
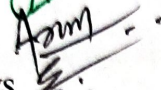

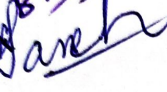

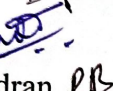
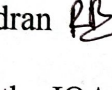
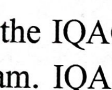
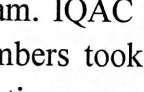


Minutes of the IQAC meeting held in the Principal's chamber at 12pm on 4 June 2016

Agenda:

1. Chalk out the plan of action for the academic year.
2. Submission of AQAR 2015-16.
3. PTA meeting.
4. Encourage teachers for FDP and seminar participation.
5. Encourage students for research activities.

Members Present:

1. Dr. G.Jayasenan 
2. Lt. Dr.V.Arun 
3. Dr. ShinyMathews 
4. Dr. Bijo S.Anand 
5. Ms. Kavitha K.S. 
6. Ms. Raji V. 
7. Ms. Deepthi P.S. 
8. Dr. Divya V. 
9. Ms. Resmi Ravindran 

The Principal welcomed the IQAC members and explained the duties and responsibilities of the newly constituted team. IQAC coordinator presented the plan of action for the current year. All the IQAC members took part in the discussion that ensued. It was decided to continue with the orientation programme for the newly enrolled students. The coordinator also stressed the need to organize quality enhancement programmes like seminars, workshops, club activities, counselling, career guidance programmes, gender equity programmes etc. The results of each department were also put to discussion and the remedies to improve the pass percentage were also discussed. The members suggested to restart the remedial coaching, extra classes, ICT enabled classes, distribution of extra study materials for the students to improve their academic progress. Midday meal scheme shall be continued to help the needy students. The meeting further discussed to take all initiatives to submit AQAR 2015-16 at the earliest. The meeting came to an end by 12:30 pm.




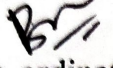
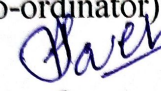

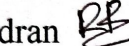

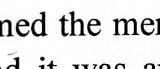
Decisions Taken:

1. It was decided to organize quality enhancement programmes like seminar series named ZEST, workshops, club activities, career guidance, counselling etc.
2. Decided to continue with the mid day meal scheme to help the poor students
3. It was decided to constitute committees to quicken the submission of AQAR 2015-16.
4. To conduct practical training on safety of female students.
5. Decided to convene open house meeting of third semester and fifth semester.
6. Encourage teachers to undergo FDP and participate in seminars. Also decided to encourage students for research activities.

Agenda: -

1. Committees for AQAR 2015-16 submission
2. Library automation
3. Remedial coaching
4. Extension activities
5. Feedback collection

Members Present:

1. Dr. Jayasenana, Principal 
2. Lt. Dr. V. Arun 
3. Dr. Shiny Mathews 
4. Dr. Bijo S. Anand 
5. Dr. Gopan Raj (Co-ordinator) 
6. Ms. Kavitha K. S. 
7. Ms. Raji V. 
8. Ms. Deepthi P. S. 
9. Ms. Resmi Ravindran 

Discussion:

The Principal welcomed the members and the IQAC coordinator read out the minutes of the previous meeting and it was approved by the members. The agenda for the day was discussed one by one. The coordinator elucidated the need to initiate the extension activities by the active functioning of the various clubs and cells. A meeting of the club coordinators shall be organized at the earliest. The coordinator further expounded on the urgency to complete the AQAR data collection within the stipulated time. In this regard, various committees need to be constituted. In order to make improvements in teaching, learning and evaluation feedback needs to be elicited from students and parents. And the remedial coaching classes were suggested to strengthen. The members also discussed on the automation of Library. The meeting came to an end by 4 pm.

