

## Minutes of the IQAC Meeting Held on 26/09/23

### Agenda

- ① A&AR for the year 2022-23
- ② Allotment of Criteria 2
- ③ Value-Added Courses
- ④ Question Bank
- ⑤ College Calendar.
- ⑥ ICT Workshop on October 7, 2023.

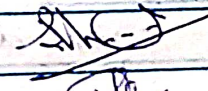



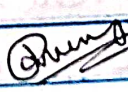

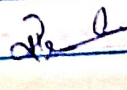
### Resolutions

- ① It was decided to submit A&AR for the year 2022-23 on time.
- ② The second criteria was allotted to the faculty members as follows.
  - 2.1 Student enrollment and profile (Rajalekshmy S.)
  - 2.2 Honouring Student diversity (Dr. Sreekala L.)
  - 2.3 Teaching - Learning process (Dr. Smita Rajeer)
  - 2.4 Competency and Skill development (Dr. Jayalakshmi)
  - 2.5 Teacher Profile and Quality (Dr. Sindhu S.)
  - 2.6 Evaluation Process (Dr. Revati N.)
  - 2.7 Student Performance and Learning Outcomes (Dr. Anitha S.M.)
  - 2.8 Student Satisfaction Survey (Dr. Devika R.)
- ③ It was decided to commence Value-added Courses at the earliest
- ④ It was decided to digitalise the Question papers

and upload it in our college website.

- ⑤ It was decided to prepare a College Calendar for the academic year 2023-24 at the earliest.
- ⑥ A one day workshop on "Empowering Education Harnessing A.I and Online tools for Teaching" will be conducted on October 7, 2023. The resource person will be Dr. K.S. Sajau, Assistant Professor, N.S.S. Training College, Ottapalam.

### Members Present.

1. Dr. Pradeep Kumar S.L. 
2. Dr. Sreedakshi L. 
3. Dr. Sndhu S. 
- ~~4. Dr. Anisha S.M.~~
5. Dr. Smitha Rajeev 
6. Dr. Jayalakshmi R. 
7. Dr. Revathi N. 
8. Smt. Rajalakshmi S. 

Tenure

(Dr. DEVIKA R,  
IQAC Coordinator)

Beena Rani S.  
Dr. Beena Rani S.  
(Principal-in-Charge)

## Minutes of the IQAC meeting held on 14/12/23

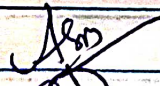
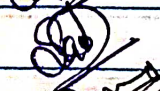
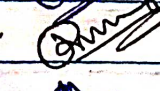
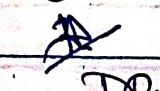

### Agenda

- ① Submission of AQAR for the year 2022-23.
- ② Model examination for the senior batch.
- ③ Schedule of academic activities for the senior & junior batch.

### Resolution

- ① The AQAR works of various committees were evaluated by the IQAC members. Discussions were made for each criteria of the AQAR. Critical evaluation was done by the members and it was decided to submit the report for the year 2022-23 within the stipulated time itself.
- ② Planning was done with regard to the model examination for the senior & junior batch.
- ③ The school induction for the 2023-25 batch will be conducted from January 17 to February 9, 2024. Teaching Aids exhibition will be conducted on 08/12/23. It was decided to conduct LAC classes for Sem 3 students ~~from~~ in online mode.

### Members Present

1. Dr. Anisha S. M. 
2. Dr. Sangeeta Rajeev 
3. Dr. Jayashree R. 
4. Dr. Revati N. 
5. Dr. Devika R. 

Beena K.

Minutes of the IQAC meeting held on 05/3/24.

### Agenda.

- ① Submission of AQAR for the year 2022-'23.
- ② Celebration of College Day, Retirement function & farewell programme of the senior batch.
- ③ Feedback form distribution, collection about curriculum, institution & teachers from students.
- ④ Student Satisfactory Survey

### Resolutions

- ① As the date of submission of AQAR for the academic year 2022-'23 was extended to April 30, 2024, few pending discussions were made, clarifications were made and it was resolved to submit before the deadline given by NAAC.
- ② It was decided to celebrate College Day on March 22, Retirement function on 25/3/24 and farewell party to the senior batch on 27/03/24 r.s.p.t.
- ③ As collection of feedback plays an important role in the improvement of any institution, it was resolved to review the feedback form prepared by the institution. All the faculty

members contributed their views and relevant changes were made. It was also decided to collect the feedback form using the Google forms.

④ The student satisfaction survey was conducted on an online mode. Student feedback was properly evaluated & analysed.

### Members present:

1. ~~Dr. Pooja Kumar S.I.~~

1. Dr. Sindhu S.

2. Dr. Anitha S.M.

3. Dr. Santha Rajeev

4. Dr. Revathi N.

5. Smt. Rajalakshmi S.

6. Dr. Jayalakshmy R.

7. Dr. Devika R. (IQA Coordinator)

Prasanna S.

## Action Taken Report During 2023-'24.

- All the faculty members actively participated in the report preparation of AQAR works.
- The in-house curricular meetings were conducted & documented for the effective transaction of curriculum.
- Academic Calendar was prepared for the academic year 2023-'24.
- Question bank was prepared and uploaded in the college website.
- Teaching aids workshop, Yoga workshop, and various activities were organised for the students for their overall development.
- One day workshop on "Empowering Educators: Harnessing AI & online tools for teaching" was organised on October 7, 2023 by the IQAC. Dr. K. S. Sajan, Assistant Professor, NSS Training College, Ottapalam was the Resource person.

Devika

(Dr. DEVIKA R.)  
IQAC Co-ordinator.

Beena Rani S.  
Dr. BEENA RANI S.  
(Principal-in-Charge)