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INTERNAL QUALITY ASSURANCE CELL 2022-23

Minutes of the IQAC Meeting

Date & Time : 9.6.2022 11.AM

PRINCIPAL CHAMBER

Agenda : Assignment of NAAC criteria

: Fixation of deadline for Submission of Wayforward

Members present :

1. Dr. G Vshakumari — principal in charge
2. Dr. Sujathan P.K — IQAC coordinator
3. Dr. Remani.K.K — NAAC coordinator
4. [illegible]
5. Dr. Binod Babu.I.C.B — H.O.D Hindi Dept
6. Dr. C.S. Suma
7. Honey Sabu
8. Ajish
9. Murali.T.K.
10. Dr. Seema Menon
11. Dhanya Mohan.D.
12. Dr. Lovely George
13. Sajitha.V.C.
14. Lethi.N.T.
15. Rameena.K.Jamal 05/6/22

Discussions & Decisions

1. As the existing IQAC and NAAC coordinators have been transfered, Asst. professor & HOD in Economics, Dr. Sujathan P.K and Asst. Professor & HOD in History, Dr. Remani.K.K are appointed as IQAC and NAAC coordinators respectively.
2. It was explained by IQAC coordinator that guidelines of NAAC were revised w.e.f 1/6/2022 & that they have to be followed strictly by all faculties for submitting SSR in time.
3. Each faculty of the Depts presented activity status and the IQAC coordinator requested to speed up the pending works and that teachers profile and all other information already stored in and to be stored the individual drives to be

transferred to consolidated drive on or before 20/7/2022.

4. Necessary proceedings shall be issued in a short while with regard to allotment of work among all the faculties ahead of NAAC visit.

5. The meeting decided to hire the services of a Data Entry operator from outside using the PTA fund subject to the approval of the council.

The meeting came to an end at 12.30 PM

Sd/- ഷീ. ഉദിരുമാൻ
(പ്രിൻസിപ്പൽ - ഇൻ. ചാർജ്)

Action taken Report

The revised guidelines were mailed to the members IQAC and they got themselves familiarised with it. Priority distributing the workload were given and that council approved the appointment of a Data Entry Operator as and when sanction will be made available in future.

PRESENTATION AND DISCUSSION ON THE PREPARATION & UPLOADING of SSR BY DR. SANTHOSH, ASSOCIATE PROFESSOR & HEAD OF MALAYALAM DEPT & IQAC Co-ORDINATOR, SNGS PATTAMBI ON 15/06/22 at 9 a.m.

MEMBERS PRESENT

1) Dr. Nesy ~~E.A~~ Principal (i/c)
2) Dr. Santhosh, IQAC Co-ordinator, SNGS, Pattambi
3) Dr. G. Ushakumari, HOD, Malayalam.

~~Abs~~ -ക്കായുണ്ടായിരുന്നു

സ്വാഗതം: ഡോ. പി. എ. സന്തോഷ്, IQAC കോഓർഡിനേറ്റർ
അധ്യക്ഷത: ഡോ. നെസി. ഇ. എ (പ്രിൻസിപ്പൽ)
മുഖ്യപ്രഭാഷണം: ഡോ. നജീബ്. പി. വെള്ളൂർ IQAC
കോർഡിനേറ്റർ, ഗവ. കോളേജ്, പട്ടാമ്പി.
നന്ദി: ഡോ. രമണി. കെ. കെ, IQAC കോർഡിനേറ്റർ

MEMBERS PRESENT

1) Dr. Nesy. E. A, Principal
2) Dr. ഗീ. ഉഷാകുമാരി HOD, മലയാളം
3) Dr. Santhosh. H. K, IQAC Co-ordinator SNGS, Pattambi
4) Dr. P. K. Sujathan, IQAC Coordinator, KKTM College
5. Dr. Ramani. K. K (NAAC Cordinator KKTM Govt College)
6. Parvathy. H.S (Dept of BOTANY)
7. Raga R (Dept of BOTANY)
8. Rameena. K. Jamal (Dept of BOTANY)
9. Yaseeb Thomas (Dept of Malayalam)
10 Honey Sabu (Dept of English)
11 Saritha C.S (Dept of English)
12 Dr. Manju. P.M. 18/06/22 Dept of Sanskrit

