

Agenda

1. IQAC Programs in 2017-18
2. Feedback form
3. NAAC accreditation
4. New members for IQAC
5. Data collection of other new initiatives

members Present

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| 1. | Dr D/K SETHI. | | |
| 2. | Sankosh Kurup | CEO, IIT Academy | |
| 3. | Dr. Viji kumar V.G | IQAC co-ordinator. | |
| 4. | Dr. S. Sunil Kumar | Dept. of Hindi | |
| 5. | Manu. M.R | Dept of Political Science | |
| 6. | De. Smittha. | Dept. of History | |
| 7. | Dr. Chitra V.R | Dept. of English | |
| 8. | Jijoy Joseph | Dept. of Mathematics | |
| 9. | Dr. N. Shamed | Dept. of Arabic | |
| 10. | Dr. Vineth V.S. | Dept. of Malayalam | |
| 11. | S. Babu | Dept. of Mathematics | |
| 12. | Dr. Anusa Devi | Dept. of Zoology | |
| 13. | Dr. SUBRAMANIAN S. (NAAC. coordinator) | | |
| 14. | Dr A Salahuddin Kunju | | |

meeting started at 11 am. Principal formally welcomed all the IQAC members. Principal briefly explained the present activities of IQAC. IQAC co-ordinator presented the minutes of previous meeting and minutes were approved. Co-ordinator presented an outline of the activities to be done in present academic year. It includes Orientation programmes, Seminars, workshop, time bound collection and analysis of feedback forms, data collection and consolidation.

Sri. Sankosh kumar pointed out the importance of implementing a document management system for effective administration. Also online publication of news letter by IQAC is needed for future reference. The activities in this large campus

should be properly monitored and documented by photographs, video and online publications. Sri. Somasekharan Pillai suggest to identify the true potential of college by projecting the achievements of faculty and departments and it should be consolidated. Dr. S. Babu suggested to prepare for next NAAC visit by orienting the staff of the college through various programmes. Dr. Salahudin Kunju suggested to prepare a time bound framework for IQAC activities for equipping NAAC visit. All members actively participated in discussion and following decisions were taken.

Decisions

1. During the last year, IQAC has co-ordinated national seminars and science exhibitions and supported various activities. It is decided to consolidate all the activities and release quarterly news letter accordingly.
2. Give secretarial assistance for monitoring and consolidating day to day activities in college and provide technical assistance if needed.
3. It is decided to purchase a digital video camera (camcorder) for proper documentation of curricular and co-curricular activities.
4. Decided to conduct an orientation program / seminar for equipping the IQAC members, nodal officers in various department and other faculty members from various colleges due for NAAC visit on 18/08/2017.
5. Decided to conduct seminars and workshops by IQAC utilising the Plan fund - 2017-18.
6. Publish a time line for NAAC peer team visit.
7. Conduct an awareness campaign among students as 'NAAC FE' including poster competitions, rally, Plastic free and clean camp drive, feed back monitoring etc.
8. A Student Support team for IQAC may be constituted.
9. The student feedback form should be collected in stipulated time frame and confidential report should be prepared by HoD, Statistics department.
10. Publish IQAC newsletter in hardcopy as well as online.
11. Install and implement document management system in college and training programmes should be conducted. (workshops).
12. Conduct meetings with stakeholders and gather financial assistance from alumni and other stakeholders.