IQAC meeting Dt 01/06/23

Agenda

1. NAAC visit
2. Other matters if any

PARTICIPANTS

1. Dr. Shaji. C.N. Principal (i/c)
2. Dr P.K. Seyfalikan Coordinator, IQAC
3. Kaladharan P.V
4. Dr. Mahamed Basheer T.K.
5. Dr. Sumesh
6. Saritha V.C
7. Murale T.K
8. DR SEEMA MENON
9. Dr. Manju P.M
10. Lovely George
11. Rameena K. Jamal

1/6/2023

1/6/23

Seema Menon 1/06/23

1/6/23

Rameena 1/6/23

Decisions taken

(a) It was decided to Strengthen IQAC room with urgent infrastructure.

(b) The Steering committee in connection with NAAC visit will be constituted soon after holding Council meeting tomorrow.

(c) Mr. Kaladharan, HOD statistics shall Prepare the Portfolio in this regard.

(d) The painstaking efforts of the Criteria team to enable the college to enter the pre-qualification stage is highly appreciated.

(e) All faculties should take urgent steps to prepare files on result analysis, mentor-mentee & remedial coaching

(f) The mandatory fee in connection with NAAC visit viz 2nd instalment of BSR (₹ 59000) and Logistic fee of ₹ 2.36 lakh shall be paid next week

(f) The mock external visit shall be held at the college on 23/06/23.

(g) ~~All~~ Important portfolios like Gender club, Grievance redressal cell, Seevanidhi to be shifted to old library block. For this, the waste materials/ furniture to be shifted to MCA Block which has become non-functional now.

Meeting ended at 3.45 PM

PRINCIPAL 16/6/2023.

Action Taken Report

(1) IQAC room was strengthened with requisite infrastructure
(2) Criteria wise files have been prepared
(3) The external audit is postponed until official date of visit of Peer team is known.
(4) Files on result analysis & counter-merits are being prepared.
(5) Shifting & dastage of old library block shall be done in a short while.

STAFF MEETING ORGANISED BY IQAC FOR THE APPROVAL OF VARIOUS COMMITTEES IN CONNECTION WITH NAAC PEER TEAM VISIT 2023 ON 06/06/2023

PARTICIPANTS

1	Dr. Shaji. C.N.	Principal i/c	6/6/23
2	Dr G. Shakeumari	Vice Principal	
3	Dr P.K. Sujatha	IQAC Co-ordinator	
4	Dr Ramani KC,	NAAC Coordinator	
5	Kaladharan P.V	Dept. of Statistics	
6	Baley M.N	Mathematics	Baley
7	Dr Binod Babu K.B	Hindi	
8	Halleelu Rahuman VM	Malayalam	
9	Murali TK	Maths	
10	[illegible]	[illegible]	
11	[illegible]	"	
12	Binu Mol T.V.	Computer Science	
13	Dhanya Mohan.O.	Computer Science	Dhanya Mohan
14	Rijoy K.J.	Chemistry	
15	Arun V	Physics	
16	Sanitha C.S	English	
17	Lakshmy V.P	Maths	
18	Dr. Manju P.M	Sanskrit	
19	Dr. Suma. C.S	Chemistry	
20	Savitha V.C	History	
21	Dr Nija. S	"	
22	Dr. G. Harikrishnan	"	
23	Anush. K	"	
24	Shany. N.S.	"	
25	Prasad N.K		
26	Soumya K.C.		
27	[illegible]	[illegible]	

ക്ര. ഗ്രൂപ്പ് ഇനിഷ്യൽ തസ്തിക

24 [illegible] [illegible]
25 [illegible] ചീഫ്
26 Raga R (Botany)
27 Lovely George Physics
28 Dhanya. N.P Physics
29 Pandathy T+S Botany

(1) Decisions taken

(1) The Committees constituted may be continued as such until the final order of general transfers is published by DC. However, it was decided to seek willingness from faculties for lady NSS Programme Officer
(2) Request for casual leave/DL/OD may be submitted in advance.
(3) The detailed & duely filled in proforma of PBAS may be submitted before 19/06/2023
(4) It has been decided to proceed with 'SNEHASPARSHAM' programme in the current year also
(5) Submissions of faculties to be made with despatch register too.
(6) All teaching faculties are requested to spend time & be campus until 4.30 PM atleast until NAAC visit is successfully finished.
(7) The Committees constituted ahead of NAAC visit is approved with minor modifications.
(8) The 2nd Sem. Audit course Exam is decided to be conducted by Smt. Dhanya Mohan, faculty CS Dept.
(9) The responsibilities of Committees were briefed by Kalatharan Sir, Dept of Statistics to the best knowledge of

all faculties.