13. Dhanya Mohan. O. Dhanya Mohan (HOD, Dept of CS)
14. Lovely George (Dept. of Physics)
15. Preetha. k (Dept. of Chemistry)
16. SARITHA V.S. "
17 Resmi T Resmi T (Dept. of Mathematics)
18. Lakshmy V P (")
19. Shany N.S " History
20. Dr. Vinayasree. S Dept. of Physics
21. Sabitha P.V "
22 Dr. Dhanya. N.P Dept. of Physics
23. Binu Mol T.V. Computer Science
24. Dr. Shaji E.M. Dept. of Zoology.
25. Prasad N.K. " "
26 Soumya. K.C Dept. of Zoology
27 Seema Meron Dept of Zoology
28 Halleelu Rehuman Dept of Malayalam
29 Thulakan. m-k Dept of Chemistry.
30. [illegible] [illegible]
31. [illegible] [illegible]
32 [illegible] [illegible]
33 Dr Deepthi A.N. Dept of Mathematics
34 Dr. Sabna K.S "
35 Megha P.M "
36 Saritha V.C. Dept of History
37 Dr. G. Harikrishnan "
38 Adeesh K. "
39. Dr. Suma. C.S Dept of Chemistry
40 Musali T.K. Dept. of Mathematics
41 Ajith K.K Dept of Comp Science
42. Dr. Binod Babu K.B Dept of Hindi
~~43~~ ~~[illegible]~~ ~~[illegible]~~
44 [illegible] "
45 Rijoy K.J Dept. of Chemistry

45 Lethi NT Dept of Physics

Action Taken Report

All the faculties of the College, having attended the informative and comprehensive class of the Coordinator, IQAC, SNGS, Pattambi decided to get on with the work of IQAC preparing the ground for the submission of IIQA, AQAR & SSR respectively.

MINUTES OF THE IQAC MEETING ON 17/6/22 at 10.30 AM IN THE CHAMBER OF THE PRINCIPAL.

AGENDA: 1) Discussion on the Present status of each dept on the IQAC work.
2) Approval of the draft criteria committee.

1 Dr. Nesy E A
2 Dr. Sajitha PR
3 Lovely George
4 Thilakan M.K
5. Lekha. N T
6. Dhanya Mohan. O
7. Saritha. V.C
8. Anesh. K.
9. Dr. Seema Menon
10. Rameena. K. Jamal
11 Halleelu Rehuman
12. Dr. Manju. P.M
13. Dr. C.S. Seema.

17/06/22

MINUTES

The meeting discussed the present status of the pending works of each department.

- The Committee approved the draft criteria prepared by the IQAC coordinator. It was also decided to complete the existing work by 20th of July 2022 and upload documents.

- The meeting of the Co-ordinator shall be held every week to assess the progress of IQAC work.

PRINCIPAL 17/6/22

MINUTES OF THE IQAC MEETING HELD IN THE CHAMBER OF THE PRINCIPAL ON 23/06/22.

1) Dr. Nesy. C-A, Principal
2) Dr pk Sujathan, IQAC Coordinator
3. Lovely George, Phy 23/6
4. Dr. Sama. C S Chem 23/6/22
5. Dr. Seena Menon Zoology 23/6/22
6. Dr. Renjini K.K
7. Kaladharan P.V Stats.
8 Halleelu Rehuman VM
9. Dr. Manju. P.M. 23/06/22
10. Murali T.K.
11. Rameena. K. Jamal 23/6/2022

- It has been decided to continue the work already entrusted with each dept & finish it before 20th July 2022
- The draft Criteria committee prepared shall be approved in the Staff meeting to be held on 27th July 2022.
- Let each Criteria committee shall have a separate whats up group (seperate).

23/6/22
PRINCIPAL

Action Taken Report.

The Criteria committee formed was so approved by the Council on 27/7/2022.
The Criteria committee formed Whatsapp group seperately for each with members therein.

