KKTM GOVT. COLLEGE PULLUT

IQAC 2017

| 1 | Principal | Dr. MK Muraleedharan Nair | | | | | | | |
|----------|----------------|---|--|--|--|--|--|--|--|
| 2 | Vice Principal | Dr. Nesy EA (HOD & Assistant Professor of Botany) | | | | | | | |
| 3 | Co-ordinator | Dr. Jaseela F (Assistant Professor of Botany) | | | | | | | |
| 4 Member | | Smt. Lovely George (HOD & Assistant Professor of Physics) | | | | | | | |
| 5 | Member | Smt.Girija P.V (HOD & Assistant Professor of Chemistry) Sri. Shihabudheen A.S (HOD & Assistant Professor of Zoology) | | | | | | | |
| 6 | Member | | | | | | | | |
| 7 | Member | Smt.Lakshmy VP (Assistant Professor of Mathematics) | | | | | | | |
| 8 | Member | Smt. Animol Jacob (Assistant Professor of History) | | | | | | | |
| 9 | Member | Dr.Usha Kumari.G. (HOD & Assistant Professor of Malayalam) | | | | | | | |
| 10 | Member | Dr. Sandhya S. Nair (HOD & Assistant Professor of Politics) | | | | | | | |
| 11 | Member | Dr. Jomy John (HOD & Assistant Professor of Computer Science) | | | | | | | |
| 12 | Member | Dr.Shafeeq VA. (HOD & Assistant Professor of Physical Education) | | | | | | | |
| 13 | Member | Dr.Deepa B.S (Assistant Professor of Malayalam) | | | | | | | |
| 14 | Member | Smt. Nirmala PB (Senior Clerk) | | | | | | | |
| 12 | 5 Member | Sri Premakumar NR (Former Principal) | | | | | | | |
| 1 | 6 Member | Dr. PV Ashalatha (Local Community Representative) | | | | | | | |
| 1 | 7 Member | Dr. J Vijayamohan (Local Community Representative) | | | | | | | |
| 1 | 8 Member | Sri. CC Vipinchandran (Alumni Representative) | | | | | | | |
| | 19 Member | Adv. VR Sunilkumar (MLA) | | | | | | | |
| | 20 Member | Sri. Sanoop PS (Student Representative) | | | | | | | |

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Course of action for 2017-18

- 1. Reconstitution of IQAC: To include new members in place of members who got
- 2. Prepare Action Plan for 2017-18: To collect details of programs to be conducted by individual departments, clubs, and student Union
- 3. Discussion to prepare Academic Calendar, Teacher's Diary, Teaching Plan etc.: opinions to be collected regarding any modifications, additions, deletions etc.
- 4. Formation of an IQAC support team: Suggested members from various departments

| Department of Physics | Sri. Arun G | | | |
|--|--------------------------|--|--|--|
| Department of Chemistry | Sri. Thilakan MK | | | |
| Department of Botany | Sri. Krishnakumar KA | | | |
| Department of Zoology | Sri. Prasad NK | | | |
| Department of Mathematics & Statistics | Dr. Pravas K | | | |
| Department of History | Smt. Shany NS | | | |
| Department of Malayalam | Sri. Ramachandran Pillai | | | |
| General Departments | Dr. Sindhu SL | | | |

- 5. Utilization of remaining fund: Discussion with the Principal
- 6. Identify niche areas which will help preparation of AQAR and SSR: To delegate duty to members of IQAC for each identified criterion

Each member to prepare strategy for collection and updating of data required for each criterion

| _ | Criterion | Person/s in charge | Remarks | | |
|-----|---|--|---|--|--|
| | | Dr. Jaseela F | | | |
| 1 | Curricular Aspects | Smt. Lakshmy VP | | | |
| 11 | Teaching, Learning & Evaluation | Dr. Deepa BS | Tabular columns Reports. supporting | | |
| 111 | Research, Innovations & Extension Infrastructure & Learning | Dr. Shafeeq VA. Smt. Animol Jacob | | | |
| IV | The second se | Dr. Jomy John | documents, Photos | | |
| V | Student Support & Progression Governance, Leadership & | Dr. Jaseela F, Smt. Nirmala PB Sri. Shihabudheen AS | etc. to be collected | | |
| M | The second se | Dr. Sandhya S. Nair | | | |
| VII | Institutional Values and Best Practices | La suiter y | | | |

To collect details and documents/reports regarding

- a. Student Admission (UG & PG): Consolidated tabular columns to be prepared each year as and when the admission process is over. (Dr. Jomy John could help with 2016, 2017 admission details).
- b. Results: to tabulate the results of both UG and PG as soon as the results are
- published including no. appeared, no. passed, no. of distinction etc. (SmL Lakshmy VP & Dr. Deepa BS could help with consolidating the results of 2016. 2017 pass outs).

- c. Seminars conducted, attended, paper presentations by teachers and students (Original Seminars conducted, attended, paper i Books/papers/ articles published by teachers and students (Original copies to Books/papers/ articles published by teachers and students (Original copies to Books/papers/ articles published by persons, research guides etc. NAC support team of respective departments
 - d. Major/ Minor projects/ PG student projects etc. Teachers on FDP (IQAC support team of respective departments)
 - e. Awards and recognitions (teaching/nonteaching/students) (IQAC support team of respective departments)
 - f. Equipment and instruments acquired by the departments (IQAC support team of respective departments)
 - g. Student Union Activities, Arts & Sports activities (Dr. Sandhya, Dr. Sindhu S. and Dr. Shafeeq)
 - h. Alumni association and activities, various club activities (Sri. Shihabudheen Smt. Animol) various club coordinators to support.
 - i. NSS activity reports, photos etc. (Sri. Ravikumar and Dr. Sindhu SL)
 - 7. Identify extension activities of social relevance which can be highlighted as Best Practices of the college
 - 8. File updating and monitoring: to constitute a monitoring committee who will be responsible for monitoring the department files needed for NAAC

