

Minutes of the IQAC Meeting 2020-21: 1*Date: 08.06.2020**Time: 3.00 pm*

- Agenda:**
- (a) Review on IQAC activities
 - (b) Preparation of action plan 2020-21

Members Present

1. Dr. Mathew George (Chairperson)
2. Dr. Seno Jose (Coordinator)
3. Shri. M.S. Somarajan (Member, HoD, English)
4. Shri. Aravind R. (Member, Department of Economics)
5. Dr. Sajeev U.S. (Member, Department of Physics)
6. Smt. Prasanna Rajan (Member, Department of Botany)
7. Shri. Suraj P.R. (Member, HoD, Geology)
8. Shri. Sojomon Mathew (Member, Department of Zoology)
9. Smt. Minnie Diana (Student Representative)

A meeting of IQAC members was held at the IQAC office on 08.06.2020. The meeting began at 03.00 pm. The chairperson of the IQAC, *Dr. Mathew George* presented the agenda and welcomed everyone to the meeting. The IQAC coordinator, *Dr. Seno Jose* presented the status of the IQAC activities at college level and provided an update on the overall NAAC-related activities at department level. The IQAC discussed the *IQAC Action Plan 2020-21* prepared by the coordinator, *Dr. Seno Jose*.

The IQAC resolved:

- to conduct a staff council meeting (online/offline), and entrusted *Dr. Seno Jose* to make a presentation of the *Action Plan 20-21* for the members of staff.
- to submit proposals for *new PG and UG programmes (courses)*, and entrust *Dr. Seno Jose* to coordinate the same.
- to conduct of *ENRICH -2020*, orientation programme for first year students, once the admission process has been completed, and entrust *Dr. Seno Jose* to coordinate the same.
- to upgrade the Institutional level *MOODLE*- based learning management system (LMS), and entrusted *Dr. Jayaprasad PN* to implement the project, at the earliest.
- to develop *mobile applications* which helps teaching/learning and evaluation, and entrust *Dr. Jayaprasad PN* to take steps for the implementation of the same in the current academic year itself.

- to prepare modified version of *Teacher's Diary*, and entrusted *Dr. Seno Jose* to publish, and distribute the same among teachers, at the earliest.
- to prepare modified version of *Mentoring Register*, and entrusted *Smt. Prasanna Rajan* to take steps to publish, and distribute the same among teachers, at the earliest.
- to prepare modified version of *Tutorial Register*, and entrusted *Sri. Sojomon Mathew* to take steps to publish, and distribute the same among teachers, at the earliest.
- to start a *Weekly Teacher's Talk Programme*, as one of the best practices of the college, and entrust *Dr. Seno Jose* to take steps to realize the programme.
- to start an *Interdisciplinary research centre* in the college, and entrusted *Dr. Seno Jose* to submit a *Detailed Project Report* to the DCE, at the earliest.
- to take steps for the approval of *New Research Centres (Geology, Political Science and Commerce)*, and entrusted *Dr. Seno Jose* to coordinate the same.
- to encourage and support teachers to *submit Major and Minor projects* to various funding agencies, and entrusted *Dr. Sajeev US* to coordinate the same.
- to submit proposal for the *Strengthening of Sophisticated Analytical Instrumentation Centre*, and entrusted *Dr. Seno Jose* to submit a proposal to the DCE for the same.
- to conduct programmes for the *promotion of research among teachers to ensure 100% research enrolment of teachers*, and entrusted *Dr. Sajeev US* to coordinate the same.
- to conduct *Seminars on IPR/research methodology*, and entrusted *Dr. Sajeev US* to coordinate the programmes.
- to collect and categorize *research papers/books/chapters published from the college from 2016-17 onwards*, and entrusted *Dr. Sajeev US* to realize the same.
- to strengthen the *existing extension programmes* of the college, and entrusted *Dr. Sajeev US* to identify extension activities, prepare a proposal regarding the same and submit to the IQAC.
- to initiate *Institution-level Community Extension Programme* as one of the best practices of the college, and entrusted *Dr. Seno Jose* to coordinate the same.
- to entrust *Dr. Seno Jose* to take steps to *complete the ongoing constructions* such as compound wall, Library Block, Academic Block, Research Block, Ladies Hostel, Installation of a New Transformer, Office, and toilets for disabled students
- to entrust *Dr. Seno Jose* to take steps to *complete the renovation works* such as College canteen, Ring-road, Ramp, Drainage system, Boys' hostel, Ladies' hostel, and Plumbing works.
- to entrust *Dr. Seno Jose* to take *initiatives* for the renovation of auditorium, re-electrification of A and B blocks, Centralized Computer lab, Wi-Fi Campus and IT infrastructure.
- to entrust *Sri. Suraj P.R.* to implement a *system for infrastructure maintenance*.