(10) Dr. Mohammad Basheer, faculty of Malayalam, Dept, being the presiding officer briefed all faculties on the method of casting vote for the Senate elections to be held on 07/06/2023.

(11) The Co-ordinator IQAC requested all faculties to submit the budget and action plan of each committee before 13/06/2023

(12) All faculties are reminded of Preparing file for Mentor - Mentee, Result Analysis and Remedial coaching for SC/ST, the files of which to be Submitted to SC/ST cell & IQAC.

Meeting closed at 3.45 PM

PRINCIPAL 6/6/23

IQAC meeting Dt 14/07/2023

Agenda

1. NAAC visit
2. Other matters if any

PARTICIPANTS

1- Dr. Shaji, E.M, Principal (i/c)
2. Dr. G.U.S.P.K Satyakiran, Co-Ordinator IQAC
3. Kaladharan P.V
4. Murali T.K.
5. Rameena K. Jamal
6. Dr. Seema C.S
7. Dr. Muhammed Basheer K.V
8. Savitha. V.C
9. Dhanya Mohan. O
10. Lovely George

Decisions taken

(1) The Co-ordinator, IQAC informed all that those who are due to placement should submit the proposals at the earliest so that after the scrutiny details could be uploaded to DC.

(2) The Co-ordinator, IQAC briefed the duties & responsibilities of the Committees constituted & requested to submit detailed estimate before the end of this month.

(3) All faculties are requested to submit attendance register at the earliest.

(4) The internal examinations has to be conducted

forthwith and marks to be submitted before 29/6/23.

(d) The files of Members & result analysis are obtained from the faculties as informed by Co-Ordinator IQAC.

(e) The external mock visit to be held on August 2, 2023.

PRINCIPAL

Action Taken Report

(a) The placement received from faculties is being mailed to DC via DDFS

(b) The steering committee, so constituted, holds meeting once in 2 days to have follow-up on the duties assigned to committees.

(c) The Finance Committee received budget from other committees.

External Mock visit & IQAC meeting Dt 03/08/2023

Participants

1) Dr. G. Usha Kumari, Principal (i/c)
2) Dr. P.K Sujatha, Co-Ordinator IQAC
3) Dr. Ramani K.K, Co-Ordinator, NAAC
4) Dr. Shahid Abdul Rub P, Asst Professor, P.T.M Government College, Perinthalmanna
5. Thulakan. M.K.
6. Rejoy K.J.
7. Benoy Thomas M.P
8. Sherry Sebastian
9. Pratha. K
10 Dr. Resmi T
11 Dhanya Mohan
12. Dr. Harikrishnan G
13. Sreesh K
14. Sherry V.S
15. Dr. Jose Bejoy
16 Baley M.N
17 Ajish K.R
18 Binod Babu. K.B
19 Dr. Seena Menon
20 JOSE. K. C.
21 [illegible]
22 [illegible]
23 [illegible]
24 Dr. Suma. C.S
25 SARITHA. V.C
26 Dr Dhanya N.P
27 Parvathy H.S
28 Raga R
29 [illegible]