Meeting of the Criteria Team under the aegis of IQAC on 30/8/22

1. Dr. Nesy. C. A, Principal
2. Dr P K Sujathan IQAC Co-ordinator
3. [illegible]
4. Lovely George
5. Dr. Remani K.K
6. Rameena. K. Jamal
7. Dhanya Mohan. O
8. parvathy. H. S
9. Dr. Sabna K. S
10. Shanu. N. S
11. Dr. Seema Menon
12. Megha. P. M
13. Kaladharan P. V
14. Dr. Suma. C. S
15. Aneesh. K.
16. Sarathu. V. C
17. Nisa.
18. Dhanya. N. P.
19. Nancy Sara John
20. Dr. Manju. P. M
21. Preetha. E
22. Dr. Vinayasree. S
23. Ammu
24. Murali T. K.

All Criteria Co-ordinators presented the current status of the works assigned to them. After a series of discussions it was informed that IIQA may tentatively be submitted on 28/10/22 and that the each Criteria Committee is separately given time slot for collecting details.

12/9/21 – 16/9/21 : Criteria 1
19/9/21 – 22/9/21 : " 2
23/9/21 – 30/9/21 " 3

Criteria 5 : 3, 6, 7, 10, 11 & 12th October 2022

Criteria 4, 6 & 7 may, meanwhile collect data respectively. The completed works of Criteria, if any, to be handed over to Documentation Committee urgently.

Meeting ended at 1PM

PRINCIPAL

Action Taken Report

The Documentation Committee has been constituted under the aegis of Dr. Reshmi, Associate Professor, Dept of Mathematics. The respective Criteria collected & evaluated details for easy Submission of AQAR & SSR respectively.

Minutes of the criteria team under the regis of IQAC dt 29/9/22

1- Dr. Nesy EA, Principal
2- Dr. P.K Jayakumar, IQAC
3. Dr. Remani K.K NACC
4. Rameena K. Jamal
5. Lovely George
6. Dr. Resmi T
7. Murali T.K.
8. Kaladharan P.V

29-09-2022.

The meeting of Criteria 1, 2, 3 were held in the chamber of the principal. The work of Criteria 1 are were getting finishing touches. The work of Criteria 1 would be completed by October 10 & the works regarding to Criteria 2 would be going completed by October 17. The works under Criteria 3 are nearing completion. 2 members viz Raga from the Dept of Botany and Dhanya PD from the dept of Malayalam are also added in Criteria 3 to finish the pending works.

PRINCIPAL

Action Taken Report

Criteria 1 partially completed the work by 17/10/22. The two faculties from the Dept of Botany & Dept of Malayalam, Smt. Raga & Dr. Dhanya PD were asked to provide their assistance to the Co-ordinator, Criteria 3.

Minutes of the ~~IQAC~~ meeting ~~dt~~ 06/10/2022

1. Dr Neny C.A, Principal
2. [illegible]
3. Dr. P.K. Syamkumar
4. Kaladharan P.V
5. [illegible]
6. [illegible]
7. Dr. Deepthi A.N.
8. Dr. Resmi T
9. Arun V
10. Lekhi N.T
11. Nancy Sara John
12. Sanitha C.S
13. Praced N.K
14. Dr. Seema Menon
15. Rameena K. Jamal
16. Dr. Remani K.K
17. Dr. Manju P.M.
18. Hafeela Rehnuma
19. Fr. Mark Thomas
20. Dr. Sabna K.S
21. Parvathy H.S

6/10/22

A meeting to assess the ~~pro~~works pending under Criteria 3-6 was held under the aegis of IQAC in the chamber of Principal. Criteria 6 agreed to finish pending work by 25/10/22 & Criteria 4 & 5 also agreed to complete that works by 25/10/22.

Principal

Minutes of the 10th meeting on Result Analysis Internal Exams at the chamber of the Principal on 07/10/22

1. Dr. Nesy.E.A : Principal
2. Dr. P.K. Sajalhan 07.10.22
3. Dr. Shaji E.M. 7.10.2022
4. Rameena K. Jamal 7.10.2022
5. Nancy Sara John
6. Honey Sabu
7. Dr. Lovely George
8. Lakshmy V P
9. Dr. Suma. C.S
10. SARITHA V.S.
11. Rijoy K.J.
12. Anu V
13. Dr. Deepthi A.N
14. Dr. Remani K.K
15. Dr. Nija.S
16. Raga R 7/10/22
17. [illegible]
18. [illegible]
19. Dr. Manju. P.N. 07/10/22
20. Baby M.N
21. parvathy H.S
22. Saritha V.C
23. Sanitha C.S
24. Sulpha Rose
25. Sabitha P.V.
26. [illegible]

The following decisions are taken in the meeting.