Monitoring committee

- 1. Dr. MK Muraleedharan Nair
- 2. Dr. Nesy EA
- 3. Dr. Usha Kumari G
- 4. Smt. Lovely George
- 5. Smt. Girija PV
- 6. Dr. Jaseela F
- 9. To address the students and convince them regarding the significance of N²⁸ and their role in the whole process (Principal Content of States) and their role in the whole process (Principal, HODs and Tutors).
- 10. To delegate the respective Head of Departments to inform their colleagues of the support the IQAC for data/documents of the support the local within the support the support the local within the support to support the support the support to support the support the support to suppo support the IQAC for data/document collection and report making within the stipulated time. Also, to keep checking the data and report making within the stipulated time. stipulated time. Also, to keep checking the department mails for information in IQAC. All documents, photos, report IQAC. All documents, photos, reports etc. to be send by eroad

Establishment of Kunzhikuttan Thamburan Memorial Museum- A collection of the tife and work (Majayalam and the poet's books and literary contributions, photographs, documents etc. regarding his bird life and work (Malayalam and History Departments to take initiative).

Internal Quality Assurance Cell Meeting. Venue: Poncepalo Chambes_ Date: 7.6.2017 Jinie: 20' clock Agonda 1: Approval of Annual Report 2: Election of new co-ordinatos 3: Any other item fermitted by choirs. Members Bocent 4 1. belegared North 2. L.C. VIPIN CHANDRAN La 3. Dr. J. Uyaya molianan Ashe 4 Dr. P.V. Athalatha Heeryt S. Dr. Shafeeg V.A. Non forde 6 Dr. Joney Johns M. Dr. Museymole Scorephic In dubleas. 8. pr. Indu velsar 9. Grirelsh. V.V 10 Bind M.P. Burd. Prushakumary. G. 11 * Do Nerry GA. 12

> Newly Reconstituted IQAE was introduced to the tau and approved by the Council. IQAC co-ordinator Dr. Jaseela F. Briefed on the new mich li quick lines of the NAAC An IQAC Support team suggested was approved with small ammendme -> Luch member of the IQAE was assigned the Charge & a particular criterion needed to be fulfilled for the preparation of the next round & NAAC Visit. > All HOD: and the IRAC members were gron a copy of the scitterion and the key Indicators. to All Hops and IRAC support team were directed to start the needed actions for the applation of files and & give an action plan for the coming year.

Meeting ended at 3 pm.

INTERNAL QUALITY ASSUARANCE CRAL MEETING. Comprined Meeting with College Council VENUE: PRINCIPAL'S CHAMBER. DATE: 23.10.2017 91ME : 1.30pm AGENDA Discussion about the new NAAR guidelines and Preparation & Delitis Plan. (Detailed Agenda attached). Members Present: 1. Dr. mite Musdoedloom No. 2. Da Alegg. EA how 3. Dr. Jaseela F. Zillel. 4. Sreerekha P 5. Dr. Jony John Angeli 6. Shhabudeen. Indem 7. 281. 9813200 8. Seene Thomactan Here n. Ceul Anna John - tot 9. Alender 10. SINDHY.S.L 11. Dr. Sandhegs S. Nais Salle 12. Strings. A. M. 13 Lovely George 14. Dr. & reendly vetterbalt at R

It is decided to conduct a quality related ~ programme by Dr. Saukunar T.P. CUSAT. International Trainer on 26.01.17 at 10. AM, under ERAC. All are required to altend the programme. Ple note below your willingness,

Ma Senn. willing / not willing - signature Members.

willing. 1. Dr. Moslyamole Turph k 2. Lakshmy VP Resmi T. 3. PRAVAS 19 4. Greeja K.U. 5 Sreehelehen P. 6 Ragi TR. 7

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Not willing Not willing (due to Alumne meet al- etst Joseph's college)

Nething

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Not willing

NOT willing

not willing 8. Dr. Sreendlye Valtaraball 9. Shany N.S 10. Sandlyge. S. Mauri 11 Joshiba PP 12. Shinas A.M 13. S. Sseevidyh

14 aleg- CA

Walling willing

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Ste. willing. Koishnaleumar K.A. 15 An inely Do Jaseela 16 with how the t Azb. Nre Fenil. (7 Do. F.M. vyleyen 18 willing 2 Do Indu velsar 19-Not inly Santes Sajitha Economico 20 Not willig 83 Thilakan. m.k. 21. Not willing they 22. Loneby George, 23. Bhompe N.P. Not willing the 24. A enn V Marth Willing Seens Not withing Austhyker 25. Seena Thomachen 26. Aswethy K.R. - 27. Shhabudeen withing Angth 28- Presed N.B couting -09-2. Dr. Byg (. Willing Br.

Most of the teachers are not willing to othered the programme due to personal approx. So decided to concell the programme

Application of the

the product of

Decision

- 1. Annual report for the year 2016-17 discussed
 - 2. Decided to hard over the charge , temprourly
 - - to Dr. Jonry John
 - 3. Douded is Conduct academic audit every year.
 - 4 Descused about to start add on causes this year.

meeting came to end at 2 pm



Internal Committee Member's Meeting on Time: 1.00 pm

Venue: Department & Bolany Agenda: World Wet Lands Day Celebration, 2018

Members attended: 1. Dr Nesy EA. 2. Dr. Taseela F Ju. 3. Shihebuden De

As per directions from the Pornispil, discussion was made regarding World het Land Day Celebration 2018. Decided to apply for firancial assistance from Received to apply for to prepare the application. RSCSTE. Dr. Gascella Decided to Discussed on the programs of be conducted. Decided to have m awareness lecture m het land anservation followed by poster exhibition het land anservation followed by poster exhibition Decideel to and with Deepa to prepare the notification School children. Or Deepa to prepare the notification and ammunicate Decided to Jake further acts actions depending maded at 130 pm.

