

## **MINUTES OF IQAC MEETING HELD ON 3rd JUNE, 2021**

**TIME:3.30 – 4.30 PM**

**VENUE: IQAC ROOM**

### **Agenda**

1. Confirmation of the minutes of the previous meeting held on 02.03.2021
2. Approval of IQAC annual reports 2020-2021
3. Action Plan of departments/ clubs and cells
4. Career counselling/Placement activities
5. FDP/ Training to teachers
6. Any other matter

### **Members Present**

1. Dr. Cini Kurian (Principal)
2. Dr. Leena Varghese (Coordinator, IQAC)
3. Dr. Sreeja S (Joint Coordinator, IQAC)
4. Ms. Rahimol Ramesh (Asst. Professor, Dept of Biotechnology)
5. Dr. Vinitha (Asst. Professor, Dept of Mathematics)
6. Ms.Nisha Joseph (Assistant Professor, Department of Commerce)
7. Dr.Kala N (Asst. Professor, Dept of Economics)
8. Ms. Krishna Haridas, II year B.Com Taxation( Student Representative)

The meeting started with the welcome address by Principal Dr. Cini Kurian and IQAC Coordinator introduced the agenda and discussion followed.

**Decisions Taken:**

- The minutes of previous meeting and annual reports was approved by the committee.
- With regard to the action plan of each departments it was decided that the departments should submit their respective academic as well as non-academic action plan for the academic year 2021-22 on or before 15.6.2021.
- It was decided to hold a meeting with all departments, Principal and IQAC to discuss about the action plan submitted by the respective departments.
- It was decided to nominate a teaching faculty from each department as member in career counselling / Placement cell so as to strengthen the activities of the cell.
- An orientation for teaching and non-teaching staff by Dr. Junaid Rahman (Manager) to be organised in the month of June itself.
- To provide training to newly appointed teachers in adopting online teaching methods and to familiarise them with MOODLE and other software's.

## **MINUTES OF IQAC MEETING HELD ON 10th AUGUST, 2021**

**TIME:3.30 – 4.30 PM**

**VENUE: IQAC ROOM**

### **Agenda**

1. Confirmation of the minutes of the previous meeting held on 03.06.2021
2. Merit day
3. Expert Lecture series/ webinars
4. Strengthen IIC and IEDC clubs
5. FDP for teachers
6. Research Promotion
7. Any other matter

### **Members Present**

1. Dr. Cini Kurian (Principal)
2. Dr. Leena Varghese (Coordinator, IQAC)
3. Dr. Sreeja S (Joint Coordinator, IQAC)
4. Ms. Zaina MH (Asst. Professor, Dept of Computer Science)
5. Ms. Rahimol Ramesh (Asst. Professor, Dept of Biotechnology)
6. Dr. Vinitha (Asst. Professor, Dept of Mathematics)
7. Ms. Deepthi Serene (Asst. Professor, Dept of Business Administration)
8. Dr. Abdul Hakkeem PM (Asst. Professor, Dept of Economics)

The meeting started by reading out the previous minutes and it was approved.

**Decisions Taken:**

- It was decided to organise Merit Day 2021 – 2022 immediately after the results are published by MG University.
- Various departments/ clubs and cells have to concentrate in organising expert lecture series, webinars, workshops etc in their respective areas
- As part of strengthening entrepreneurship, creativity skills of students it was decided to nominate one faculty from each departments towards IIC and IEDC cell. Furthermore it was decided to request a financial assistance from Management towards seed money for projects of students.
- An FDP/Refresher course for teachers is decided to be organised shortly.
- Various research oriented workshops/ webinars were decided to be organised to enhance and promote research culture among students.

## **MINUTES OF IQAC MEETING HELD ON 10th NOVEMBER, 2021**

**TIME:3.30 PM**

**VENUE: BOARD ROOM**

### **Agenda**

1. Confirmation of the minutes of the previous meeting held on 10.08.2021
2. Counselling
3. Inculcating reading habits among students/ Library
4. Waste management
5. Competitive examination coaching
6. Any other matter

### **Members Present**

1. Dr. Cini Kurian (Principal)
2. Dr. Leena Varghese (Coordinator, IQAC)
3. Dr. Sreeja S (Joint Coordinator, IQAC)
4. Ms. Rahimol Ramesh (Asst. Professor, Dept of Biotechnology)
5. Dr. Vinitha (Asst. Professor, Dept of Mathematics)
6. Ms. Deepthi Serene (Asst. Professor, Dept of Business Administration)
7. Dr. Vinitha T (Assistant Professor, Department of Mathematics)
8. Ms. Krishna Haridas, II year B.Com Taxation( Student Representative)

The meeting started by reading out the previous minutes and it was approved.

**Decisions Taken:**

- It was decided to conduct a pre-marital counselling course for students
- To inculcate reading skills among students and to attract students towards Library it was decided to reorganise activities of Library.
- It was decided to organise an awareness programme for students, teachers and administrative staff regarding waste management and also to conduct waste audit.
- The departments especially Post Graduate Departments should provide coaching for competitive examinations.

## **MINUTES OF IQAC MEETING HELD ON 4<sup>th</sup> March, 2022**

**TIME:11.30 AM**

**VENUE: PRINCIPAL'S CHAMBER**

### **Agenda**

1. Confirmation of the minutes of the previous meeting held on 10.11.2021
2. FDP for teachers
3. Internal Academic and Administrative Audit
4. PBAIS and Self-Appraisal of Teaching and Non-Teaching Staff
5. Feedback on Curriculum

### **Members Present**

1. Dr. Cini Kurian (Principal)
2. Dr. Leena Varghese (Coordinator, IQAC)
3. Dr. Sreeja S (Joint Coordinator, IQAC)
4. Ms. Zaina MH (Asst. Professor, Dept of Computer Science)
5. Ms. Rahimol Ramesh (Asst. Professor, Dept of Biotechnology)
6. Dr. Vinitha (Asst. Professor, Dept of Mathematics)
7. Ms. Deepthi Serene (Asst. Professor, Dept of Business Administration)
8. Dr. Abdul Hakkeem P M (Asst. Professor, Dept of Economics)

The meeting started by reading out the previous minutes and it was approved. Principal presided the meeting and highlighted the importance of introducing new innovative teaching learning methods so as to make online teaching more attractive for students.

**Decisions Taken:**

- To organise an FDP for all teaching staff regarding NEP 2020 and multi-disciplinary concepts.
- To conduct an Academic and Administrative Audit of all departments/ clubs and cells internally.
- It was decided to collect PBAIS and Self Appraisal of Teaching and Non Teaching Staff by the end of March, 2022
- A Feedback on Curriculum from Students, Teachers, Parents, Alumni and Employers are decided to be collected at the end of academic year.