(a) The internal exams scheduled earlier are rescheduled as follows:

English (10th Std) - 10th Oct

- Mock term examination may be held on 15th February
- English Paper I - 10th am
- Second Language : 11th am
- Core : 11th am
- Complementary : 12th noon (in HSS 12th & 13th)
- Open exam on 5th Jan 12th A

- The committee unanimously approved the suggestion of IQAC on letter that only those students having medical background/accident/death may be given one to appear for retest. This is for enhancing quality of results.
- It has been decided to have orientation course for first year UG students.
- The Discipline committee is encouraged to have visit more frequently in the campus & to hold
- The photocopy machine currently located is often from the college which may be relocated to the old library block.
- The substitutes may be furnished a channel well in advance before the arrival of 1st year students.
- All Second year tutors have been summoned to analyse their results. It was evaluated that most of the students of BTSM Dept & Malayalam Dept failed in their Subjects. The committee decided to have
  - White Board/Blackboard in the exam hall
  - The attendance status to be informed to students every week.
  - It has been decided to have Wing up group work formed by all Dept on Student progress and performance
  - BTSM Dept is recently allotted class room & accurate students (2)
  - Those students who have supplimentary exam on 15th & 16th march may attend Functional English Improvement, Remedial coaching. Parents of all Dept may interact with Dept of English once in a month.

Meeting closed at 11:30 AM.

Principal

ORIENTATION PROGRAMME TO FIRST YEAR STUDENTS

DATE & TIME	SESSION	FACULTIES
10/10/22, 10.00AM	COMMON SESSION - UG & PG	PRINCIPAL/VICE PRINCIPAL/HOD
" 10.45AM	Dept Level Introduction	HOD & class tutor
" 1P.00PM	Interaction with Parents	Principal/Vice/HOD
11/10/22 10.00AM	Common Session - UG & PG	Dr. Mary Matilda
" 1.30PM	Dept Level Introduction	HOD/class tutor/Any faculty
12/10/22 10.00AM	Common Session ~~And~~ UG & PG	Excise Inspector
" " 11.0.AM	CBCSS UG 2019 :	Dr. Mohd Basheer K.K
		& Kaladharan. P.V.
" " 11.0.45AM	: Introduction to Various clubs	
" 1.30PM	: Dept Level Introduction :	HOD/class tutor/other faculty

PRINCIPAL
22/10/22

ACTION TAKEN REPORT

- The internal exam was held as scheduled.
- Orientation ~~course~~ class for first year students was held during 10/10/22 – 12/10/22
- BTM & Malayalam Dept Students were given Special coaching for the subject English.
- White Board/ Black Board is put up at examination hall.

Minutes of the IQAC meeting Dt 19/10/22

Agenda

1. Vision 2022
2. Approval & Result Analysis, Bridge courses Action plan being the recent initiatives of IQAC.
3. Readiness for NAAC

PARTICIPANTS

1. Dr. Nesy. E.A, Principal :
2. Dr. P.K. Sujathan, IQAC Co-ordinator :
3. Dr. Remani K.K, NAAC co-ordinator
4. Gen. & Admn Bd K.K
5. Kaladharan P.V
6. Dr. Manju. P.M
7. Lovely George
8. Dr. Seema Menon
9. Rameena. K. Jamal
10. Saritha V.C
11. Dr. Suma. C.S
12. Dr. G. Ushakumari

19/10/22

Decisions taken

1) It has been decided to restart coaching class (PSC) under the aegis of IQAC. Willingness may be obtained from all faculties and that both offline & online classes may be held. While offline class may be limited to once in a week for students of the college & for the interested public, online classes may be held once in a week too. The programme is christened as VISION 22. Saritha VC, Dept of History is appointed as the co-ordinator of the Programme. Dr Yacob Thomas, Dept of Malayalam & Kaladharan PV, Dept of Statistics have appointed as technical officers for editing &

uploading YouTube videos in the College website.