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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.

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.

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 othe 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.

KKTM 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)

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.

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.

KKTM GOVT. COLLEGE, PULLUT

MINUTES OF IQAC MEETING

| Date: 15.05.2019 | Time: 10:30am | Venue: Principal's Chamber |
|--------------------------|-----------------------------------|------------------------------------|
| Agenda: To discuss on th | e mode of screening of applicatio | ns 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.

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 1) 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.

KKTM GOVT. COLLEGE, PULLUT

MINUTES OF IQAC MEETING

Date: 07.06.2019Time: 4:30pmVenue: Principal's ChamberAgenda: 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 KKTM 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.

9 INTERNAL QUALITY ASSURANCE CELL - 2019-2020 MEETING VENUE : Principal's Chamber 19/8/2019. DATE ! TIME : 3.30pm AGENDA NORKPlan for the year 2019-2020 and anyother matter permitted by the chair. MEMBERS PRESENT 1. Dr. Anitha. T. Principel 2. Dr. Nesy E.A. Vice Principel 3. Dr. Sindhu S.L. Coordinator 4. Shihabudeen A.S. Coordinator mithat 4. Shihabudeen A.S. 5. Sheesekha. P. Bould 7. Dr. C.S. Suma Cons 8. Changashan 7P 9. Rankumar B. 10. Muhammed Bashece to 17. 11- Axun V Que. 12. Jayra chandeltha (JS) Try 13. Nahnillie K.J. Not piscussions and Decisions. 1. Decided to organize an Orientation Programme for first Cemesta Degree Students 2. Decided to organize classes to give automess about the opportunities in the higher ducedor for the fines year phidents. 3. To enhance rescarch aptimile of PGT orudends it is decided to organize an orientation lecture. A st is clearded to arganize a lecture on welletal. Property Righl's for faculty members and PG-Sholenty. 5. It is suggested to identify and promote attest

10 one Best Practice by each Department. 6, It is decided to direct each department to carryout a Result Analysis for both ula and PG courses where result is already published in a preactited formet goven by ICRAC. 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 cach department to Kup a file which gives the details of higher studies and caleer of the paisont students. 9. Decided to collect studentifeedbacks in prescribed format and carryout analysis before March 2020? 10. Decided to conduct Internal Audit for Departments and office for the period the 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 statheholders including Alumni assoched possible to discuss and fix an actionplane for the next NAAC accreditation in 2021. Meeting ended at 4.30 pm with voli of Thanks to the chair and members by the COORdinator.

FI Action Taken Report (ATR) 1. As per the decision taken a the first meeting dated 19/8/2019 an Othertation Programme for first semester Students was conducted. 2. As per the year place discussed for the meeting dated 1918/2019 cach department begins to concentrate community based extension activities as best Practice. 3. As per the tear slaw discussed in the meeting o and 1915/2019 Result analysis for all departments of both librard PGr carry out and neursary Blips Buchas PTA meeting Remedial Coaching and tutositels are to be conducted to ensure the Emprovement of academic resutts.

12 INTERNAL QUALITY ASSURANCE CELL - 2019 - 2020. MEETING Venue: Principal's Chamber Date : 14/10/2019. Time : 10 30 am. Agenda : SAAC, Result Analysis, Teachuspiery NIRF and Other matters permitted by the chair. Members Present Shitter? 1. Dr. Amilta. I. Paincipal 2. Dr. Nesy EA. Vie Principal 3. Dr. Scholur. S.L. coordinator. 4. Shilabudan add 6. Dhandapam. p. p. Kpr. 7. Support 7. Sheekeline p. 8. Saulta V.C. 9. DR. C.S. Suma. 10 Rawinnan B. 11 Grangashan. T.P. 12 muhammed Barshere 1515. Danie 13 Dr. Shafeeq. V.A. 1 14. Dr. Provas 15 Say Discussions and Decisions. 1. Is per the direction from Higher Education Totac coordinator participated in a meeting held at Vimela College Theisens OB 20/9/2019 organised by SAAC . The captained the conditions and otheragics which we have to adopt to get accheditation by SAAC. 2. As me have successfully regestered for NTRFAD coordPhaton seems date from all the departments in prescribed yound waste

complete the data updation in NTRF 2020 withen the Otipulated time. 3. The former 30AC coordinator DR. Jascile. F informed that AGAR for 2018-19 will be uploaded in Desomber 2019 ilsett. A. Dr. Fravas has given charge to collect compile the data which we have to extract and prepare a questionaire on the basis of this data for condent feedbackform. 5 The meeting detaily discussed the new parameters chanted be acquited for NAAC accheatitation and descussed the Empotance of Entreducing SWAYAM MOOCOL Bu the Cretitution and the role of MOU. 6. JAAC directed Placement, Career ouridance cell to arrange as many programmes 30that Shelents well get makernum opportunities, Meeting ended at 1130 am with which thanks to the chair and members by the coordinator.

10 Action Taken Report 1. As per the docision taken in the meeting deted 14/10/2011, data uploaded for NIRF 2018 2020 Ranking. 2. As per the decision taken in the -meeting dated 14/10/2019 Student -Salisfaction Survey conducted effectively. 3. As per the decision taken in the meeting dated 14/10/2019 Internal Audit for all departments conducted. 4. Alumai meeting for all departments conducted.

