

SUMMARY OF THE IQAC MINUTES & ACTION TAKEN REPORT
DURING THE ACADEMIC YEAR 2019-20

Sl. No.	Date	Agenda	Action Taken
1	04/06/2019	Plan of Action for the year 2019-20.	Discussed and chalked out plan of action.
2	06/06/2019	DBT STAR Workshop	It was decided to take part in Star Scheme programme. A committee was constituted with Dr. Deepa S. Department of Chemistry as the Coordinator. Project proposal was submitted
1	10/06/2019	Seminar on the new accreditation process	Organized a Seminar on “NAAC ACCREDITATION: PARADIGM SHIFT IN THE PROCESS” on 12 th July 2019
2	17/06/19	PFMS training programme for teaching and non- teaching staff. Inclusion of new members to the criteria 5 core committee and criteria 6 steering committee.	A training programme was organized for teaching and non-teaching staff of the colleges under the Management of Travancore Devaswom Board on 15 th July 2019. In the wake of the transfer of Smt. M. Sreekala, Dr. Meera A. P. was nominated as Core Committee member. Since Sri Lajith V. S. expressed inconvenience in continuing as Steering Committee member of Criteria 6, Dr. T. Ajayan was nominated to the post
2	27/06/2019	Applying for B.Voc. courses	Decided to apply for B. Voc. Software development course, subject to the permission of the College Council
3	03/07/2019	Student Feedback form modification	It was decided to amend some of the matrices of the old feedback form.
3	27/07/2019	Plastic free campus drive	The Plastic free Campus Drive started in 2016 was strengthened by forming ‘Haritha Sena’, under the leadership of Smt. Dhanya S. R and Smt. Lisa Pavithran, Criteria 7 members
4	19/09/2019	Academic audit	Academic audit was conducted
5	25/9/2019	IQAC Initiated Induction Programme	An Induction Programme as in previous year for the first semester students (2019-21 batch) was conducted. The student representatives were recruited to the IQAC Pool
6	9/10/2019	IQAC Student Pool Meeting	The first meeting of the IQAC Student Pool meeting was conducted. 15 student representatives, the IQAC Coordinator, the Joint Coordinator and Student pool coordinators participated

7	06/11 /2019	New format for data compilation and compilation of AQAR	Staff meeting is convened to clarify doubts regarding the data collection in new format.
8	12/11/2019	NIRF and RUSA Research Network Group (RRNG)	Dr. T. Ajayan was nominated as Coordinator of NIRF. Applied for NIRF 6/12/ 2019. Dr. Rathika G. Nath and Dr. Ajayan T. were nominated as members in RRNG to represent the institution.
10	17/01/2020	Campus genie-software for MIS	Discussions and deliberations were had on the introduction of an Education Resource Planning Software (ERPS) and a demo was arranged accordingly on 19/01/2020.
11	27/01/ 2020	ERPS WORKSHOP	A workshop on ERPS was conducted and a WhatsApp group of all tutors was created. The data collection was started for the trial run of the programme.
12	01/05/2020	Webinar on Online teaching tools	In the wake of Covid-19 pandemic-imposed lockdown it is expected that offline classes may not be possible to the desired extent. So, it was decided to organize an online webinar on “Online teaching tools” to make teachers familiar with different online teaching tools. The first webinar under the banner of VIRTUOSA – a common platform of the institution for the conduct of webinars was organized on 7 th May 2020.
13	06/05/2020	Conduct of webinar series and Purchase of Zoom licence	Zoom licence was purchased on 10/05/20 and a webinar series lasting for 7 days starting from 14 th May 2020 was organized under the banner of VIRTUOSA



IQAC Co-Ordinator

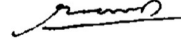


Principal

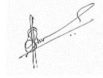


Members:

Dr. Meera A. P



Dr. Renu Sree S.



Dr. Sreejith A



Dr. Sreegith T. G.



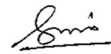
Dr. Rathika Nath G.



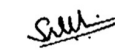
Dr. Preetha G. Prasad



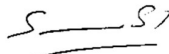
Dr. Susmi Sabu



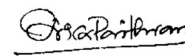
Smt. Sreelakshmi H. G.



Sri. Sanu S. J



Smt. Lisa Pavithran



Smt. Dhanya S. R.



Dr. Suma N. D.



Dr. Madhu T.



Principal