2. The initiatives of IQAC on result analysis, action plan 2022-23 & Bridge course for first year students are approved by the Committee.

3. It has been decided to finish the AQAR work & upload the same in the month of November 2022. The Criteria Co-ordinators are entrusted with the pending Criteria work for the year 2021-22 & complete their mail to IQAC urgently in connection with AQAR.

4. It has been decided to finish the SSR work under the aegis of the seven Criteria Co-ordinators before 31st October 22 that steps can be initiated for uploading IIQA in the first week of November22. All the members unanimously agreed that the IQAC work doesn't have to be delayed indefinitely.

5. The documentation committee should start its work since 20/10/2022 as almost 90% of work have been completed by all Criteria Co-ordinators & the steps are initiated for submission of IIQA & SSR respectively.

PRINCIPAL 9/10/22

Action Taken Report

- Recording work for PSC Coaching is started by Dr. Yadav
- The IIQA work is nearly completed.

Minutes of the IQAC meeting of 15/11/2022

Agenda Note

1. Submission of IIQA
2. PSC coaching
3. Campus Beautification
4. Request to alumni & PTA for setting up of museum
5. Other matters if any

· PARTICIPANTS

1.	Dr. Nesy. E.A, Principal	
2.	Dr. P.K. Sujatha,	IQAC Co-ordinator
3.	[illegible]	
4.	Dr. Zeenath K.K	NAAC Co-ordinator
5.	Murali T.K.	Members
6.	Kaladharan P.V	"
7.	Lovely George	"
8.	[illegible]	"
9.	Resmi T	"
10	DR. SEEMA MENON	"
11	RAMEENA. K. JAMAL	"

DECISIONS TAKEN

(1) It has been decided to upload IIQA in the month of November 2022 itself.

(2) The pending works w.r.t. uploading documents under different criteria to be completed this month itself.

(3) The IQAC Coordinator & NAAC Coordinator are urged to meet the Director of Collegiate Education, Thiruvanthapuram for submitting the campus

Beautification estimate forwarded by PWD. The availability of the Director may be informed by the Principal.

(4) Official letter to be given to DC for obtaining affiliation fee.

(5) It has been decided to get on with PSC coaching ('ENTRY TO SERVICE') under the aegis of ICAE on the basis of the willingness obtained from 9 faculties. The rest of the faculties may be persuaded to co-operate with ICAE for fulfiling PSC coaching regime.

(6) The alumni may be issued official letter by the principal for the motivisation of fund for accomplishing museum at the library complex.

(7) Mr. Ajeesh HOD, Dept of BTTM is appointed as Co-ordinator, Anti-Narcotic Cell. Mr. Ajeesh is tasked with Co-ordinating the work with Mrs Preetha, Dept of Chemistry who's the convener of Anti-Drug cell.

(8) All Co-ordinators of clubs are encouraged to strengthen their activities Vigorously.

Meeting closed at 1.00 PM.

PRINCIPAL

Meeting of the IQAC with the Staff of the College
Dt 29/11/22 at 2.45 PM

Agenda Note

1. Submission of IIQA & AQAR
2. Roadmap
3. Other matters

PARTICIPANTS

1- Dr. Nesy EA, Principal.
2. Dr. P.K. Sajitha Coordinator IQAC
3. Dr. Remani. K.K NAAC co-ordinator
4. Baby M.N.
5. Murali T.K.
6. Anupriya .A.U
7. Prasad N.K.
8. Rameena. K. Jamal
9. Yacob Thomas
10. Rajish
11. Dr. Jose Bejoy
12. Dr. Seema Menon
13. Dhanya Mohan. O.
14. Honey Sabu
15. Nancy Sara John
16. Lovely George
17. Dr. Vinayasree S
18. Thulakan. m.k.
19. Shany N.S
20. Sulpha Rose
21. Megha. P. M
22. Dr. Sabna. k.S
23. Dr. M.C. Biji Mol

24. Dr. Nija. S
25. SARITHA V.S
26. Preetha. K
27 Aswathy. Rajan
28. Saritha. V.E
29 Dr. G. Harikrishnan
30 Anees K.
31 Dr. Suma. C.S
32 [illegible]
33 Halleelu Rehuman VM
34. [illegible]
35. [illegible]
36. Kaladharan P.V

(1) DECISIONS TAKEN

(1) The Co-ordinator, IQAC briefly presented the current status of the works entrusted with the criteria committee. As more than 90% of the works were completed and the criteria team are giving finishing touches to the rest of the works, it has been decided to get on with payment of fee towards Submission of IIQA for the month of December 22 so that we shall be prepared after the valuation and Xmas Vacation for SSR work in the January 2023.

