

## Minutes of the IQAC meeting held in the Principal's chamber at 3 p.m.on 8<sup>th</sup> July

2020

### Agenda: -

1. Online Teaching and learning
2. Webinar series
3. Internal examination- online

### Members Present:

- 1 Dr T Pradeep
2. R Santhosh- Coordinator
3. Kavitha K. S.
4. Dr.Divya V
5. Nayana Joylal
6. Resmi Raveendran.

### 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 coordinator detailed on the status of AQAR's work progression. The members suggested that internal examinations for the Final year students need to be conducted through online mode and P.T.A meetings should be conducted within a time bound manner. The members also suggested to address the grievances of the students by the Internal Complaints Cell. The urgency of organizing a webinar series was also discussed in the meeting. Updating College website was also mentioned by them. The meeting ended at 4.00 pm.

### Decisions Taken:

1. Decided to conduct a training for online teaching in Google workspace
2. Decided to conduct internal examination through online mode
3. Taken decision on conducting online PTA meetings
4. Decided to conduct webinar series- Cognizance

### Actions Taken:

1. As an extension activity, sanitizer was prepared and distributed to Govt. Taluk Hospital, Punalur
2. Feedback on Online teaching was collected from students.



**Minutes of the IQAC meeting held in the Principal's chamber at 3 p.m. on 4<sup>th</sup> January 2021**

**Agenda: -**

1. AQAR work progression
2. Internal exam

**Members Present:**

- 1 Dr T Pradeep
2. R Santhosh- Coordinator
3. Kavitha K. S
4. Dr. Divya V
5. Nayana Joylal
6. Resmi Raveendran.
7. Dr R Raveendran- Management representative

**Discussion:**

The Principal welcomed all the members. The IQAC coordinator read out the minutes of the previous meeting and it was approved by the members. The coordinator detailed upon the status of AQAR's work progression and commented to verify all the supporting documents attached. The members suggested to commence the offline classes and practical sessions for the students as early as possible. The meeting ended at 4 pm

**Decisions Taken:**

1. Decided to speed up the work of AQAR 2019-20
2. Decided to start offline teaching and practical classes

**Actions Taken:**

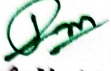

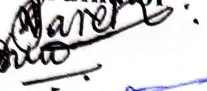
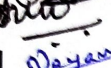
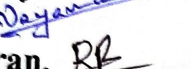

1. Conducted webinar series
2. Updated website
3. Feedback collected from students.

**Minutes of the IQAC meeting held in the Principal's chamber at 2.30 pm on 3<sup>rd</sup> March 2021.**

**Agenda: -**

1. AQAR final submission
2. Stock verification
3. Administrative, academic audit and green audit
4. Any other matter

**Members Present:**

1. Dr T Pradeep 
2. R Santhosh- Coordinator 
3. Kavitha K. S 
4. Dr. Divya V 
5. Nayana Joylal 
6. Resmi Raveendran. 

**Discussion:**

The Principal welcomed the members. The IQAC coordinator read out the minutes of the previous meeting and it was approved by the members. AQAR 2019-20 work has been completed and the committee approved its final submission. The members suggested to conduct Departmental stock verification, academic and administrative audit. The meeting ended at 4.00 pm

**Decisions Taken:**

1. Decided to conduct stock verification and committees were constituted for the purpose.
2. Decided to conduct academic and administrative audit

**Actions Taken:**

Completed AQAR 2019-20  
Regular offline classes were started