28 Honey Sabu

29 Dr. Manju P.M.

30 Sabitha P.V.

31. Dr. Sabna K.S

32 Dr. Deepthi A.N.

33. Sanitha C.S

34 Dr. Vinayasree S

35. Rameena K. Jamal

36 Arun V

37. Muhamed Basheer KK

38. Dr. SIJO VARGHESE C.
(Associate Professor, SCAM Govt college, Thrissur)

Meeting with the Staff by the IQAC

Agenda: Preparations for NAAC Visit on 17th & 18th Aug 2023

Participants

1) Dr. Shaji EM, Principal
2) Dr. P.K. Sujathan 14/8/23
3) Dr. G. Ashakumar
4) Dr. Ramani KK.
5) Murali T.K
6) [illegible] Dhanya P
7) Arun V
8) Prasad N.K.
9) Dr. Seema Menon
10) Dr. Binod Babu.U.D
11) Sherry Sebastian
12. Sanitha C.S
13 Yacob Thomas
14 Saritha. V.C Sthy
15 Ancesh. K
16 Shaxy. N.S
17. Dr. Jose Bejoy
18. Benoy Thomas M.P
19 Lakshmy VP
20 Dr. Dhanya. N.P. 14/8/23
21) Sabitha P.V.
22. Thulakan. M.K.
23) Balan M.N Balan
24 [illegible]
25 [illegible]
26 [illegible]
27 Lekshmi. NT
28 Soumya. K.C

29 Megha P.M
30. Dr. Manju P.M.
31. Husna Hasan CA
32. Rijay K.J.
33 Vidyalakshmi P.V
34 Dr. Babu K.S
35 Dr. Resmi T
36. Rameena. K. Jamal
37. Dr. Remani K.K
38 Dr. Deepthi A.N.
39 Pavithy. H.S
40 Raga R
41 Dr. Vinayasree S
42. Dr. Muhamed Basheer K.K
43. ~~Dr. Sunil Jose~~
44 Lovely George
45 Sumacs

IQAC Meeting on 29.9.2023 @ 3.15 pm in Principal's chamber.

Agenda

1. Orientation Programme on 4th October, 2023. The schedule for the programme was discussed.

1 Dr. Bindu Sharmila. T.K.
2 Dr. Lovely George - Lovely
3 Dr. Remani. K.K. RM
4. Prectha. K - PK
5 Dr Seema Menon - Seemamenon
6 Ajith KK
7 Dr. Muhamed Basheer KK

Action Taken

The orientation programme was organised on 4th Oct, 2023. The resource person invited was Dr Joseph P.V, H.R. Trainer, Dept. of Marine Chemistry, KUFOS.

IQAC Meeting on 19.10.2023 @ 2.30pm in Principal's Chamber.

Agenda: UGC Regulations 2018 and DCE guidelines for promotion as principal.

Decisions: The guidelines were informed to the members. The last date to collect the proposals by the candidates is 26.10.2023

1. Dr. Bindu Sharmila. T.K. 19/10/23
2. Dr. Lovely George 19/10.
3. Dr. G. Ushakumari
4. Remadevi. I.S. 50).
5. Dr. Seema Menon
6. Dr. Remani. K.K
7. Dr. Resmi T
8. Dr. Binod Babu. I.B
9. Prectha. k

Action Taken Report.

The proposals received were verified and DDFS to DCE was done on time.

IQAC Meeting on 20.10.23 @ 2.00 pm. in Principal's chamber.

Agenda : Distribution of CAS verification duties.

Decisions :

A team of 2 members were assigned to verify a proposal. Verification to be completed by : 27.10.2023. Soft copy to be mailed by 30.10.2023.

1. Dr. G. Ushakumari
2. Dr. Lovely George
3. Dr. Binod Babu N.B
4. Dr. Remani K.K
5. Dr. Deepthi A.N.
6. Dr. Muhammed Basheer K.C
7. Preetha K
8. Dr. Seema Menon
9. Ajith K.R

Action Taken Report :

CAS proposals were scrutinized and verified and submitted to DCE within the stipulated time. Hard copies were also despatched.

100

IQAC meeting on 15.02.2024 @ 3.00pm in Principal's chamber

Agenda – Progress of data collection for AQAR-2022-23.

1. Dr. Bincla Shamila. T.K.
2. Dr. Lovely George
3. Dr. Remani. K.K 15/2/24.
4. Dr. Muneer. S
5. Dr. Binod Babu. K.B
6. Dr. Deepthi A.N.
7. Rameena. K. Jamal 15/2/24
8. Dr. Seena Menon 15/2/24

Decisions taken

1. Data to be given to respective emails on 16th, 17th & 18th Feb with supporting documents.
2. On 19th, 20th & 21st Feb, criterion heads will consolidate the received data in the afternoon session of these days.
3. The depts who donot provide the data by 18th Feb will be ~~session~~ notified to submit it on time.

Action Taken Report.

The data collection was completed and AQAR for 2022-23 was uploaded on NAAC website on 30.4.2024.