15 TNITERNAL QUALITY ASSURANCE CELL 2019-2020 MEE TINIG Venue : Paincipal's chamber Date 31/01/2020 Time : 2 pm Agenda : Internel Audit Phase-2 PBAS-CAS and anyother matters permitted by the chair. Members Fresent gradel - 1 1. px Anitha. I. Principal 2. DRNey FA. Nie parejes 200 3. Jaculta . V.C. gut 5. Dhandapani. I. R. Kpug 6. prevers 15. All 7. Shihabudhen 45 0 3. br. c.s. Suma 9. Grangashon 9. P. 10. Muhammed Bathers. 19.15. Discussions and Opensions 1. The second phase of ontermal 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 Becord phase. 2. It is decided to conduct a talk on The Padul. Property Right and an orientation for the fourth Geneck Phidents regarding Agher colucation opportunities on the Becond weeks of March. 3. All the departments and clubs are directed to give data relevant for the

preparation of AQAR 2019-20 in the "Dhescalbol formal by March Astress. A. It is detrected to complete students -Satisfactory Ourry after preparing a best questionaile by the second weits of February and ils charge is given to the members Dr. Jasecha F. Dr. Prantis 15 Oke. Mohammed Bosher and Bi- Changelton, 5. The meeting nominated vice principal Dr. Nesy KA to perform the duties of DeeAc coordinator since she is on Medical leave. It is decided to form a in CAS obtained with Dr. Jaseela F and Smt. Reerekha p are the members. 6. IceAc meeting with all Askeholdus to be convened on February 19, 2020 at 3pm Meeting ended at 3pm with vote of thanks to the Chair and members by the coord thator.

16

17 Action Raken Report 1. As per the decision taken in the meeting dated 31/0/12020 a lecture on IPR was conducted and arranged a cateer -Guildance Class for fixed your students. 2. All the applications received in CAS are verified and forwarded to DCE, Kercla.

10 INTERNIAL QUALITY ASSURANCE CELL 2020-2021 CNLINEMERTING Geogle meet. Data #1/14: 25/7/2020, SATURDAY 2PM Agenda HACTION FLAN 2020-21 2. Higher Education Onumation for fifth competer Ulestadents 3. Tallo op 2 PR. A. FOUND DEMOSTER PG. 555 6. Brid Semester 11/2 Result 6 2017-20 Ult Result atnalysis 7. Meeting with ALUMNI 8 Green - Energy sindet 9. NORE RULLE 10. ARAR Proponations/2019-20. 11 Placement and Higherstudies 12. Webinar on Vistual Genering 13. Preparation of Academic Calender 14- Anyother matters allowed by the Principal Discus Members Present 1. Dr. Nesy E.A. Principal in charge ? 2. Dr. Studie S.L. Coordinator Dr. Shafery. V.A. Faculty Smt Sturetha. - Dr. Mohammed Basher 13.15 6. Smit. Sanitha. V.C. J. Dr. Phavas. A. 94 8. Dr. Suma. C.S. Com 9. Dr. Jaseele. F. J. 10 Gangahens. 7.P. 11. Sml. Dhanya N.F. P

Discussions and Deuscons.

1: Year Plan 2020-21: It is decided to accent an action plan for this year by conducting various activities for the development of the lolafe. 2. traided to Organize an Orientation Programme for fifth Remoster 216,02 21 dents . The tentation dates are 28/07/2020 Tuesday for Alumonities and 29/07/ 2020 modneday for Science Rubjert. 3. Decided to conduct lecture Peries 4. The meeting decided to give charge to Dr. Pravas to coordinate a network the On Vistual Teaching. 5. It's decided to conduct SSS for PG South demester students on 27/07/20 Monday. 6. All the departments are requested to Submet SPACER REMASKE Results of Ultipaganene and also the result analysis of 2017-20 bestch 2161 programme. Per results alsorts 7. A meeting with ALUMNII is to be organised. 8. All the departments are requested to collect placement and higher Studies data of their outgoing Strolents. 9. It is decided to make arrangements for Green energy Andit. 10. Discussed the range of NERF and

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20 decided to make more enphacements. 11. It is decided to called the dates to prepare AGAR 2019-20-12. Nebenars of MAAC 13 All the departments and clubsau nequested to submit plan of Activities to prepare Academie calendar. 14. It is divided to include computer Science HoD as a member of JORAE. The meeting endedat 4Pm.

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21 ONLINE MEETING GROCOLE MEET Date and Time: 0318/2020 Monday 3pm. Agenda: 1) IPR Webina 2) Artificial Indelligence habinas 3) Vintual Teaching 43 myother matters allowed by the Brinespel. Members Present D Dr. Nesy. E. A Principal-in-Charge (2) 2) Dr. Sindhur S.L. Coprainator (2) 3) Dr. Suma (2) 4) DR Mohammed Bashers. B.B. Dr. Pravas. 15. 6) Sml Saritha. V.C. But 7) Raukunas. K. 2. Shihabudhun AS A) Suefekha 10) Smit Bennul 粽 processions and Ocentions. 1. Decided to organise IPR hebine for families and Ouderto in me month of Argust. 2. Douded to organise a welling on a Decided to organise webeness on Histuel Teaching as carly as possible. It is devided to invite Resourcepress

por Computer Science Depts of Gost calleye Thirster and Good - College Chalascendy who were the on facultus of our college te -

