

Minutes of the meeting of the IQAC Steering Committee held at 12.30 noon on 22/06/2020

Agenda

- ① Action plan 2020-21
- ② AQAR - 2019-20
- ③ NAAC Accreditation
- ④ Position completion Report

Members present

- 1) Dr. S.R. Jiltha
- 2) Aishwarya D.S
- 3) Lakshmi A.I
- 4) Dr. Uthara Soman
- 5) Dr. Vipin C. Bose
- 6) Dr. Suchithra Devi S

[Signatures]
 Jiltha
 Aishwarya
 Lakshmi
 Uthara
 Vipin
 Suchithra

The first meeting of the IQAC for the academic year 2020-21 started at 12.30 noon on 22nd July 2020. Principal Dr. S.R. Jiltha welcomed all the members and advised all members to be more active as the period for third cycle of NAAC Accreditation is from May 2021. The meeting decided to appoint a NAAC coordinator immediately.

It was decided to collect Action plan for the academic year 2020-21 from all departments. Principal suggested that a faculty from each department should be included in the online class monitoring Committee. Members of the committee should ensure that online classes are being conducted smoothly in every departments and collect weekly reports of online classes from the heads of the departments.

The Annual Report for the academic year 2019-20 will be submitted to the SN Trusts on 20th July 2020.

The steering committee decided to encourage all teachers to take major and minor projects as external fundings are very low in our college. It was also decided to constitute clubs and committees for the academic year 2020-21. Work diaries should be distributable to many of the students in the college are from remote areas. Principal suggested that teachers should make sure that all students are getting opportunity to attend online classes. Teachers should conduct online PTA meetings for Third and Fifth semester, so the parents can communicate the difficulties their children face regarding online classes.

Position completion report of second semester should be collected from all departments before 29 June 2020.

IQAC convenor informed the committee members about the need to orient all teachers about the changes in the format of NAAC orientation AQAR for the year 2019-20 should be submitted before December 2020, so data should be collected from all departments. As Smt L. Neena who was a member of IQAC retired from service on March 2020, IQAC should be reconstituted.

Action taken Report

- 1) Annual Report 2019-20 was submitted to the SNV Trusts
- 2) Action plan were collected from departments
- 3) An Online Class Monitoring Committee was constituted
- 4) Weekly reports of online classes are being collected from all departments
- 5) Teachers were given instructions to conduct online PTA meeting
- 6) Position completion reports were collected from all teachers (second semester)

Minutes of the meeting of the IQAC steering committee held on 15/09/2020

Agenda

- 1) AQAR submission
- 2) SSR submission
- 3) Spectrum seminar series
- 4) Grand PG admissions
- 5) Application for new courses
- 6) Preparation of Economic Review Report
- 7) Appointment of NEC officer
- 8) Recommendations of hostel committee

Members present

- 1) Dr. S.R. Jitha
- 2) Dr. Raakhee A.S
- 3) Dr. Hanifings Ahmad M.
- 4) Aishwarya A.S
- 5) Ramesh Chandra BR
- 6) Dr. Anand Thampi

[Signatures]
 Jitha
 B
 H.P.
 A.S.
 R.C.B.
 A

A combined meeting of the IQAC steering committee and NAAC steering committee was held on 15/09/2020 through Google meet (). The meeting began with a silent prayer. Principal Dr. S.R. Jitha welcomed the members.

The meeting observed that the preparation of SSR should be started immediately as the accreditation period will end on May 2021. An in council decision, the criterion members for SSR preparation are

- Criterion I - Dr. Ajith P, Assistant Professor in Psychology
- Criterion II - Dr. Regi S.R., Assistant Professor in Zoology
- Criterion III - Dr. Suga S, Assistant Professor in Chemistry
- Criterion IV - Smt. Lakshmi A.T., Assistant Professor in Commerce
- Criterion V - Dr. Ambika Raj D.B., Assistant Professor in Chemistry
- Criterion VI - Dr. Kumar S.P., Assistant Professor in Economics
- Criterion VII - Dr. Manju S.V., Assistant Professor in Commerce

As the first 7 criterions are same for NAAC and SAAC, the same conveners shall function as SAAC criterion conveners too. The conveners for the remaining three criterions of SAAC are

Criterion VIII - Dr. M. S. Vidya Panicker, Associate Professor in Zoology

Criterion IX - Dr. Karolha K. R., Assistant Professor in Botany

Criterion X - Dr. Manu Remakant, Associate Professor in English

As the NAAC has extended the date for AAR submission to May 2021, it was decided to consolidate the data for AAR along with SSR.

Smt. Veena V. S., Head, Department of Physics was nominated as the convener for organizing the Founder's day program and Sri. Abhilash T., Asst. Prof in Political Science was selected as the convener of Spectrum 2020-21.

The commencement of UG admission is on 22/09/20. Admission committee under the chairmanship of Dr. J. S. Nohema will carry out the admission process, strictly adhering to the covid norms.

As the University of Kerala has called for application for new courses, it was decided to apply for - (1) MA Sociology (2) M.Com (3) M.Sc Botany with specialization in Ethnobotany and Ethnopharmacology. (4) MA Development Economics.

The economic review report has to be submitted to the DCE. The meeting decided to submit it without delay.

As Smt. Bhargya Prakash has expressed the inconvenience to be in charge of NCC, Dr. Swapna O., Assistant Prof in Commerce was nominated as NCC officer. Dr. Ambili Raj D.B. was nominated as the hostel committee convener.

