CONSTITUTION 2018-2019

Internal Quality Assurance Cell (IQAC) has been constituted for functioning in the 2019-2020 academic year with the following incumbents.

- 1. Dr. Sherly P Anand, Chairman
- 2. Dr. Arun S Prasad, Co-Ordinator
- 3. Dr. Sharmila P.R
- 4. Prof. P.Indira
- 5. Prof. P.Sreemon
- 6. Dr. Vinod Haridas
- 7. Dr. Preeth M
- 8. Dr. S.Sheela
- 9. Prof. Divya P. Bhadren
- 10. Dr. Sreeja T
- 11. Sri. Ashoka Panicker, Management rep.
- 12. Sri. Selikumar, Management rep.
- 13. Prof. Sudha Suseelan , Local body rep.
- 14. Dr. R.Raveendran , External expert. RR
- 15. Industrialist
- 16. Student reps.
 - 1. SoorajS.R, I B.Sc
 - 2. ArdraS, I B.Sc.

01/06/2018

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Internal Quality Assurance Cell (IQAC)

Date: 01-07-2018

CIRCULAR

There will be a meeting of the IQAC members on 02-07-2018 at $2\cdot00$ pm in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, IQAC





Agenda:

- 1. Academic Calendar
- 2. Internal exams
- 3. Admission
- 4. Master plan & AQAR
- 5. Annual report
- 6. Green protocol cell proposals
- 7. Add on courses

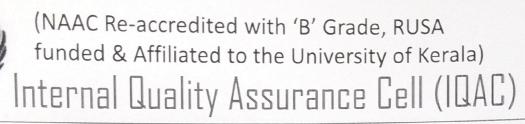
Members

- 1. Dr. Sherly P Anand, Chairman
- 2. Dr. Arun S Prasad Co-Ordinator
- 3. Dr. Sharmila P.R (
- 4. Prof. P.Indira
- 5. Prof. P.Sreemon
- 6. Dr. Vinod Haridas
- 7. Dr. Preeth M
- 8. Dr. S.Sheela
- 9. Prof. Divya P. Bhadren
- 10. Dr. Sreeja T In
- 11. Sri. Ashoka Panicker, Management rep.
- 12. Sri. Selikumar , Management rep. \$
- 13. Prof. Sudha Suseelan , Local body rep
- Discussed the academic calendar for the year 2018-2019. Progress of admission
 the internal exam schedules are featured.
- 2. Annual report for the academic year 2017-2018, discussed with the help of a draft
- 3. Master plan for 2018-2019 has been discussed in the draft & suggestions were put forward by members present.
- 4. Progress in admission is discussed & availability of infrastructure needed for accommodating the newly admitted number of students are also discussed.
- 5. Green protocol cell proposals discussed and action plan are framed
- 6. Add on courses are decided to be continued



- Academic calendar provided by University in circulated admission rolls were prepared & internal exams were conducted as per schedule.
- 2. Annual report prepared and submitted to the bust office. AQAR 2017-2018 prepared and sent to NAAC. Also the file is uploaded on the website.
- 3. As per the proposals in master plan 2018-2019 the activities were conducted.
- 4. Some infrastructure facilities are done by College management.
- 5. Green action plans were executed
- 6. Add on courses condcuted

Coordinator,IQAC



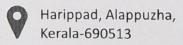
Date: 8-09-2018

CIRCULAR

There will be a meeting of the IQAC members on 9-09-2018 at 3.00 pm in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, IQAC





Agenda:

- 1. Activities of the club allotted.
- 2. Activities of Dept. Association.
- 3. Activities of IQAC.
- 4. Website.

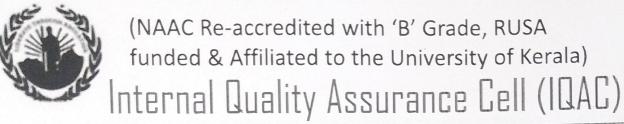
Members

- 1. Dr. Sherly P Anand, Chairman
- 2. Dr. Arun S Prasad, Co-Ordinator
- 3. Dr. Sharmila P.P
- 4. Prof. P.Indira
- 4. FIUI. F.IIIUII a
- 5. Prof. P.Sreemon
- 6. Dr. Vinod Haridas
- 7. Dr. Preeth M
- 8. Dr. S.Sheefa
- 9. Prof. Divya P. Bhadren
- 10. Dr. Sreeja T In
- 11. Sri. Ashoka Panicker, Management rep.
- 12. Sri. Selikumar, Management rep.
- 13. Prof. Sudha Suseelan, Local body rep.
- IQAC has decided to initiate a webportal in the College website to document the day-to-day activities in the College and decided to start a new blog subtitled (blogtkmmc.blogpot.in) & decided to link the ucl of the blog in the College website on a separate page.
- 2. Also, IQAC initiated a redesign of the College website.
- 3. Activities of vacation clubs & committees were analyzed. Decided to propose an action plan by lab clubs & committees and the detailed report submitted to the annual report.
- 4. Department associations were instructed to conduct so many students support programs for the benefit of the student community.



- 1. The new blog has been created and started functioning.
- 2. The link to the blog has been added to a page on the website.
- 3. The website has been redesigned.
- 4. Clubs & Committees submitted annual reports.
- 5. Department association conducted programmes and submitted annual reports.

