## Constitution: 2019-20

Internal quality assurance cell (IQAC) has been constituted for functioning in the 2019-20 academic year with the following members,

- 1. Dr. P.P Sharmila , Principal & Chairman
- 2. Dr. Arun S. Prasad, Co-ordinator
- 3. Dr.Preeth M.
- 4. Prof. Divya P. Bhadran
- 5. Prof. Rejini S.
- 6. Prof. Saneesh Kumar N.
- 7. Dr.Sreeja.T Con
- 8. Dr. Jasmine Anand
- 9. Prof. Athira M. Raj
- 10. Prof. Seena V
- 10. Prof. Seena V 11. Dr Sheela S.
- 12. Dr Vinod Haridas
- 13. Sri AshokaPanickar, Management Rep
- 14. Sri. Salikumar, Management Rep
- 15. Sreenivasan \_\_\_\_\_\_
- 16. Local body rep

Student reps

- 1. SoorajS.R 3rd BSC
- 2. Ardra S. 3rd BSC

Principal

Nangiarkulangara 01-07-2019



(NAAC Re-accredited with 'B' Grade, RUSA funded & Affiliated to the University of Kerala)

Internal Quality Assurance Cell (IQAC)

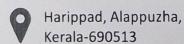
Date: 22-07-2019

## **CIRCULAR**

There will be a meeting of the IQAC members on 23-07-2019 at 3 60 pm in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, IQAC





## IQAC meeting is held at Principal's chamber

### Agenda

- 1. Master plan 2019-20 (draft)
- 2. Research activities
- 3. Journal
- 4. Discipline
- 5. Academic progress
- 6. Green protocol cell action plan
- 7. Add on course

### **Participants**

1. Dr. P.P Sharmila, chairman

2. Dr. Arun S. Prasad, Co-ordinator

3. Dr.Preeth M.

4. Prof. Divya P. Bhadran

5. Prof. Rejini S.

6. Prof. Saneesh Kumar N.

7. Dr.Tintu.R

8. Dr. Jasmine Anand

9. Prof. Athira M. Raj

10. Prof. Seena V

11. Dr Savitha.E.V

12. Dr Vinod Haridas

13. Sri.AshokaPanickar, Management Rep

14. Sri. Salikumar, Management Rep

The draft of the 2019-20 academic year master plan has been discussed in detail.
 Suggestions were made to improve the students' progress, discipline, result and research activities in each department.

Dr. Vinod C. has been elected as the editor for the research journal and decisions are

made to restart the issues of the journal to be published without delay.

 Measures will be taken to get ISSN number and to find space to enter into UGC's new care list

 The social media page of the college is decided to start at the extent. Dr. Jasmine Anand will coordinate the running of that official page.

Measures will be taken to initiate to apply for STRIDE scheme

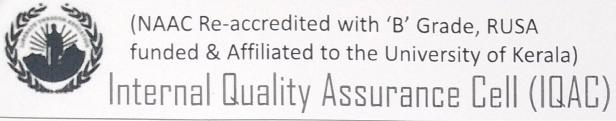


- Other issues like CLMC's & DLMC's operation, ICT committees activity, Activities of PTA , Academic related grievances etc have been discussed.
- Action plans for Green protocol cell discussed and measures are initiated
- Add on courses were decided to be continued

## Action taken report

- 1. Social media site has been started functioning
- 2. Dr. Vinod C submitted for stride
- 3. Action plans of Green protocol cell executed
- 4. Add on courses were conducted

Coordinator ,IQAC



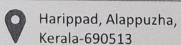
Date: 25-11-2019

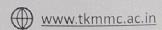
## **CIRCULAR**

There will be a meeting of the IQAC members on  $26 \mid 11 \mid 2019$  at  $300 \mid pp$  in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, IQAC







### IQAC meeting at Seminar hall

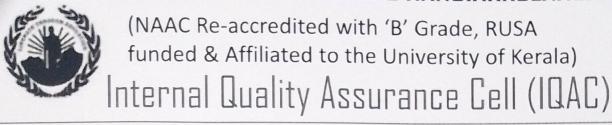
IQAC conducted a meeting on 26-11-2019 at 3.00 pm in the seminar hall with the coordinators and nodal officers of clubs and committees and department level association presidents with the members of IQAC . The concerned faculty members are asked to attend the meeting with the following documents for presentation. Also asked to submit the same to IQAC.

- 1. Plan of action for 2019-20
- 2. Schedule of action to be taken
- 3. Previous year file and report, if not submitted last year 2018-19 annual report
- 4. Activities of so far conducted in the academic year 2019-20, if any

## Members present

- 1. Dr. P.P Sharmila, chairman
- 2. Dr. Arun S. Prasad, Co-ordinator
- 3. Prof. Divya P. Bhadran
- 4. Prof. Saneesh Kumar N
- 5. Dr.Tintu.R
- 6. Prof. Athira M. Rai
- 7. Dr. Sheela
- 8. Dr. Sreeja T &
- 9. Dr. V Sreeja
- 10. Simmol S
- 11. Dr Siji Narendran NK 12. Sarsha T.S
- 13. Sreemon.p
- 14. Parvathy Ramachandran
- 15. Soumya V S
- 16. Dr.Indina I.J
- 17. Smitha T.R
- 18. Dr. chalana .S.R
- The club coordinators reported the action plan for the academic year. The previous year (2018-19) annual report files have been submitted for the verification. A brief description of activities conducted so far was done.





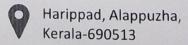
Date: 13-01-2020 ·

## **CIRCULAR**

There will be a meeting of the IQAC members on 14-01-2020 at 3.00 pm in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, IQAC





IQAC meeting at Principal's chamber.

