INTERNAL QUALITY ASSURANCE CELL 2021-22

Google Meet

Date and Time : 12/06/2021 3pm.

Agenda : 1. Action plan for the academic year 2021-22.
2. AQAR 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. K.
5. Dr. Shafeek. V.A.
6. Dr. Suma. C.S
7. Smt. Lovely
8. Smt. Sarita
9. Dr. Resmi. T
10. Smt. Binumol.
11. Sijish
12. Muhammed Basheer.

Discussions and Decisions.

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

2. Decided to organise an Induction Programme for FIRST Semester UG Students.
3. SSS of UGraad PG Students.
4. It is decided to submit the datas for AQAR 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. Shakumari 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.

Google Meet

Date and Time : 21/06/21, 7PM.

Agenda

1. Snehasparsham
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. Prabha. K, NAAC coordinator
4. Sri. Ravikumar. K
5. Smt. Lovely George
6. Dr. 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

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 Metholodgy as early as possible.
4. It is directed to conduct more programmes to fulfill the criterias of AQAR.
5. AQAR 20-21 Data collection to be completed as early as possible.
6. Decided to conduct SSS.

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. AQAR 2020-21
2. Add on Course
3. Sahasparsham
4. Research Methodology - Science Stream
5. A path 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. Pravas. K NAAC coordinator
4. Dr. Resmi. T
5. Dr. Suma C. S
6. Dr. Ajith Kumar
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 VVA~~

Discussions and Decisions

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

of the exams as soon as the publication of Results.

2. It is decided to give certificates by ICAC to the students who have passed Add on 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 E A, 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. Sasikala 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 JTCA 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 untill the full data is collected.

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 Addon 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. Vimal Kumar, Asst. Prof, Dept. of Physics, St. Thomas College, Thrissur and District Coordinator Energy Management Centre Govt. of Kerala in the topic - Opportunities in Higher Education.

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. Firoz K. 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.

Meeting

Date & time : 07.12.2021 11.30 am.

Agenda : Preparation of AQAR for 2020-21.
: Data collection for SSR.

Members :

1. Dr. Nesy . E.A, Principal in charge
2. Sathi . P.H
3. [illegible]
4. DR. SEEMA MENON 07/12/2021
5. Rameena . K. Jamal 07/12/2021
6. Savitha V.C.
7. Dr. PRAVAS I.C.
8. Fr. P.K. Jyothish 7/12/21
9. Murali T.K. 7.12.21

Discussions and decisions :-

- decided to collect the supporting documents in hard copy and upload AQAR at the earliest.

Action taken report.

IQAC 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.

Agenda : Preparation of SSR
: planning of IQAC activities for 2022.

Members present :-

1. Murali T.K
2. Rameena K Jamal
3. Lovely George
4. Sarika V.C
5. Dr. Suma. C.J
6. [illegible]
7. Aneesh
8. Sathi P.H
9. ...

Discussions and decisions

1) Discussed in detail on funding from UGC and govt. and also from local administrative bodies.
2) decided to apply for fund in connection with NAAC visit
3) decided to conduct orientation programme and bridge course for newly admitted students from next year onwards.
4) discussed on conducting academic audit and socio-economic survey regularly and to consider them as initiatives taken by IQAC.

The meeting ended at 12.45 pm.