Coordinator, IQAC



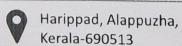
Date: 4-11-2018

CIRCULAR

There will be a meeting of the IQAC members on 5-11-2018 at 3:00 pm in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, IQAC





Agenda:

- 1. Interim report.
- 2. Revised plans.
- 3. Conduct of seminars.
- 4. Fund utilization and line of U/C.

Members

- 1. Dr. Sherly P Anand, Chairman
- 2. Dr. Arun S Prasad, Co-Ordinator
- 3. Dr. Sharmila P.P.
- 4. Prof. P.Indira
- 5. Prof. P.Sreemon
- 6. Dr. Vinod Haridas
- 7. Dr. Preeth M
- 8. Dr. S.Sheela (
- 9. Prof. Divya P. Bhadren
- 10. Dr. Sreeja T KM
- 11. Sri. Ashoka Panicker, Management rep. A
- 12. Sri. Selikumar, Management rep.
- 13. Prof. Sudha Suseelan, Local body rep.
- 1. All the Coordinators asked to submit an interim report and the progress of the conduct is discussed.
- 2. In order to include new high activities in the plan, a revision plan of action was conducted.
- 3. Accordingly, new funded seminars were included.
- 4. It has been decided to utilize the remaining balance in the IQAC fund in consultation with the UGC regional office at Bangalore. After which the statement of expenditure is decided to be audited by an external agency.



- 1. Interim report and progress of action submitted.
- 2. Revised plan and action were scheduled.
- 3. Utilization of the IQAC fund has been done, with the help of an external agency, after drawing the remaining amount for co-ordinates and interest. The provision co-ordinators were intimated to receive the amount and accordingly received. Also, for website redesign the interest amount has been used.

Coordinator, IQAC

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Internal Quality Assurance Cell (IQAC)

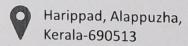
Date: 26-01-2019

CIRCULAR

There will be a meeting of the IQAC members on 27-01-2019 at 2.45 pm in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, IQAC





An IQAC meeting is scheduled in the principal's chamber at 2.45 pm 27-01-2019

Agenda:

- 1. Progress as per action plan
- 2. Result analysis
- 3. Research
- 4. CLMC & DLMC

Members:

- 1. Dr. Sherly P.Anand, chairman
- 2. Sri. Ashoka Panickar, Management Rp
- 3. Dr. Arun S. Prasad, Co-ordinator
- 4. Dr.Preeth M.
- 5.Dr. Vinod Haridas
- 6. Dr. Sreeja. T
- 7. Smt. Divya P. Bhadran
- 8. Sri. Salikumar, Management Rp
- 9. Prof. P.Sreemon
- 10. Prof.P.Indira
- 11. Dr. P.P Sharmila
- 12. Dr.S. Sheela
- 13. Prof.SudhaSusheelan,Local body rep

Decisions

- 1. The proposed action plan for 2018 -2019 year has correlated with the activities made by the college so far. It is decided that the department wise as well as various committee wise or club wise initiatives should be made to expedite the implementation of the proposed plan.
- 2. The result has been made for the CBCS semesters with respect to each stream. It has been decided that each department shall conduct class PTA for respective classes and intimidate parents about the performances of students such that the support from parents to better result may be sought.
- 3. Faculty members need to make an effort to publish papers in seminar proceedings, journals etc. it improves the research environment in the college, which was the initiatives long made by IQAC in joint hand with the Research committee. Phd on project has to be undergone in house and quality work should be presented in national or international seminars by students and faculty members.
- 4. Regular CLMC & DLMC meetings need to be conducted to comply with the internal mark and attendance issues among students.



- 1.Master plan executed
- 2. Class PTA is conducted.
- 3. Papers published & presented in seminars.
- 4. CLMC & DLMC meetings conducted.

Coordinator ,IQAC

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Internal Quality Assurance Cell (IQAC)

Date: 24-03-2019

CIRCULAR

There will be a meeting of the IQAC members on 25-03-2019 at 2.45 pm in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, QAC



An IQAC meeting is scheduled to be held at the principal's chamber at 2.45 pm. 25-03-2019

Matters to be discussed:

- 1. Plans & actions
- 2. Measures taken in the year
- 3. Next year master plan

Members:

- 1. Dr. Sherly P.Anand, Principal & chairman
- 2. Sri.AshokaPanickar, Management Rp
- 3. Sri. Salikumar, Management Rp
- 4. Dr. Arun S. Prasad, Co-ordinator
- 5. Dr.Preeth M.
- 6.Dr. Vinod Haridas
- 7. Dr.sheela s
- 8. Smt. Divya P. Bhadran
- 9. Prof. P.Sreemon
- 10. Prof.P.Indira
- 11. Dr. P.P Sharmila
- 12. Prof.SudhaSusheelan.

Decisions

- 1. Last year's action plan & the measures taken to monetize the plans were analyzed.
- 2. Discussion regarding the points to be included in next year's master plan has been conducted.
- 3. Govt. funded seminars were decided to be applied by various departments.
- 4. Development activities of PTA and the proposed RUSA were discussed.

Action taken Report

1. Measures were taken to draft new master plan for the coming year 2019-20

Coordinator, IQAC