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33 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 Programma for fifth Demester 215 Students on 2817120 for Humanities and 2917120 Walnesday for Beiner Subjete by Mr. Jonny P.L. 2. As per the decision taken in the meeting held on 25/7/20 Organiser IPR Nebinar for faculties and Phickidents on 06/08/20 by DA. Vishnu Sarkar. P. Research Officer TUCIPES CUSAT . 2. Organized a Meliner for 2161 shounds in all branches on Intellectual Property Rights. Spencelly concentrated on Patent Rights by pr. Vichan Braker. P. Resource afficis EUCLIRES CUSAT ON 17/109/2020. 3. Organized a Nellerar on Research Methodology 50 25/06 /2021 4. Organised a Nebber on Vistuel teaching on 17-18/20 by Dr. Corry Met Mat Dept of Computer Queace Crost Catlage, -the same. on the topic Effectively JenBrond Betty Eufthere fie kerending Jam Screen " 5- Conducted SSS der PG Students 6. Regis to collect datas for the

24 Reparetion of NORR 2019-20. 7 Jackuded the Hop of Computer Science as a member of IUAC Scanned with CamScanner

Grough meet. Date and Time: 07/11/2020. Apr Agenda. DATR 2) uploading of AGAR 2019-20 3) File Preparation of ALPARSO-21 4) Onientation for I Sem 1161 @ Proficiency Prize Willet for the class toppus 2020. 6) Office Andit. 7) Anyothic mathes allowed by the Principe. nembers Fresent. 4. 28 PROVALE M. MARCCOORDINATOR. Jose 4. 4. Reshers 1 Resmith) ~ (1) Reside 6. In Mohammed Bashera K.K. I Smit. Lovely Grange Mar 8. Dr. Suma is alma 7. Smit Caecilia Silita p. Ant Sourger Coge 11. Emit. Elinution. 12 Dr. Ajziloninas. 5 Sai spail Disustons and Deuters 1. ATR is presented. It is decided to complete the pending additivities by the month of December 2020. 2. It is devided to upload AGAR 2019-20

as early as possible. A committee including Dr. Prakas, Dr. Suma, Dr. Stumpa and Dr. Ajoth is formed to verify the dates 8. FOR AGAR 2020-2021 It's decided to give charges of varians criterias to the faculture A De sourry presented some ideas to look tohinded as per new quideliness on Bast machices. 5 Decided to organise an Orientetion -Programme to First Remedie ubr students by the last were of November 6 Decided to organise an online viding ceremony for the Highly students of 2017-20100 Batch me the months of November I It is decided to conduct office Audit milter months of December 2020. meeting order at Dame.

1307 Geogle Meet Date and time : 25/11/20 7-30pm. Agorda : ICAC Proficiency Prize Meet Members Fresent 1. DA Nesy EA Proncipel 2. Dr. Sindhu Sh Coprolinator 3 Pr. Proves B 4. Ravellimas Balat 5 - Smt Carithin vi the 6 Smit Sherely Guilt 8. Dr. Ajelts Kumar 10. Sent Burnya Roman 10. 12 Sh. Rivid Discussions and Decisions 1. Decided to conduct IGAC Profiling -Price Meet on 28/11/2020 Balanday Fpm Nia Groogle meet. 2. In this occasion we congratulate the Students who secured their degrees with challence in various Subjects and sports and annamens

230 cash Prizes Pristhetal by their Departments 3. Feldestations and Prize Announcements by the Heads / Tulans of respective-departments. 4. Decided to complete the transfer of cash prins with before December 10.

Action Jaken Report (ATR)

ATR of the pencins have meetings on 07/11/20 and 25/11/20

23

I the Dicto collection for ACRAR 19-20 is going on ist is in the final stage. 2. Proficiency Prize Meet conducted on 28/11/2020, Baturday Fpm via Grugglement. The prize Winners from various departments and from sports obusin participated and their parents also participated in the meet. Welcome speech was done by Dr. Sinether S.L. TRACCORdinator Presidential Additions by PA. Nesy EA Principal and Wolf of Manks by Dr. PROVINS 15, NAAC (conclimator . The Comparing of the Programme was done by Son Ravikumary IGAS Member, 3. All the departments transferred the cesh-Prizes to the workers 4. ADAR 2019-20 was approved in the Staffcouncil meeting . 5- ARAR 2019-20 Successfully epleaded. 6.

300 INTERNAL BARLETY ASSURANCE CELL 2020-21 COMBINED MEETING IGAC and ALUMNII. Venue : Principal's Chamber tak : 12/01/2021, TUESday. 78me : 2-30pm. Agenda : Grocen-Energy Environment Audit Campus Boutification AUAR - 2019-20 Members Present Phineysel in Charge 1. D.A. Nesy E.A. 2 Dr. Sindhu. S.L. Woordinator 3. In PRAVAS K. (NAAS Contata) 4 Condition and IDAC Member; 5 Dr. Sware C.S Department of Chemistry 6 Dr Kesmi T. Depl. of Mathematics Resmi 7. gamen en et game & BINILIND.P S. den Hice 9 Arran melafeshan Menon Aluman 18 Bene not TV. computer series 11. 222 - 2013 and 2010 Alino 12 Brong 2 01 129 8 200 3200 9633664 369 13. T.S. nom/90 9961292639 hangasher T.P. 9947739413 Ly Agish 15. 16. anonimple of Sucher S. He 17 Binda Shay Suniya Derarajan 18 piscassions and becisions At is decided the conduct Orteen Energy, D____ Environment Ardet in the campus

33 - PLASARET with the denance assistance of ALUMNI, 2. Devided to beautify the campus and mere plans to be done on this Regard. 3. Disconstructed the validity period of askar Accreditation and the Steps for the extension of melidely. A. ARAR 2014-200 planded successfully and the internetions from MARACIS" available in the hegetlind mail. and the state of the second

