done by Dr. Sindhu S.L, IQAC Coordinator, Presidential Address by Dr. Nesy. EA, Principal and Vote of Thanks by Dr. Pravas K, IQAC Coordinator. The Compering of the Programme was done by Sri. Ravikumar. K IQAC Member.
3. All the departments transferred the cash-Prizes to the winners
4. AQAR 2019-20 was approved in the Staff-council meeting.
5. AQAR 2019-20 Successfully uploaded.
6.

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INTERNAL QUALITY ASSURANCE CELL 2020-21

COMBINED MEETING
IQAC and ALUMNI.

Venue : Principal's Chamber
Date : 12/01/2021, TUESday.
Time : 2.30pm.
Agenda : Green - Energy. Environment Audit
Campus Beautification
AQAR - 2019-20.

Members Present.

1.	Dr. Nesy. E.A.	Principal in Charge	
2.	Dr. Sindhu. S.L.	Coordinator.	
3.	Dr PRAVAS K.	(NAAC Coordinator)	
4.	[illegible]	IQAC Member.	
5	Dr. Suma. C.S	Department of Chemistry	
6	Dr Resmi T	Dept. of Mathematics	Resmi T
7.	[illegible]	[illegible]	
8	BINIL.N.P	Sr. clerk, Office	
9	Aravindakshan Menon	Alumni	
10	Benu Mol T.V	computer science	
11.	[illegible]	[illegible]	
12	[illegible]	9633644369	
13.	T.S. [illegible]	9961292639	
14	Rajesh	9947239417	
15.	Gangadhar T.P		
16.	[illegible]	Sudheer G.K	
17.	Bindu Shaji		
18	Suniya Devarajan		

Discussions and Decisions -

1) It is decided to conduct Green-Energy. Environment Audit in the Campus

with the financial assistance of ALUMNI.

2. Decided to beautify the campus and more plans to be done in this regard.
3. Discussed about the validity period of NAAC Accreditation and the steps for the extension of validity.
4. AQAR 2014-2015 uploaded successfully and the information from NAACis available in the registered mail.

INTERNAL QUALITY ASSURANCE CELL 2020

MEETING WITH ALUMNI

Venue : Audio Visual Room.
Date : 05/02/2021, Friday.
Time : 10.30am
Agenda : Campus Beautification
NAAC visit

Members Present.

1. Dr. Nesy. E.A. Principal in charge
2. Dr Sindhu. S.L. IQAC Coordinator
3. Dr Pravas. K NAAC coordinator
4. Sri. Ravikumar. K. IQAC Member
5. Kunjumuhammed Kannam kuzhi alumni - 9633644369
6. [illegible]
7. Babu. E.S. President Alumni Association
8. Sudheesh. T.K. Secretary Alumni Association
9. K.P Sadasivan Alumni member (Auditor)
10. Sunitya Devarajan
11. Ramesh Meladoor
12. Bindu Shaji
13. T.S. [illegible]
14. M.B. Ajayakumar
15. A.R. Anil
16. Udayakumar NP
17. Ajith. K. Kodungallur

Discussions and Decisions.

1. Detailed discussion on NAAC Peer team visit with ALUMNI.

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2. ALUMNI extends their assistance and support for the forthcoming NAAC visit, They expressed their willingness to undertake the beautification of the campus as per the requirements of the College authorities so as to make the NAAC visit as early as possible.

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AIR

1. Green Energy Environment Audit 2021 of the Campus is given to Athul Energy Consultants Pvt Ltd, A/2, Capitel-Legend Building, Korappath Lane, Round North, Thrissur.
   email: santhosh@athulenergy.com
   www.athulenergy.com
2. ALUMNI handed over a cheque of Rs. 25000/- (Rupees Twenty Five Thousand only) to the Principal as an advance payment for Green-Energy-Environment Audit.
3. IQAC organised orientation programme for First Semester UG students 'Bring out the Best' on 22/01/2021. Resource Person. Mr. Jaison Aracheri, Successmine Training Academy, Muvattupuzha.
4. IQAC organised Orientation Programme in 'English and the New World of Opportunities' on 23/01/2021 by Mr. Unnikrishnan Kalamullathil, Dept. of English, Sri Vyasa N.S.S. College, Vadakkanchery.