Action Taken Report

1. Data collection for SSR has been started.
2. Founder's day observance and inauguration of Spectrum Seminar series was held on 07/11/2020.
3. The admission process is still going on strictly adhering covid norms.
4. Sanction was given for M.Sc Botany (New UG course).
5. The Economic Review Report was submitted to DCE on 03/10/2020.
6. Dr. Swapna O. was appointed as NCC officer.
7. Dr. Ambili Raj was nominated as hostel committee convener.

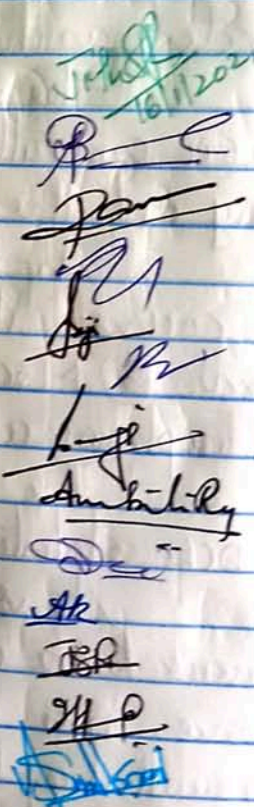
Minutes of the meeting of the IQAC steering committee held at 11:30 am on 7-01-2021

Agenda

- 1) IQAC Orientation class
- 2) AQAR 2019-20
- 3) IQRA Submission
- 4) SSR preparation
- 5) Cond cell
- 6) Know Your College
- 7) Evaluation of online classes
- 8) Functioning of club and committees
- 9) PC results

Members present-

1. Dr. Jitha S.R
2. Dr. Vipin C. Bose
3. Ramesh Chandra SR
4. Anup Anurag
5. Dr. S. Saji
6. Dr. Ravi S.R.
7. Dr. S. Sujia
8. Dr. Ambika Ray D.D
9. Julie P. S
10. Dr. Arjuna R.
11. Dr. Jitu S. Royan
12. Dr. Haripriya Arand M.
13. Dr. Anilkumar S



The IQAC steering committee meeting was held on 01-01-2021. The Principal (Chairman of IQAC) Dr. S.R. Jitha welcomed the members of the steering committee. The minutes of the previous meeting and the action taken report was presented by the IQAC Coordinator Dr. Ramesh A.S.

The committee discussed the results of fourth semester PC. It was decided to ask the

PCr departments to submit the result analysis immediately.

All clubs should start their activities. The distribution of students to various clubs should be completed within a short span.

As per the instructions of the Government only one batch of students should come to college at a time. As a part of following covid protocol it was decided to constitute a covid cell in the college.

The data for AQAR 2019-20 has been collected from the departments and the process of data consolidation has been completed. As the NAAC has extended the date for AQAR submission the meeting decided to submit the AQAR after the cross verification by NAAC criterion committees.

In order to collect the feedback from parents and students, it was decided to collect the data using google forms. Class Tutors should collect the feedback and submit it to the SAC through HOD.

The meeting also decided to inform the departments which have not conducted the Spectrum seminar series to organise it immediately. The Spectrum valedictory function and Merit day have to be conducted in March.

Action Taken Report

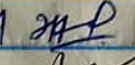
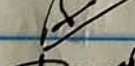
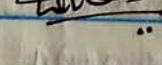
1. The institution has been labelled Green campus and graded A level by Haretha Keralam Mission.
2. PCr result analysis were submitted by departments.
3. Dr. Vysakh A S was allotted students to clubs & activities were started.
4. SAAC orientation program was organised.
5. Feedback were collected from parents and students.
6. Annual Report 2020 was submitted to the University.
7. Merit Day was conducted.

Minutes of the meeting of the IGAC Steering Committee held on 30-03-2021 at 11.30 am

Agenda

1. IGQA Submission
2. Evaluation of the progress of SSR preparation
3. Code of conduct for hostel
4. Maintenance of heritage block
5. Requirements of the department
6. Preparation of Annual Report 2020-21.

Members present.

1. Dr. Jitha. S.R. 
2. Dr. Raakhee. AS 
3. Dr. Anupriya Anand M 
4. Anurag. AS 
5. Ramesh Chandra B.R. 
6. Dr. Uthasa Soman 

The IGAC steering committee meeting held on 30-03-2021 started with a silent prayer. Principal Dr. Jitha (S.R) welcomed the members of the IGAC. The minutes of the previous meeting and the Action taken report was presented by the IGAC Coordinator.

The committee observed that the ceiling of the heritage block of the college is in a bad condition. As the building is very old, it will be difficult to repair it. So it was decided that the matter shall be reported to the management for further action.

It was decided to forward the code of conduct for hostellers prepared by the Hostel committee coordinator to the management for approval. The same was presented before the IGAC by Dr. Ambili Raj D.B.

The committee analyzed the progress of SSR preparation. NAAC coordinator Dr. Uthara Soman stated that the criterion convenors along with their team members are compiling the data. Criterion wise meetings shall be held for entering the data into the templates. Principal Dr. Jitha SR and IQAC coordinator Dr. Rakhee AS suggested that as directed by the management, IQRA should be submitted before May 2021.

The members suggested that we have to inform the college management the requirements of the college for facing the NAAC peer team. So it was decided that Head of the departments, after discussion with the faculty members should submit the requirements of their departments. Our principal shall intimate the management, the urgent requirements of the college.

The meeting decided to collect data from departments for the preparation of Annual Report.

Action Taken Report-

1. Criterion convenors and team members are compiling the documents received from departments.
2. The issues regarding the maintenance of heritage block has been reported to the management and PTA and is waiting for immediate action.
3. The Hostel code of conduct has been forwarded to the management on 01/09/2021.
4. Requirements of the departments were collected and forwarded to the management.