INTERNAL QUALITY ASSURANCE CELL 2020 2 MEETING WITH ALUMNI Audio Visael Room. Venue 05/02/2021, Triday. tak Time 10.30am Agenda : Campus Beautification NAAR Visit Members Present. 1. Dr. Nesy . EA Phincipal in charge 2 Dr Sendhur S.L. Jake (002 dinator 3. DE PROVER - K MOAC COORDINALER 4. Sri Ravikumark JUAC Member 5 Kungumuhammeld kannam kudert alurna - Geler -B BALL AN 98, 29ml 9.31 - Aliphan 7. Jubr E'S president Mini 100 8 Suchers Tim secondary Alumitandy 9. LP Substans Alumi menter (auto) 10 Sunga Devarajan 11 Romash Meladoor - ----In Bride Shap LD child. 13 T.S. normalize the first 14. MB Changelenner 15- AR And 16 Udenjakimin Np 17 AJITH.K. Kodung New (0 Discussions and Decisions 1. petailed discussion on NAAS purferminate roth ALVMNI,

33 2. ALUMNI extends their assistance and Support for the fortheoning NAAC visit they expressed their nothingness to undertake the beautification of the campus as per the requirements of the conge authentics sons to make the respectives as carly as possible.

140 Adr 1. Othern Every Environment Anolit 2021 of the campus is quen to AthelEurys Consultants Art etd A/2, capitel. Legend audiding Konsporth France Round alouse, thrusser. email: santhoes ath lenergy.com www. attulenergy.com 2. ALUMAN handled over a cheque of RX125000/1 C Rupers Twenty Fix Thansandaly to the principal as an advance payment for Concer- Energy-Emisioned Andit 3 JUAC organised calentation programme for First Genester Uts students ' Bring out the Best on 22/01/2021 Resonance Person. Mrs. Jaison Aracher Successmine training Acedung. Mysiatterpurcha. A JUAC organized Orientation Programme in "English and the New Woold of Opposition the on 23/01/2021 by Mr. Unnikorthman. Kalamullathil Deptid English, Sellyasanis & college Vadarkandreny.

DNTERNAL QUALITY ASSURANCE CELL 2021-22 Groogle meet Dake and Time : 12/06/2021 3pm. Agenda : 1. Action plan for the academic year 2021-22. 2. ADAR 20-21 Data Collection 3. Best Practices - mehasparshan 4. Green - Energy Andit 5. Research Methodology 6. Add-on Course 7. Remediel Coaching 8. Academie - Administrative Audet 9. Creative Writing 10. Any other matters allowed by the chair Members Present. 1. Dr. Nesy. E.A. Principal in charge 2. Dr. Sindhur. S.L. IQAC coordinator it go 3 D.r. Pravas.K 4. Sei. Ravibumar. K. Second 5. Dr. Shafeen-V-A. 6. px. Suma. C.S Ame 7. Smt. Locky The Sitt Ond. Paritia 8. Resnit 9. Dr. Resmi . T to. Smt. Binnot. 11. sijish 12. Muchammool Basher. Discussions and Dansions Decided to conduct Orientation in Higher Education for fifth Semestin UGBADENTS.

36 Decided to organise an Induction. 2 Programme for First Comestin 44 Chrole a to . 3. SSS of Ulaced Plushclents. A. It is devided to submit the delies for Acres as early as possible from the facultus. 5. The Best Practice of the collige Inchaspartheni-It is decided to more for shehasparsham. a helping hand for the sociely. It is devided TO promote the Best Practice of the college Srichasparsham in which the college Octends its help and Denice to the Bociely IRAC unanimosly. Delicted Dx. Suma CS as the coordination and constitution a core committee which calledes the Principal TOACCONDinator and other two members Shi Ravikumung Sullishakumani G to organize and execti the programmes. 6. Green Energy Consonment Andit is going on. 7. Those who have completed the Addoncourse searce requested to corduct the exams and these dipartments who are willing to Start addon lourse in this dealernie yen are requested to submit application to the Principal 8. It is decident to conduct Remedial coaching for weak shalents in this concerned subjects. 9. Academie - Administration Anduit no to be conducted withis year. 10. webinans for creetin which to be Organised.

37 Google Meet Date and Time: 21/06/21 7Pm. Agenda. Shehaspareham 2. Entry In to Obevice Research Meltodology 2 4. AQAR Preparation 5. 588 6. Any other matters allowed by the chair. Members Present 1. Dr. Nesy. E.A. Principal in charge & 2. Dr. Bindhur. S.L. ILPAC coordination 3 pr. Prantis K, NAAG coordinator 4. Sri. Ravitinnar. B Rail 4. Sri Kaverly Guerry F Smt. Boumya +. 8 Dr. Suma q. Dr. Shafeers io. Smt Saxilha ve Mil 1. pe. Ajzilis Kumas 12. Sml. Binnmol 13. Mulhammad Bashferd 4. Smit Vaniman G 5 Soi Binil Piscussions and Decisions " It is devided to distribute medicines for the needy patients in the Naed 1306 Bodungallur Municipality where the

38 College is Situated. 2. It is decided to organise a Program tothed Entryinto Dervice' to provide free classess and orientation to the Public to defiere this goals in competitive Examination. TORAC selected amt. Pasitha.V.C 3 Decided to conduct webinness Research metholology as early as posseble. A. It is directed to conduct more programmes to fulfill the criterias of ACAR. 5 ARAR 20-21 Data collection to be 6 Decided to conduct 555. 11944 - 241 - Stall

39 Action Taken Report. ATR of the meetings conducted on 12/6/21 and 21/6/21. 1. ARAR date collection is not completed. Some faculties are enjoyed worthering detail and by the end of this month it will be completed. 21 Organized Orzentation programme for RACK Semistin nor shalents to be conducted on 05/8/21 Patriday. 3. Cheen - Energy - Environment Andit -Dealt Report is produced. A. SSS completed. 5. Research Methodology rebiner on Graveshana Rithisaether" for Humanitics torke allowingth on June 25. Resamption Dr. P. Somanaltson, Dept of Maloyalans, University. of Calicut. 1.416