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Google Meet

Date and Time : 12/06/2021 3pm.
Agenda : 1. Action Plan for the academic year 2021-22.
2. ASAR 20-21 Data Collection
3. Best Practices - Snehasparsham
4. Green - Energy Audit
5. Research Methodology
6. Add-on Course
7. Remedial Coaching
8. Academic - Administrative Audit
9. Creative Writing
10. Any other matters allowed by the Chair

Members Present.

1. Dr. Nesy. E.A. Principal in charge
2. Dr. Sindhu. S.L. IQAC coordinator
3. Dr. Pravas K
4. Sri. Ravi Kumar. B.
5. Dr. Shafeels - V.A.
6. Dr. Suma. C.S
7. Smt. Lincy
8. Smt. Sarita
9. Dr. Resmi. T
10. Smt. Binumol.
11. Sajish
12. Muhammed Basheer.

Discussions and Decisions.

1. Decided to conduct Orientation in Higher Education for fifth Semester UG Students.

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2. Decided to organise an Induction Programme for First Semester UG Students.
3. SSS of UGand PG Students.
4. It is decided to submit the dates for SEEAR as early as possible from the faculties.
5. The Best Practice of the College 'Snehasparsham' - It is decided to move for Snehasparsham - a helping hand for the society. ~~It is decided~~ To promote the Best Practice of the College 'Snehasparsham' in which the college extends its help and service to the society, IQAC unanimously elected Dr. Suma. C.S as the coordinator and constituted a core Committee which includes the Principal IQAC coordinator and other two members, Sri. Ravikumar.G Smt. Shakunthala G to organise and execute the programmes.
6. Green-Energy-Environment Audit is going on.
7. Those who have completed the Addon course we are requested to conduct the exams and those departments who are willing to start addon course in this academic year are requested to submit application to the Principal
8. It is decided to conduct Remedial Coaching for weak students in their concerned subjects.
9. Academic - Administrative Audit is to be conducted in this year.
10. Webinars for Creative Writing to be Organised.

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Google Meet

Date and Time : 21/06/21 7PM

Agenda

1. Sthahasparsham
2. Entry in to Service
3. Research Methodology
4. AQAR Preparation
5. SSS
6. any other matters allowed by the chair.

Members Present

1. Dr. Wesy. E.A, Principal in charge
2. Dr. Sindhu. S.L, IQAC coordinator
3. Dr. Pravas. K, NAAC coordinator
4. Sri. Ravikumar. K
5. Smt. Lovely George
6. Dr. Resmi. T Resmi T
7. Smt. Soumya
8. Dr. Suma
9. Dr. Shafeek
10. Smt. Sasikha VC
11. Dr. Ajith Kumar
12. Smt. Binumol
13. Muhammad Basheer
14. Smt. Vamiram G
15. Sri. Binil

Discussions and Decisions

1. It is decided to distribute Medicines for the needy patients in the Ward 13 of Kodungallur Municipality where the

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College is situated.

2. It is decided to organise a Programme ~~titled~~ 'Entry into Service' to provide free classess and orientation to the Public to achieve their goals in competitive Examinations. IQAC selected Smt. Paritha.V.C ~~as~~ to coordinate the programme.
3. Decided to conduct webinars on Research Methodogy as early as possible.
4. It is directed to conduct more programmes to fulfill the criterias of ACAR.
5. AQAR 20-21 Data collection to be completed as early as possible.
6. Decided to conduct SSS.

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Action Taken Report:

ATR of the meetings conducted on 12/6/21 and 21/6/21.

1. AQAR data collection is not completed. Some faculties are engaged in collecting data and by the end of this month it will be completed.
2. ~~Organised~~ Orientation Programme for Fifth Semester UG Students to be conducted on 05/8/21 Saturday.
3. Green - Energy - Environment Audit - Draft Report is produced.
4. SSS completed.
5. Research Methodology webinar on 'Gaveshana Rithisasthra' for Humanities ~~to be arranged~~ conducted on June 25. Resource Person Dr. P. Somanathan, Dept. of Malayalam, University of Calicut.

