

Minutes of IQAC Meetings 2019-20

Date	10.06. 2019
Agenda	Action Plan of IQAC, Departments and Supporting units for the academic year 2019-20
Minutes	<p>The meeting decided to</p> <ul style="list-style-type: none"> • Collect Action plan from all departments and supporting units • Conduct a presentation by the IQAC Coordinator to all the faculty members to get an idea on the revised accreditation framework of NAAC • Start the preparation of AQAR 2018-19 • Result analysis of the passed out batch • Direct all departments and supporting units to conduct seminars and workshops • Direct the departments about the timely submission of Teacher's Diary to HODs and Principal. • Finalize the activities of the IQAC for academic year giving importance to the following <ul style="list-style-type: none"> ➤ Monitor the programmes organized by departments and supporting units ➤ Do semester wise result analysis ➤ Feedback collection and Analysis ➤ Launching of a new platform to initiate ICT enabled teaching and learning ➤ Village Adoption Programme ➤ Eco friendly campus
Action Taken	<ul style="list-style-type: none"> • Collected Action plan from all departments and supporting units • Started the preparation of AQAR.2018-19

Minutes of IQAC Meetings 2019-20

	<ul style="list-style-type: none"> • Result analysis of the passed out batch had done. • Conducted departmental meetings of faculties to discuss and plan the activities for the academic year
Date	19.07.2019
Agenda	<ul style="list-style-type: none"> • Conduction of Aptitude test ,Bridge course and Induction programme for the first year students • Village adoption programme
Minutes	<p>The meeting decided to</p> <ul style="list-style-type: none"> • Conduct aptitude test ,Induction Programme and Bridge course for the first year degree students. • Collect the bio data of freshly admitted students and do the socio economic survey • Implement Village Adoption Programme:The meeting decided to do a village adoption programme as part of the extension activities of the Institution. The selected area for adoption was ward 1 and 2 from Vadakkekara panchayath.A request to the management as well as local ward councilor has to be submitted by IQAC
Action Taken	<ul style="list-style-type: none"> • Conducted Aptitude test and Induction Programme and Advanced as well as slow learners were identified. • Request to management and Local representatives were submitted
Date	5.08.2019
Agenda	<ul style="list-style-type: none"> • Village Adoption programme • Analysis of the so far conducted programmes and planning of the upcoming programmes
Minutes	<p>The meeting decided to</p> <ul style="list-style-type: none"> • Collect the extension activities proposed by all the

Minutes of IQAC Meetings 2019-20

	<p>departments and NSS.</p> <ul style="list-style-type: none"> To conduct a meeting with DQAC members to analyse the so far conducted activities of the department
Action Taken	<ul style="list-style-type: none"> All the departments had submitted the extension programmes that they are planning to implement as part of extension programme DQAC meeting to monitor and analyse the activities of various department were done.
Date	19.10.2019
Agenda	Village Adoption programme
Minutes	<p>The meeting decided to</p> <ul style="list-style-type: none"> Prepare a consolidated report of the extension activities which has to be done at the adopted Village by all departments and NSS. Arrange meeting with the panchayath officials to decide the implementation of the programme Issue the fund for the village adoption programme with the help of PTA
Action Taken	<ul style="list-style-type: none"> IQAC has consolidated all the activities and submitted the report to the President of Vadakkekara Panchayath.
Date	5.11.2019
Agenda	<ul style="list-style-type: none"> Village Adoption Programme

Minutes of IQAC Meetings 2019-20

Minutes	<p>The meeting decided to</p> <ul style="list-style-type: none"> To conduct meetings with departmental representatives, coordinators of supporting units and representatives of the Panchayath for the implementation of the Programme The inauguration of the programme was planned to conduct on first week of December with an Awareness Class on Cancer by Dr.P.V Ganghardharan, Cancer Specialist ,Lakeshore Hospital
Action Taken	<ul style="list-style-type: none"> A meeting with Panchayath Officials and the representatives of various departments and supporting units were conducted on 21.11.2019 A meeting with Kudumbasree unit members ad Coordinators of supporting units and departmental representatives were conducted on 29.11.2019 Inauguration of Village Adoption Programme is conducted on 18.12.2019 The first set of activities are decided conducted during the Christmas vacation from 28.12.2019
Date	21.01.2020
Agenda	<p>Follow up of Village Adoption Programme Feedback Collection Implementation of Collectors@college programme</p>
Minutes	<p>The meeting decided to</p> <ul style="list-style-type: none"> Collect a report from all the departments about the so far conducted extension activities in the village

Minutes of IQAC Meetings 2019-20

	<ul style="list-style-type: none"> • Give directions to departments to collect feedbacks from students and consolidated feedback form from all faculties should be submitted before 25th March 2020 • The collectors@College Programme is planned to implement in the month of February 2020 • Conduct an Orientation Programme for IAS Aspirants by Assistant Collector Smt M.S. Madhavikutty IAS
Action Taken	<ul style="list-style-type: none"> • Reports are Collected • Necessary follow up with departments are conducted • Feedback forms are given to all departments • Inauguration of Collectors@College was done on 24.02.2020 by Assistant Collector Smt M.S. Madhavikutty IAS. • Conducted an Orientation Programme for IAS Aspirants by Assistant Collector Smt M.S. Madhavikutty IAS on 24.02.2020
Date	18.03.2020
Agenda	<ul style="list-style-type: none"> • Analysis of the reports of 2019-20 and future suggestions and plan of action for 2020-21 • Implementation of a learning Management system
Minutes	<p>The meeting decided to</p> <ul style="list-style-type: none"> • Collect consolidated feedback form from all faculties. • Plan the activities for the next year based on the new accreditation framework. • Implement a learning management system based on Moodle • Constitute an E Teaching Assistance Cell
Action Taken	<ul style="list-style-type: none"> • The plan for next academic year has been communicated to departments in DQAC meeting • Constituted a team for launching a Learning Management System

Minutes of IQAC Meetings 2019-20

based on Moodle.

- Constituted an E Teaching Assistance Cell