

## Internal Quality Assurance Cell Meeting

Date: 02.06.2021

Online meeting started with a silent prayer. IQAC Coordinator Raji A M welcomed everyone.

### Agenda

1. Conduct of Online Classes
2. Webinar on Research Methodology
3. Placement Talk series for Science Students
4. Installation of roof top turbain for auditorium
5. Installation of firewall

### Members Present

Sl. No	Name	Designation
1	Dr. Thomas Mathew	Chairman and Principal
2	Ms. Raji A M, Assistant Professor of Commerce & Management Studies	Coordinator of IQAC
3	Dr. Jiji Paul S	Coordinator of NAAC
4	Dr. G Rajeev, Assistant Professor of Economics	Teacher Representative
5	Ms. Divya Krishna, Assistant Professor of English	Teacher Representative
6	Ms. Kalajanan, Assistant Professor of Physics	Teacher Representative
7	Ms. Asha S Kutty, Assistant Professor of Management Studies	Teacher Representative
8	Lt. Dr. Shaheetha K S , Assistant Professor of Management Studies	Teacher Representative
9	Ms. Anisha Ramdas, Assistant Professor of Economics	Teacher Representative
10	Ms. Sreekala R. Assistant Professor of Physics	Teacher Representative
11	Mr.Haridas K, Assistant Professor of Commerce	Teacher Representative
12	Fr. Joseph Cheruvathoor	Representative from Management
13	Mr. K.Damodharan	Parent Representative
14	Ms. Theertha M S	Student Representative
15	Mr. Shiju C K	Industrialist Representative
16	Mr. Ragesh	Alumni Representative

## Minutes of the meeting

1. Due to COVID pandemic regular classes are not allowed in the campus. Classes are taken online and teachers can use different platforms to conduct online classes. Teachers are suggested to take live online classes as far as possible.
2. IQAC decided to conduct a lecture series on Research Methodology.
3. Placement talk series for science stream students and arts students is planned. The first session for science students will be conducted on 3rd July 2021.
4. It is decided to install a roof top turbain for the auditorium.
5. It is decided to install firewall for security.

## Internal Quality Assurance Cell Meeting

Date: 05.08.2021

### Agenda

1. Conduct of Professional Development Programme for faculties
2. Placement talk
3. Webinar on research methodology
4. Preparation of AQAR
5. Conduct of seminar for teaching and non teaching staff
6. Orientation to parents
7. Purchase of new computers for BCA lab
8. Renovation of library
9. Scholarship and Endowments to students

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8	Lt. Dr. Shaheetha K S, Assistant Professor of Management Studies	Teacher Representative
9	Ms. Anisha Ramdas, Assistant Professor of Economics	Teacher Representative
10	Ms. Sreekala R. Assistant Professor of Physics	Teacher Representative
11	Mr. Haridas K, Assistant Professor of Commerce	Teacher Representative
12	Fr. Joseph Cheruvathoor	Representative from Management
13	Mr. K. Damodharan	Parent Representative
14	Ms. Theertha M S	Student Representative

## Minutes of the meeting

1. A webinar on Role of teachers in higher education is planned for the professional development of faculties.
2. Placement talk for social stream students will be conducted in the month of August.
3. A webinar will be organized for faculties by IQAC on research methodology.
4. Criteria heads are requested to submit the AQAR datas of 2020- 21.
5. A professional development programme for teachers and non teaching staff on office procedures is planned in October.
6. An orientation programme for the parents of first year students will be organized after the completion of admission procedures.
7. It is decided to purchase to purchase new computers for BCA lab.
8. Library will be shifted to the ground floor with an area of 6000 sq.ft.
9. Scholarship and endowment to the students are increased.

## Internal Quality Assurance Cell Meeting

Date: 08.11.2021

### Agenda

1. Installation of CCTV
2. Review the progress of departmental activities
3. Installation of solar panel
4. Seminar on NAAC Accreditation for teachers
5. Seminar on Research Methodology and Value Education
6. Seminar on Outcome Based Education

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6	Lt. Dr. Shaheetha K S, Assistant Professor of Management Studies	Teacher Representative
7	Ms. Anisha Ramdas, Assistant Professor of Economics	Teacher Representative
8	Mr. Haridas K, Assistant Professor of Commerce	Teacher Representative
9	Fr. Joseph Cheruvathoor	Representative from Management
10	Ms. Theertha M S	Student Representative

### Minutes of the meeting

1. It is decided to install CCTV cameras in the campus.
2. All Departments presented the list of programmes conducted by them in the current academic year and also explained the future plans.
3. It is decided to install solar panel of 20kw grid.
4. A seminar on NAAC Accreditation and quality enhancement is planned in the month of December.
5. A seminar on Reliability and Validity of research data and Value Education will be conducted in November.
6. A webinar on Outcome Based Education is planned for December.

## Internal Quality Assurance Cell Meeting

Date: 10.01.2022

### Agenda

1. Multi purpose building
2. Submission of reports
3. Construction of new floor on Gregarious block

### Members Present

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1	Dr. Thomas Mathew	Chairman and Principal
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10	Ms. Sreekala R. Assistant Professor of Physics	Teacher Representative
11	Mr. Haridas K, Assistant Professor of Commerce	Teacher Representative
12	Fr. Joseph Cheruvathoor	Representative from Management

### Minutes of the meeting

1. IQAC explained the management the need for a multi purpose building and it is sanctioned.
2. All departments and clubs are requested to submit the activity reports of 2021 to IQAC.
3. A new will be constructed on the Gregarious block.