Google Meet

Date and Time : 03/7/21, Saturday

Agenda :

1. ASAR 2020-21
2. Add on Course
3. Sahaspardham
4. Research Methodology - Science Stream
5. A paths into Entry into Service - Vision 22
6. Skill Development Programmes
7. Any other matters allowed by the Chair

Members Present

1. Dr. Nesy E.A. Principal in Charge
2. Dr. Sindhu. S.L IQAC coordinator
3. Dr. Prakash K NAAC coordinator
4. Dr. Reshmi. T
5. Dr. Suma C.S
6. Dr. Ajithkumar
7. Smt. Savitha VC
8. Smt. Soumya
9. Smt. Binumol
10. Sri. Ravikumar
11. Smt Lovely George
12. Ajish
13. Smt Vanitham G
14. ~~Muhammad Basheer~~
15. ~~Dr Shafeek MA~~

Discussions and Decisions

1. The Results of the UG and PG exams also needed for ASAR 20-21. So it is directed to mail the results

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of the exams as soon as the publication of Results.

2. It is decided to give certificates by IQAC to the students who have passed addon courses.
3. Snehasparsham – It is decided to conduct the official Inauguration of Snehasparsham as early as possible.
4. It is decided to conduct a lecture on Research Methodology in Science Stream in association with Research Committee
5. A programme titled 'VISION 22' [A path into Entry into Service] is to be inaugurated as early as possible. All the departments of the college are requested to cooperate with it and depute their faculties to engage classes.
6. It is directed to conduct Skill Development Programmes by the Departments.

Google Meet

Date and Time : 07/08/21 4pm

Agenda : SSR
IIQA

Members Present

1. Dr. Nesy EA, Principal in Charge
2. Dr. Sindhu. S.L
3. Dr. Pravas K.S
4. Dr. Suma C.S
5. Dr. Soumya
6. Smt. Binumol
7. Smt. Sarikha V.C
8. Smt. Lovely George
9. Sri. Ravikumar K.S
10. Muhammed Basheer
11. Ajish K.R
12. Smt. Vanitha G

Discussions and Decisions

1. Since the NAAC accreditation of the college is expired and the request for extension from our part is not answered yet by the authorities IQAC coordinator demand to submit all the required data for the preparation of SSR to the NAAC coordinator as early as possible by all the departments and NAAC coordinator

should submit ITGA before September 30.

2. After detailed discussion, meeting decided to convey the seriousness in a Staff Meeting which should be called in the next week itself and enforce all the staff and departments to submit the required data of/for SSR on or before September 15.

3. Progress of the data collection within departments should be reviewed in a span of 10 Days until the full data is collected.

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Action Taken Report (ATR)

ATR of the previous two meetings conducted on 03/7/2021 and 07/8/21.

1. Collection of the datas for AQAR 20-21 is going on. The tab for uploading AQAR 20-21 is not opened and as per the directions/notice from NAAC the education year is extended upto 31st of December 2021, the datas of various activities from June 21 to Dec. 21 can also be included in the AQAR 20-21.
2. The departments of Physics, Botany and Malayalam who have conducted Add on Courses in the academic Year 2020-21 in the guidance of IQAC will provide certificates by the fund from PTA.
3. Research Methodology webinar to be (Science) conducted in the month of November.
4. As per the Action plan 20-21, an Orientation Programme for fifth Semester B.Sc Students organised by IQAC was conducted on 05/08/2021 Saturday. The Resource Person: Dr. T. V. Jimal Kumar, Asst. Prof, Dept. of Physics, St. Thomas College, Thrissur and District Coordinator Energy Management Centre Govt. of Kerala on the topic - Opportunities in Higher Education.

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5. Hon. Revenue Minister of the State Sri. Adv. K. Rajan inaugurated the event of helping needy people in the Ward by distributing essential medicines for the selected patients as the part of the 'Snehasparsham', One of the Best-Practices opted by the College on 4th September 2021 around an amount of One Lakh Rupees collected from the faculties and office staff is used for this purpose. On the same occassion Hon. Minister also inaugurated 'VISION 22' an intensive training Programme to the public to achieve their goals in competitive Examinations, designed by IQAC.

6. IQAC in association with Research Committee organised a webinar on "Research Career - International Opportunities and Novel Avenues" on 6th November 2021 Saturday 10am via Googlemeet. The Resource Person Dr. Firosh G. Thankam, Asst Professor, Tissue Engineering and Regenerative Medicine, Dept. of Translational Research, Western University of Health Sciences, Pomona, California, US

7. Review meetings of SSR preparation were conducted from October 4th to 12th, 2021. Seven Criterias were covered and Reviews were presented by the faculties.

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