50 Giogle Meet Date and Genne : 03/7/21, Saturday Agendie : 1 ACRAR 2020 -21 2. Add on course 3 Shehrisparsham 4. Research Methodology. Science Illiam 5 A parts in 15 Entry in 13 Service Vision 22 6. Skill Operchannent Programmes 7 Any other matters allowed by the chair Members Present 1. Dr. Nesy E.A. Principal in charge pr. Sindhur B.L. IQACCOordinator gap" Dr. Provas B NAAC coordinator 3 4. Dr. Resmi . T Resmit 5 Do Sumar C.S Kimo-6 Dr Ajvillikuman 7 Smt Samilia VC 8. Smt Soumya 9. Smt Binumol Sri-Ravikumar 10. Shot Lovely George IJ. ____ 12 Ajrsh 13. Smit Vanisans G Mubrahad Enshar 84 to be blackfack that Pistussions and Occisions + The Results of the UG and PG exand also reeded for ACRAR 20-21. 30 at is derected to mail the results

41 of the Elams as soon as the publication of Results. "It is devided to give artificates by ICPAC to the Shalents who have passed Addon Courses. S. Enchalparsham - DF is devided to conduct the official Mangarich of Snehasparsham as early as -possible. 4. It is decided to conductable than an Research methodology in Sciencestrum in association with Research Committee 5. A programme titled VISION 22' CApath 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 Apartments.

42 Grough Meet Date and Gene 07/08/21 7pm Agenda SSR TILYA Members Present 1. Do Nesy EA Poincipalin Charge 2 Dr Sindharsh 3 Do Provos 15 4. Do Suma CS 5 pr Sounge 6 smt Binnmot (JA 7. Sout Batilha VC 8 8mt Lovely George 9. Sei. Ravibunnar B 10. Muhammed Bashen 11. Ajsh ISR 10/4 12 Sont Vanitam G Discussions and Decesions 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 IceAc coordinator demand to submit all the required data for the preparation of SSR to the NAAC coordenator as early as possible by all the departments and NAA coordinate

- 43 should submit ITER before Reptember 30. 2. After detailed discussion, meeting decided 15 convey the serioreness in a Staff Meeting which should be celled in the root weeks itself and enforce all the staff and depositments to submit the sequired deta of / for SSR on or before Reptember 15. 3. Progress of the deta collection within departments should be revewed in a Span of 10 pays untill the full deta Span of 10 Days untill the full data a conceled.

45 Action Taken Report (ADR) ATR of the previous two meetings conducted on 03/4/2021 and 07/8/21. 1. collection of the deltas for AGAR 20-21 is going on. The tab for uploading ARAR 20-21 is not opened and aspen the directions/notice from NAAC the education year is extended up to 31 of December 2021, the datas of various activities from Time 21 to Dec. 21 can also be excluded in the ALRAR 20-21. 2. The departments of Physics Botany and Meleyelen who have conducted Addon Courses in the academic Year 2020-21 in the guidance of 718AC will plande certification by the fund from PTA. 3. Respaced Methodoby we biner to be (Streng) Onderetalen the month of November. A As per the Action plan 20-21 an Orientation Programme for fifth Gemoster B& Ohder 13 organized by JUAC coas Conducted on 05108/2021 Pahreday. the Resource Person: PA-T-V. Vimal Mumas Asst grof, Dept of Physics, St. Thomas College Threesur and presence coordinator Energy Management Centre Govt- of Success in the topk - Opportunistics in Higher Education.

451 5. HOD. Revenue Minister of the State State State State May K Rajan inaugurated the event of helping needy people in the word by distributing exercicel medicines for the relected patients as the part of the "Inchasparisham", one of the Best-Practices optid by the college on 4th September 2021 araind an amount of One Laks Rupers collected from the facultus and officestaff is used for this purpose. On the same décassion Hon Minister also inaugurated VISION 22' an intensive training programme occassion to the perblic to achieve their goals in competitive kraninations, designed by TURC. 6 TRAC in association with Research Committee organised a webihar on "Research cases- datanational Opportunities and Movel Avenues" on 6th November 2021 Saturday 10am via Geoglemeet. The Resurce Person Dr. Ferosk. G. Manken, Asser Professor, Tissue Engenering and Regenerative -Medicine, Dept of Translational Exection, Nestern University of Stealth Priences, Pomona, Cali fornia, US Review meetings of OBR phiparation were conducted from October 4th to 12th 20x1. T. Cover criterias were covered and revens were presented by the faculties.

- 148 Meeting Eate & terne: 07-12-2021 11-30 am. Agenda : Preparation of AGAR for 2020-21. = Data collection for SSR. Members : 1. Dr. Nesy . E.A., Armapal in changed 2 Sathi P.H 412- ling 3. 86-1000 av 2) 1 13. ad. -0 112 2.021 4 DR SEEMA MENON 5 Rameena. K. Jamaj 6 Saulta V.C. 7. D. PRAVAS IC. 2. pr. p. t. Syallers 7/2/21 9. Marali T.K. Discussions and deusions :-- decided to collect the supporting documents mi hand copy and upload AGAR at the earliest. Action taken report. ight collected all the required data for up AQAR and could upload AQAR on 23.12.2021

Meeting . Date & time 11 01 2022, 10 30 am IQAC room Preparation of SSR. Anenda proming of IRAC actualies for 2022. Members present Murale Tils Rameena K Jamal Lonely heorge Savilla VC Da-Sama CJ cour Quario and 11 and and Breesh Sathi P-H з. Discussions and decisions Here:) Discussed in detail on funding from USC and gout and also from local administrative bodies deuded to apply for find mi connection will wate 23 visit decided to conduct orientation programme and 3) bridge course for newly admitted students from next year onwards. discussed on conducting academic audit and 43 socio-economic survey regularly and to consider them as miliatures taken by igAc The meeting ended at 12.45 pm.