### Agenda:

- 1. Promotion of teachers
- 2. Seminars (multidisciplinary)
- 3. Annual report (2019-20)
- 4. Club activities progress

## **Members present**

- 1. Dr. P.P Sharmila, chairman
- 2. Dr. Arun S. Prasad, Co-ordinator
- 3. Dr.Preeth M.
- 4. Prof. Divya P. Bhadran
- 5. Prof. Rejini S.
- 6. Prof. Saneesh Kumar, N
- 7. Dr.Sreeja.T 06
- 8. Dr. Jasmine Anand
- 9. Prof. Athira M. Raj
- 10. Prof. Seena V
- 11. Dr Sheela S.
- 12. Dr Vinod Haridas
- 13. Sri Sreenivasan (local body)

## **Decisions**

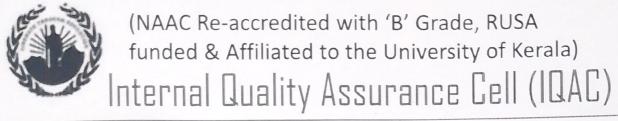
- It has been decided that IQAC will monitor the placement of teachers under new UGC regulations (2010 amendments and 2018 regulations). A checklist will be kept for verifying the API scores of each teacher submitting their proposal to the principal.
- 2. Each department will take care if coordinating seminar series under the title DARSHAN
- 3. Each department and club coordinators should take care of preparing annual report and may be submitted immediately after the closure of academic year 2019-20
- 4. The progress in club activities were analyzed and steps were recommended to speed up activities.



# Action taken report

- 1. IQAC monitored the placement interview of teachers who submitted their proposal. The separate minutes of the meeting were recorded by IQAC.
- 2. Department and club coordinators submitted annual report 2019-20

Coordinator IQAC



Date: 14-02-2020.

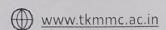
## **CIRCULAR**

There will be a meeting of the IQAC members on 15-62-2020 at  $3\cdot60$  pm in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, IQAC







## IQAC meeting at Principal's chamber

## Agenda

- 1. Seminar
- 2. AQAR 2019-2020
- 3. Result
- 4. Status of placement of teachers

## Members present

- 1. Dr.P.P.Sharmila, Principal
- 2. Shri Ashok Panicker, RDC convenor
- 3. Dr.Arun S Prasad, IQAC eoordinator
- 4. Dr.Preeth M
- 5. Smt.Ranjani S
- 6. Shri.Saneesh Kumar N
- 7. Dr.Sreeja T Sm
- 8. Dr. Jasmine Anand
- 9. Smt.Athira M Raj
- 10. Lt.Seena V
- 11. Dr. Vinod Haridas
- 12. Dr.Sheela 🖫 🐧
- 13. Shri.Sreenivasan &
- 1. Department presented their plans to conduct seminars under the title "Darshan".
- 2. Preparation of AQAR-2019-2020 has been discussed
- 3. Result analysis has been performed regarding the UG & PG semester results
- 4. Status of placement of teachers were discussed

### Action taken report

- 1. Steps were taken to organize the Darshan Seminar Series. But the outbreak of Covid 19 pandemic brought lockdown and hence the seminar has been canceled.
- 2. Started preparing for AQAR 2019-2020.
- 3. Steps were taken to move the files to university regarding placement of teachers.

Coordinator IQAC





Date: 11-05-2020

## CIRCULAR

There will be a meeting of the IQAC members on 12-05-2020 at 3.00 pm in the (online) Principal's chamber. All are requested to attend the meeting without fail.





## IQAC Meeting(online) at Google meet

### Agenda

- 1. Webinar Series
- 2. Other relevant matters

#### Members present

- 1. Dr.P.P.Sharmila, Principal
- 2. Dr.Arun S Prasad, IQAC coordinator
- 3. Dr.Vinod C
- 4. Dr.Preeth M
- 5. Smt.Ranjani S
- 6. Shri.Saneesh Kumar N
- 7. Dr.Sreeja T 🗞
- 8. Dr. Jasmine Anand
- 9. Smt.Athira M Raj
- 10. Lt.Seena V
- 11. Dr. Vinod Haridas
- 12. Dr.Sheela S
- 13. Shri.Sreenivasan
- 14. Dr. Sreeja V
- 15. Parvathi Ramachandran
- 16. Dr.Chalana S R

## **Decisions**

- 1. Due to covid 19 pandemic outbreak and the subsequent lockdown, we couldn't organize the previously planned Darshan Seminar Series. So decided to conduct the same as a webinar series, entitled e-Darshan webinar lecture series 2020
- 2. A technical Committee has been constituted for the smooth conduct of the webinar. The members include principal ex-official technical Committee member, Dr. P. PSharmila, IQAC coordinator, Dr. Arun S Prasad, Dr.Sreeja Anand, Dr. Vinod C ,Smt.ParvathyRamachandhran, Dr.SreejaV,Dr. Jasmine Shri.Saneesh Kumar N, Dr. Chalana S R, Smt.Athira M Raj.
- 3. Department of commerce, Dept.English, Dept of Physical education, Dept of Physics, Dept of Economics, Dept of Zoology, Dept of Mathematics and Dept of Chemistry and Industrial Chemistry have been organized a webinar lecture in association with IQAC and technical support



# Action taken report

- 1. The organized webinar lecture series is uploaded in our blog attached to the website.
- 2. The technical committee members worked in extra -ordinary coordination for the successful completion of 9 lectures in the series.

Coordinator IQAC