Decisions Taken:

1. Decided to constitute committees for AQAR data collection and hasten the submission process.
2. Decided to automate the library with Libsoft
3. Decided to collect feedback from students and parents to improve the quality of teaching and learning.
4. Coaching for backward students those who failed will be given additional classes.
5. Decided to initiate extension activities

Actions Taken:



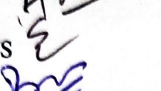
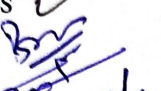



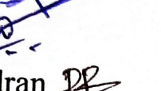

1. Conducted orientation programme for the newly enrolled students
2. Initiated Mid-day meal scheme

Minutes of the IQAC meeting held in the Principal's chamber at 2.45 pm on 28th November 2016

Agenda: -

1. IQAC sponsored seminar series
2. Assessment of AQAR work progression
3. PTA meetings and feedback collection
4. Conduct monthly tests and Internal examinations

Members Present:

1. Dr. G.Jayasenan 
2. Lt. Dr.V.Arun 
3. Dr. ShinyMathews 
4. Dr. Bijo S.Anand 
5. Dr. GopanRaj 
6. Ms. KavithaK.S. 
7. Ms. DeepthiP.S. 
8. Dr. Divya V. 
9. Ms. Resmi Ravindran 

Discussion:

The Principal welcomed the members. The IQAC coordinator read out the minutes of the previous meeting and it was approved by the members. He further gave an account of the status of AQAR 2015-16. It was proposed to organize a seminar series as part of the Golden Jubilee celebrations of the college in December which will be jointly sponsored by the IQAC and the PTA. The members also suggested that each department shall organize PTA meetings to assess and discuss the progress of the students. Feedback needs to be collected from students and parents during the PTA meetings and it has to be assessed and valuable suggestions need to be addressed. Monthly unit tests and internal examinations shall be conducted strictly to improve the teaching-learning process thereby evaluating the academic progress. Internal tests shall be evaluated within a timebound manner and the marks need to be published on the noticeboard of each department. The meeting came to an end at 3:30

Decisions Taken:

1. Decided to organize seminar series jointly by the IQAC and the PTA
2. Decided to conduct Internal Examination
3. Decided to convene PTA meetings for all the semesters
4. Decided to collect feedback from students and parents

Actions Taken:

1. Conducted Career guidance and Counseling cell programmes
2. AQAR submission is in progress
3. Zest Seminar series started.

Minutes of the IQAC meeting held in the Principal's chamber at 2.30 pm on 11th January 2017

Agenda: -

1. Extension activities
2. Seminar participation and Paper publication
3. AQAR work progression

Members Present:

1. Dr. G. Jayasenan, Principal
2. Lt. Dr. V. Arun
3. Dr. Shiny Mathews
4. Dr. Bijo S. Anand
5. Dr. Gopan Raj - Coordinator
6. Ms. Kavitha K. S.
7. Ms. Deepthi P. S.
8. Dr. Divya V.
10. Ms. Resmi Ravindran

The Principal welcomed the members. The IQAC coordinator read out the minutes of the previous meeting and it was approved by the members. The members suggested that all the departments along with NSS, NCC, and clubs should strengthen the extension activities. Students and teachers need to be encouraged to participate in seminars. The coordinator stressed the importance of research publications on the part of teachers in reputed journals. The meeting ended at 3.30pm

Decisions Taken:

1. Decided to strengthen extension activities
2. More seminar participation and research publications on the part of teachers and students








Actions Taken:

- Conducted seminar series, 'Zest'
- Organised PTA meetings and collected feedback

Minutes of the IQAC meeting held in the Principal's chamber at 2.30pm on 10th March 2017

1. AQAR final submission
2. Departmental stock verification
3. Academic and administrative audit

Members Present:

1. Dr. G. Jayasenan 
2. Lt. Dr.V.Arun 
3. Dr. Bijo S.Anand 
4. Ms. RajiV 
5. Dr. GopanRaj 
6. Mr. PraveenK.H. 
7. Ms. Deepthi P.S. 

The Principal welcomed the members. The IQAC coordinator read out the minutes of the previous meeting and it was approved by the members. AQAR report was read out by the coordinator and it was approved and passed by the committee members. It was also decided to conduct Departmental stock verification and academic and administrative audit. Committees were constituted for the conduct of stock verification and audits. The meeting ended at 3.00pm

Decisions Taken:

1. Decided to submit AQAR 2015-16
2. Decided to conduct departmental stock verification and academic and administrative audit. Committees were constituted for the same

Actions Taken

1. Organised club activities
2. Various committees were constituted for AQAR datacollection
3. Collected feedback from students andparents
4. Assessed the performance of students in universityexaminations.
5. Feedback collected are analysed, evaluated and recommended for actions in inferior areas.