(2) The time table for students are decided to be restructured once SSR window is open in January 2023 so that entire faculty of college shall be immersed in NAAC work.

(3) The Co-ordinator/Team Criteria 5 are requested to share once again the excel sheet among faculties to finish the pending works in due course.

(4) The Criteria team are reminded of the necessity to submit AQAR in the month of December 22. The team were told to mail the IQAC the details within a week based on the information mailed to them on 24/10/2022.

(5) The details of Programmes of NSS work should be submitted to Criteria 5 by the NSS Co-ordinator.

(6) All Co-ordinators of clubs are requested to conduct atleast one activity in a month & Submit report to IQAC.

(7) A Data Entry Operator may be appointed in January 2023 in connection with NAAC work for which the biodata submitted by the Co-ordinator, NAAC may be scrutinised & interview may be conducted evaluating the technical competency of the candidate by Smt. Dhanya Mohan, Faculty of the Dept of Computer Science.

The meeting concluded at 4.15 PM

PRINCIPAL

Action Taken Report

Excel sheet has been shared with Criteria Heads
NSS Co-ordinator provided details pertaining to Criteria 3 to the Coordinator
Dhanya Mohan conducted interview of the appointment of a Data Entry Operator.

Meeting of the IQAC meeting on 22/12/22 at 10.00 AM

Agenda No:-

1. Submission of IIQA
2. Any other matter

PARTICIPANTS

1. Dr. Nesy EA, Principal
2. Dr. P.K. Sujatha
3. Dr. Remani K.K
4. Dr. Resmi T
5. Khadheeja D.J
6. [illegible]
7. Murali T.K.
8. Lovely George
9. Suma. C.S
10. Rameena. K. Jamal.
11. Dr. Seema Menon

The Committee decided that the draft IIQA be verified seriously. Accordingly, modifications were made in the draft. Meanwhile, E-mail was sent to NAAC to modify the mob no of the former principal Dr. Anitha I so that SMS shall come to the existing principal. Soon after receiving reply from NAAC, IIQA shall be submitted after effecting payment.

The meeting closed at 11.30 AM

ATR

The first IIQA was uploaded on 10/1/23.

PRINCIPAL

IQAC meeting of the members of Alumni Association
Dt 23/12/22 at 10.45 AM

Agenda

1. Formation of Kottar Museum Archiving the Locality
2. Other matters if any.

PARTICIPANTS

1. Adv. V.R. Sunilkumar, Hon MLA
   Kodungallur Constituency
2. Dr. Neeraj C.A, Principal
3. Dr. P.K. Sujathan, IQAC Co-ordinator
4. (illegible) P.S
5. C.N. Pradeep kumar.
6. Dr. G. Ushakumari
7. Dr. Remani K.K
8. Dr. Sumathy Achuthan
9. Prof. K. Ajitha
10. Kunjumuhammad Kannamkulath
11. Ajith.K.K Dept of Travel & Tourism
12. Dr. Binod Babu.K.B (Dept of Hindi)
13. Kaladharan P.J (Dept of Statistics)
14. Sudheer. T.K
15. Bindu Bhagi
16. Mini Mohan
17. Mazhar Ahmed
18. Nancy Sara John
19. Sulpha Rose
20. Dr. M.C. Bijimol
21. C.G. SYAMALA
22. Dr. Manju P.M
23. SUMESH. EA

23/12/22

24. [illegible]
25. [illegible]
26. Dr. Nija. S
27. Savitha. V C

Decision taken

A detailed discussion was held with the Hon MLA V.R. Sunilkumar with regard to the setting up of a museum for the college to be renamed as 'Archiving the Locale'. The Hon MLA agreed to set apart an amount for the setting up of museum. Meanwhile the Alumni members who decided to contribute towards the fulfilment of a historical museum at that donations would be paid before 12/1/23.

