

Minutes of IQAC meeting held on 12-6-23
at 3.30 pm at the IQAC conference hall

Agenda:

- Preparation of annual action plan
- Feed back assessment
- Completion of IQAC records.

Members Present:

1. Dr. K. P. Vinod Kumar
2. Prof. Shaded. P. P
3. Prof. Nisab T. Krishna Babu
4. Anupama Murali
5. Dr. Bincy J. P
6. Dr. Susha V. S
7. Nisab T

[Handwritten signatures and initials corresponding to the members listed above]

Minutes -

- Every department should prepare the plan of action for the year 23-24 by including seminars and workshops related to Research Methodology, IPR, Entrepreneurship, traditional Indian knowledge system, Skill development programs, certificate courses, Extension activities and career guidance programs to be included too.
- Prof. Nisab was entrusted to seek the status of the feed back collection and ensure the completion.
- IQAC minutes and Quality assurance report to be finalised and uploaded in the College website.

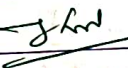
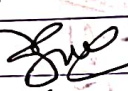
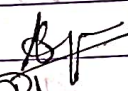
12 July 2023

Minutes of IQAC meeting held on 12/7/2023
at IQAC conference hall at 2:00 pm

Agenda:

- AQAR 22-23 completion
- Website updation
- Documentation of activities.

Members Present:

- 1 Dr. Vinod Kumar Iyer 
- 2 Nishu T 
- 3 Shajid P P 
- 4 Anupama Muralei 
- 5 Dr. Binay T. P 
- 6 Dr. Jisha V S 
- 7 Krishna Prabhekar 

Minutes:

The following faculty members were decided as the criteria co-ordinators

Criteria 1 - Prof. Majeesh [Physics]

Criteria 2 - Dr. Priya T V [Zoology]

Criteria 3 - Dr. Jisha V S [Chemistry]

Criteria 4 - Dr. Binay T. P [Physics]

Criteria 5 - Prof. Rameena [Commerce]

Criteria 6 - Prof. Nishu T [Commerce]

Criteria 7 - Anupama Muralei [English]

A joint co-ordinator will assist the criteria heads

Each department will assign one faculty for each criteria.

ICT cell has to be reconstituted by including the

joint - Coordinators and two Faculty members from each department. Prof. Anupama will see to the content updation and modification and a meeting of ICT monitoring cell to be convened soon.

- All activities conducted by departments and various clubs and forums to be properly documented and updated in the ITC google form and also in the College website and social media platforms.

Minutes of IQAC meeting held on 26/7/23
at IQAC Conference Hall at 2.30pm

Agenda:

KSHEC 22-23 Survey

KIRF - participation.

Members Present

1. P. Vinod Kumar. I.P

2. Shajid. P. P

3. Priya T. V

4. Dr. Binay. I.P

5. Anupama Murali

6. Dr. GISHA V.S

7. Majeesh M

8. Rameena. K. A

J. K. M.

P. P.

P. P.

A. M.

G. S.

M. M.

R. K. A.

Minutes:

- KSHEC Survey 22-23 to be completed urgently to go to the KIRF portal.
- Staff details to be needed for KSHEC Survey will be collected through Google Form.
- Majeesh M entrusted to create and circulate the Google Form.
- Admission statistics and student details will be compiled by Dr. Priya T. V.
- Scholarship details will be compiled by Rameena teacher.
- Financial Details to be collected from office after enquiring on the Audit statement.

27/09/23

Minutes of IGAC meeting held on 27/09/23 at Conference hall @ 2 pm.

Agenda:-

1) Encourage Students in participating in extension activities

2) Encourage Students to do Certificate Courses.

Members present:-

1 Dr. Vinod Kumar, I.P

2 Jasna, KV

3 Nisab T

— J. Kumar
J. Kumar



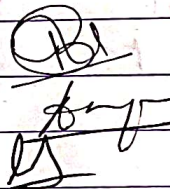
Rajani

Jishav S

Dr. Binay I.P

Anupama Murali

Krishna Babu K.S.



Minutes:-

1) Every dept. Should prepare the plan of action for making Students to participate in extension activity.

2) The availability of Certificate Courses should be clarified by institution.

27/10/23

Minutes of IAAC meeting held on 27/10/23 at Conference hall @ 2 pm.

Agenda

1) Discussion regarding Conducting the International Conference based on

Members Present

- | | | |
|---|-----------------------|----------------|
| 1 | Dr. Vinod Kumar - IEP | Xmt |
| 2 | Jasna. kv | for |
| 3 | Nisab - T | for |
| 4 | Rajani | |
| 5 | Krishna Prabhakar | lt |
| 6 | Anupama Menalo | Agf |

Minutes

- 1) Dates for Int. Conference will be suggested later.
- 2) Decision to be made in allocating Co-ordinators

21/12/23

Minutes of IAAC meeting held on 21/12/23 at Conference hall @ 3pm.

Agenda:-

- 1) Follow up on the review meeting held on 27/10/23 for Conducting Int. Conference.
- 2) Charge allocation for Staff done for Int. Conference.

Members present:-

1	Dr. Vinod Kumar - I.R.	<u>JCM</u>
2	Nusab T	<u>[Signature]</u>
	Rajani	<u>[Signature]</u>
	Jisha V.S	<u>[Signature]</u>
	Anupama Murali	<u>[Signature]</u>
	Krishna Prashanth	<u>[Signature]</u>
	Dr. Binay T.P	<u>[Signature]</u>

Minutes:-

- 1) Planned to Conduct Int. Conference on night
- 2) The following faculties are handed over the Charge.

07/03/24

Minutes of IAAC meeting held on 07/03/24 @
Conference hall @ 2 PM.

Agenda:-

1) Internal Academic Audits.

Members Present:-

1. Dr. Vinod Kumar, K.P. JKM
2. Nisab . T [Signature]
3. Jisha V.S [Signature]
4. Rajani [Signature]
5. Anupama Murali APM
6. Kishu Preethi [Signature]
7. Dr. Binay . I.P [Signature]

Minutes:-

- 1) Internal Audits will be Conducted on 27/3/24
- 2) Audit reports will be Submitted by forwarded to concerned dept
within 10 days.