

IQAC meeting held on 03/09/20 apm  
online mode

### Agenda

- Science block - Allocation
- Finalisation of AQAR
- Equipping students to cope up with the online classes - covid pandemic period

### Members present

1. Dr. ~~D.R.~~ M. Jothiraj Principal.
2. Dr. Santhosh HK
3. Dr. Abdul Rasheed VT
4. Sri. Roy K.B
5. Dr. Binitha N.N
6. Dr. Krishnakumar
7. Sri. Kaladharan PV
8. Smt. Rama K
9. Smt. Amina Poovanchery
10. Smt. Sarojini MP

The following decisions were taken during the meeting.

1. The minutes of the previous online IQAC meeting held on 28-03-2020 were finalised and approved.
2. Principal reported that the science block is handed over by PWD. Necessary steps should be taken to allocate the rooms and shift the classes to the block.

3. Decided to convene a criterion wise meeting every two weeks to evaluate the progress of the working connection with NAAC accreditation
4. Discussed the technical issues faced in submitting AQAR. co-ordinator
5. Co-ordi reported that the technical issues regarding Filling up the Fields has been solved.
5. Decided to rearrange and finalise the data of AQAR 2017-2018 and 2018-2019 as per new Field requirements
6. Reviewed various training programmes such as zotero training (22-may-2020 - 31-may-2020) three LMS training programmes (4-11-may 2020, 5-11 june 2020, 20 & 23 june 2020)
7. Planned to launch the new website or LMS and organise the orientation programme for the College Fraternity by june first week.
8. The principal reported that the mobile phones purchased by the collection from the teachers are handed over to ensure smooth running of online classes.
9. The fight against covid pandemic and support the front line workers and general public, it is decided to make and supply hand sanitizer, gloves, mask and other hygiene gadgets and to organise awareness

classes, ect

10. It is decided to hand over the realtime PCR equipments at botany department to the health department for covid test if required.
11. Planned to convene another meeting immediately for discussing online academic activities

*ms.*

IQAC meeting held on 10/08/20 7PM  
online mode

### Agenda.

- Request from Pattambi municipality to hand over science block for CFLTC
- Green audit of campus
- Review of online classes

### Members Present

1. Dr: M. Jothiraj Principal
2. Dr: Santhosh HK
3. Dr: Abdul Rasheed VT
4. Sri: Roy K.V
5. Dr: Binitha. NN
6. Sri: Kaladharan PV
7. Sri: Sasikumar
8. Smt: Renuka
9. Smt: Amina Poovancheri
10. Dr: CP Chithrabhanu.
11. Smt: Sarojini. MP.

The following decision were taken during the meeting.

1. The request from Pattambi municipality to take over the science block as CFLTC for covid treatment was discussed and decided to handover the same
2. Since the classes and programme are in online mode it was decided to organise webinars and online

- lectures instead of offline seminars and workshops
- 3 Reviewed the online class timetable
  - 4 The meeting decided depute feedback committee to conduct the feed back survey from the stakeholders through online mode as done in the previous years.
  5. Decided to depute a sub committee co-ordinated by the admission nodal officers to arrange orientation programmes to newly admitted pg and ug students immediately after the completion of admission process
  6. Reviewed and discussed the draft of green audit reports prepared by concerned committee.

Signature

IQAC meeting held on 08-02-2021 7 PM  
Online Mode

Agenda.

- Finalisation of AQAR
- New College gate - MLA fund
- Science Block Inauguration.

Members present

1. Do. Saji Stephen (Principal)
2. Do. Santosh H.K.
3. Do. Abdul Rasheed V.T
4. Srp. Roy K.B
5. Do. Binitha N.N
6. Srp. Kaladhasan P.V
7. Srp. Sasikumar
8. Smt. Rema K.
9. Smt. Amina Poovanchery
10. Smt. Sarojini M.P.

The following decisions were taken during the meeting.

1. AQAR for the academic years 2017-18, 2018-19 and the latest year are discussed and finalised.
2. Discussed and finalised the plan of a new gate which is to be constructed on pattambur Chespulassery road using MLA fund of Srp Muhammed Muhsin.
3. Planned to convene NAAC SSR criterion wise committee meeting to discuss the preparation of IQA and SSR

4. Reviewed the progress of department wise online class.
5. Decided to take necessary steps to arrange the Inaugural function of the Science block.

Sayyid

IQAC meeting held on 01-03-2021 7 PM  
online mode

### Agenda

- IIQA for the NAAC 3<sup>rd</sup> cycle visit.
- SSR preparation.
- Audit Course Exam - UG.

### Members present

1. Dr. Saji Stephen principal.
2. Dr. Santhosh H.K.
3. Dr. Abdul Rasheed V.T
4. Sri. Roy K.B
5. Dr. Binitha N.N
6. Sri. Kaladhasan P.V
7. Smt. Rema K.
8. Smt. Amma Poovanchery.
9. Smt. Sasojini M.P.

The following decisions were taken during the meeting:

1. Submissions of the AQAR for the academic years 2017-18, 2018-19 and the latest year are completed as reported by the IQAC coordinator.
2. Discussed and finalised the IIQA for the NAAC 3<sup>rd</sup> cycle visit.
3. Reviewed the progress of online classes and discussed providing offline classes for different batches as shifts and to complete practical classes at the earliest.
4. It is decided to conduct Audit course exams

in online mode through LMS and Kaladharan  
PV, UG course co-ordinator was given the  
charge to coordinate the same.

5. The progress of SSR related works are  
discussed and it is decided to intensify  
the work.
6. Reviewed the inaugural function of Science  
block building.

*Sankar*

IQAC meeting held on 30-03-2021 7pm  
online mode

Agenda:

- IIQA
- SSR preparation.
- CAS application processing

Members present.

1. Dr. Saji Stephen principal.
2. Dr. Santhosh. H.K.
3. Dr. Abdul Rasheed. V.T
4. Sri. Roy. K.B.
5. Dr. Binitha. N.N.
6. Sri. Kaladharan. P.V
7. Smt. Rema. K.
8. Dr. Krishna Kumar.
9. Smt. Sasojini. M.P.

The following decisions were taken during the meeting:

1. IIQA report submitted on NAAC website and completed classification related to the NAAC 3rd cycle visit.
2. Solved Affiliation issues at the University of Calicut and processed the re-affiliation orders to be uploaded on the NAAC website.
3. Discussed the next 5 years future plans and proposals regarding the college development.
4. Decided to collect for APAR submissions. For the current academic year before ask the teachers to submit the

- Same before Summer Vacation.
5. It was decided to form a sub committee to verify and forward the CAS promotion applications.
  6. Vacation plans were discussed on the verge of the deadline for SSR submission.
  7. Reviewed the progress of online classes and decided to complete the online classes during vacation to complete the pending classes.

Sanyal