18 DNTERMAL QUALITY ASSURANCE CELL 20123 Menutes of the IRAC Meeting Dated Time: 9.6.2022 II.AM TRANCIPAL CHAMBER Agenda : Assignment of NAAC criteria : Fration of dead line box submission of way born and Members present : 1. Dr. G Ushakumarii principal in charge 2. Dr. Sujatham PK IRAC coordinates 3. Dr. Remarie.K.K NAAC coordinator 4. g. 1000 an Ald a. a. a. 5. Dr. Binod Baby-10B HOD Hindi pept 6. Dr-C.S. Suma 7. Honey Sabu 8. AP16 9. Murali. J.le. 10. Dr. Seeme Menon 11. Dhanza Mohan. D. 12. Dr. Lovely bearge 13. Santha. V.C. 14. Letter N.J. 15. Remeens . K. Jamab Jamegra Discussions of becisions 1. As the Extant IOLAC and NAAC coordinators have been

trombered Asst. professors at HOD in Economics, Dr. Sujethan P.H. and Asst. Professors of HOD in History, Dr. Remani.K.K are appointed as IRAC and NAAC coordinators respectively.

2. It was Explained by LEAR coordinator that guidelines of NAACWERE revised wert 116/2022 A that they have to be bullewed strictly by all bacultes bas submitting 35R in time:

3. Each backets up the pepts presented activity status and the IRAC coordinates requested to speed up the pending with and that deachers profile and allotres automation always stored in and to be stored the individual drives to be

50 -transferred to constitute that drive an or separe 20/7/2022. 2. Measury proceedings shall be issued in a short while with regard to allotiment & work among all the baculities aliend of NAAR VISH . 5. The meeting decided to incentive services the Della Entry operates bonn outside using the pro blind subjections opproved of the council. the former and and all of the The meeting common and at 12-30 pm 245 ens al. egizon (TANDA - Ed. 2162) and the second se 1 . Saman . and the second se ALTERNA STURY 1.74 26

145 PRUSENTATION AND DISCUSSION ON THE PARLAMAN A CIPLOADING OF SSR BY DR. SANTHOCH, ASSOCIATE PROPERTIRE HEAD OF MALAYALAM DEPS & IDAL CO-ORPLAGTOR SNOSPATSAMOLON 15/06/22 ATTIN MEMBER PRESENT D Dr. Nesy De Principal ("1) 1) Dr. Janthich, NEAC Co-ordination SNUSS, Pattante 3) Dr. G. Ushalenman Hop, malayalam. Atto (eralating gette merena: Bars. D. nn. ~8 70 mmb, 10ACB20nAcm22 (m 1/24 : 6~2.0m. 2.0 (1-0-1-1=) gal in Informai Brus - wermins . now into IDAC most 1 eno, apoblioniad, mis cond Money MEMBERS PRESENT 1) Dr. Nesy. E. A. Principal 2) DA. A. 2. QIASTA HOD, OUM20 2-Dl. Santhosh . Hik, 19 Ac Co-ordinator SNOS, Patert DR. P.K. Sujathan, CAR Convolundar pleThe College of 4) Dr. Remani K. K. CNAAC Condination KKTM Cour College) 5 5. Raga R Hunder (Dept of BOTANY) 7. Raga R Hunder (Dept of BOTANY) 4 (Dept of BOTANY) 8 Rameena. F. Jamat Ramer (Dept of BOTANY) 9. Janto Thomas. CP St. of malget 10 Honey Saby story - (Dept of English Sanitho C.S St (CBCPI 9 English) 12 Dr. Manja . P.M · Constrint

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MINUSCS OF THE IDAC MECTINIS ON 10/1/22 at 10-3. ANY IN THE CHAMSER OF THE PRIMAPAL. ALENDA: D'Escussion on 12 Present stature of each dept on 125 1000 work. 2) Approval gent draft eithing addillet. Ar NESY EA 2 pr-sujallas pr g hovely heavy & Tholakanam-k 5 Letti NT & Dhanye Moham O. phanythehart J. Sautha V.C 6. Anush. K. 4 Dr. Seema Denon Rameena K Jamal 8 Hellcel- Rehman 10 Da. Monda · P.M. The meeting discussed in firesent status & the pending wishes I could department. The Count that appeared and drapp cristing propanes by the 19AL condition. It was also donided to complete me existing with by 20th of the Fully 2022 diplord domation - The meeting of the low dischie that he hald every week to assess but progress of 100AC work. PRINCIP

54 privates of the rule occlinin HELD in THE Chitman OF THE GRINTERAL OT 23/06/22. D. B. Nery C. A. Princopal () D. D. ple Symmer, Upter Coundinate Lovely George , Buy Xing + Dr. Sume. CS chem 5 De Seema Merson Zoology Bmi 6. Dr. Genomi K.K. 7. Kaladharran P. J. States (Show Halleeln Rehaman rm th 9. Da. Manda. P.M. 10. Murale Til 11. Rameena. K. Jama - It has been decided to continue the work already entrusted with each dept a finish of before 20th John - The supported constitute prepared that be opproved in the Edeffiniality to be held on 23th File 2022. - Let each criteric consthe shall have a Separate whats up grang repeated. PRINCIPH