PRINCIPAL

IQAC meeting on the distribution of mentor-mentee list & discussion on its operation, Dt 05/01/2023

PARTICIPANTS

1) Dr. Nesy. E. A, Principal
2) Dr. P.K. Sujathan, IQAC Co-ordinator
3) Dr. Remani. K.K NAAC Co-ordinator
4 Rajish ICR
5 Kaladharan P.V
6. Dr Binod Babu K.B
7 Dr. Remi T
8. Megha P M
9 Lovely George
10. Rameena. K. Jamal.
11 Dr. Manju P.M.
12. Lethi. N T
13. Dhanya Mohan. O.
14 Honey Sabu

The following decisions are taken in the meeting

(1) The meeting congratulates the efforts of Mrs. Megha, Dr. Deepthi & Rameena K. Jamal for having prepared the comprehensive list of Mentor-mentee of the College.
(2) All mentors are requested to go through the e-mail which detailed the information to be collected from each mentee. If anyone of the mentees suffer from personal issues, it has to be reported to Jeevani Co-ordinator and academic issues if any, to be resolved by mentors.
(3) Seperate files should be ~~created~~ maintained for each mentee.
(4) As most of the students fail to perform well in the subject 'English', they have to be reported to the Dept of English for remedial coaching
(5) IQAC may be submitted at the earliest PRINCIPAL

ATR

IQAC was resubmitted on 19/1/23

IQAC meeting on Pre-SSR level meeting with Criteria Heads on 27/01/2023 at 11:30 am

PARTICIPANTS

1) Dr Nesy CA, Principal
2) Dr P K. Shyalesh IQAC Coordinator 27/1/23
3) Dr. Shajas E M
4) Dr Binod Babu K.B
5) Dr. Muhamed Basheer K.K
6) Bini Mol T.V
7) Thaladharan P.V
8) Dr. Manju P.M. 27/01/23
9) Dr. Lovely George
10 Sailaja V.C
11 Resmi T
12 DR. SEEMA MENON
13. Rameena-K Jamal

Decisions taken

(1) NSS Co-ordinator Shaiju is entrusted with - electoral literacy club, proceedings of which to be issued.

(2) Dr. Reshmi is entrusted with collection of materials from all Criteria heads a take print out for verification. Final print out may be taken later after correction for documentation.

(3) Punchan & Wastebin is entrusted with Dileep Kumar, Attender / Dept of Zoology.

(4) Before uploading, Review of Criteria team to be done as On 31st January, Criteria 4 & 2, On 1st February, Criteria 6 & 3 On 2nd February Criteria 1 & 5 & On February, Criteria 7 respectively.

(5) Works related to IQAC be started after 3/2/23.

PRINCIPAL

IQAC meeting on SSR upload on the Dt 9/2/23

PARTICIPANTS

1. Dr. Nesy E A — Principal
2. Dr. P.K. Sujathan, IQAC Coordinator
3. Dr. Ramani ICK, NAAC Coordinator
4. Dr Yacob Ahamed
5. Dr. Shaji E.M.
6. Kaladharan P.V.
7. Dr. Resmi T — Resmi T.
8. Dr. Binod Babu K.B
9. Dhanya Mohan O. — Dhanya Mohan O.

(a) It has been decided to start the work on warfooting as the deadline ends on 24/03/2023. Technical Support for uploading the data should be done by Dr. Yacob, Kaladharan PV & Dhanya Mohan. The verification of the documents to be done by Reshmi, Ramani, Sujathan PK, Binod Babu & Shaji. Data Entry Operator has to be entrusted with changing to PDF.

(b) Let the uploading work be done at Oracle room.

(c) Briefing and education the Union members on NAAC visit shall be done by Kaladharan after the arrival of BTT on tour.

(d) Dr. Yacob & Dr. Sujathan should keep themselves engaged in technical work even after 4 PM as work of them are staying at Quarters.

Action Taken Report

- The SSR uploading work is started
- Data Entry operator is appointed.

PRINCIPAL