- to prepare and submit a comprehensive report on the *University Examination results* and make strategic plans to improve the results. The task was entrusted with *Dr. Jayaprasad P.N.*
- to initiate and monitor programmes related to *Competitive examinations* NET/GATE/JAM, UPSC/KPSC, etc. The task was entrusted with *Dr. Jayaprasad P.N.*
- to plan and conduct programmes to *support students via scholarships and fellowships*. The task was entrusted with *Sri. Aravind R. and Sri. Suraj P.R.*
- to strengthen the activities of *carrier guidance and placement cell*. The task was entrusted with *Sri. Aravind R. and Sri. Suraj P.R.*
- to strengthen the *remedial coaching* to assist slow learners, and provide *special academic assistance* to advanced learners. The task was entrusted with *Sri. Aravind R. and Sri. Suraj P.R.*
- to support the *cultural and sports activities* of students, and strengthen the *Alumni activities*. The tasks were entrusted with *Sri. Aravind R. and Sri. Suraj P.R.*
- to prepare and submit *Plan Fund* proposals. The task was entrusted with *Dr. Seno Jose.*
- to implement Student and Faculty Management & Information System. The tasks were entrusted with *Dr. Jayaprasad P.N.*
- to conduct *staff training programmes*. The tasks were entrusted with *Sri. MS Somarajan and Dr. Jayaprasad PN.*
- to conduct Academic audit. The task was entrusted with *Dr. Jayaprasad PN.*
- to upgrade the College website. The task was entrusted with *Dr. Jayaprasad PN.*
- to prepare for *NIRF-2021*. The task was entrusted with *Dr. Seno Jose and Smt. Prasanna Rajan.*
- to conduct programmes on gender equality, environmental conscience. The task was entrusted with *Sri. M.S. Somarajan and Sri. Sojomon Mathew.*
- to conduct awareness programmes on barrier-free disability friendly campus. The task was entrusted with *Sri. M.S. Somarajan.*
- to conduct *Student Satisfaction Survey*. The task was entrusted with *Sri. Sojomon Mathew.*
- to conduct *Green Audit/ Energy Audit*. The tasks were entrusted with *Sri. Sojomon Mathew and Smt. Prasanna Rajan.*

In addition to the above resolutions, the IQAC resolved to conduct *weekly review meeting on every Monday at 03.00 pm*, to review, discuss, and implement its action plans.

The meeting was concluded at 04.30 pm

Dr. Seno Jose

IQAC coordinator

Dr. Mathew George

Principal

Minutes of the IQAC Meeting 2020-21: 2

Date: 02.07.2020

Time: 3.30 pm

- Agenda:**
- (a) Discussion on IQAC survey on Online classes
 - (b) Preparation of action plan 2020-21

Members Present

1. Dr. Mathew George (Chairperson)
2. Dr. Seno Jose (Coordinator)
3. Shri. M.S. Somarajan (Member, HoD, English)
4. Shri. Aravind R. (Member, Department of Economics)
5. Dr. Sajeev U.S. (Member, Department of Physics)
6. Smt. Prasanna Rajan (Member, Department of Botany)
7. Shri. Suraj P.R. (Member, HoD, Geology)
8. Shri. Sojomon Mathew (Member, Department of Zoology)
9. Smt. Minnie Diana (Student Representative)

A meeting of IQAC members was held at the IQAC office on 08.06.2020. The meeting began at 03.30 pm. The IQAC coordinator, *Dr. Seno Jose* presented the IQAC survey on Online classes. The report follows.

Brief report on the IQAC survey results on online-classes (2020-21)

Internal Quality Assurance Cell (IQAC) of the college, to understand the IT availability of our students for online classes, conducted a survey among I UG, II UG and I PG students. There were 551 responses, which is about 81% of the total number of students. About 19% students, due to the non-availability of network facility, were unable to respond (we contacted many of them via phone). A brief report on the results of survey is given below.

1. About 70% of students live in villages.
2. Only 22% of students have a good knowledge level regarding online classes.
3. About 95% of students use smartphones for undertaking classes. (This is a critical issue as we are forcing the students to continuously use mobiles for hours. Nobody has any idea about the associated health problems).
4. About 35 % of students use 'shared' gadgets.

5. Only 15 % students have permanent/temporary broadband. Majority depends on mobile data.
6. Only 8% students have high speed and unlimited connectivity.
7. Less than 25 % students have a comfortable level of adaptability towards online classes.
8. About 32 % of students have some sort of personal learning difficulty (health, visual, hearing, listening and/or focusing problems)
9. About 65% of students have average or low level of comfortability towards new technologies.
10. Only 35% students are comfortable with their gadgets in downloading and installing software, classes and study materials.
11. About 65% students have gadgets having a storage capacity less than 1 GB per day.
12. About 68% of students are not comfortable in engaging direct online classes for more than 3 hours per day.

The IQAC discussed the report and made the following resolutions.

- An urgent Council meeting may be conducted to discuss the report and to take steps to solve the issues of students regarding online classes.
- Steps may be initiated to provide smart phones to those students who cannot afford to purchase gadgets.
- A committee may be constituted to monitor the online classes and to prepare strategies to improve the accessibility of students.
- To conduct programmes for teachers to provide training for conducting effective classes via online platforms.
- To conduct awareness programmes for students to enable them to effectively utilize online platforms for their learning.

The meeting was concluded at 04.30 pm

Dr. Seno Jose
IQAC coordinator

Dr. Mathew George
Principal

Minutes of the IQAC Meeting 2020-21: 3

Date: 25.01.2021

Time: 3.00 pm

- Agenda:**
- (a) Review on IQAC activities
 - (b) Preparation of weekly action plan

Members Present

1. Dr. R. Pragash (Chairperson)
2. Dr. Seno Jose (Coordinator)
3. Shri. M.S. Somarajan (Member, HoD, English)
4. Shri. Aravind R. (Member, Department of Economics)
5. Dr. Sajeev U.S. (Member, Department of Physics)
6. Smt. Prasanna Rajan (Member, Department of Botany)
7. Shri. Suraj P.R. (Member, HoD, Geology)
8. Shri. Sojomon Mathew (Member, Department of Zoology)
9. Smt. Minnie Diana (Student Representative)

A meeting of IQAC members was held at the IQAC office on 25.01.2021. The meeting began at 03.00 pm. The IQAC coordinator, Dr. Seno Jose presented the agenda and welcomed everyone to the meeting. Next, he discussed the current status of the IQAC activities at college level and provided an update on the overall NAAC-related activities at department level. The meeting reviewed the important actions points to be implemented urgently and passed the following resolutions.

The IQAC should conduct weekly review meeting on every Monday at 03.00 pm, to review, discuss, and implement its action plans. Action plan may be prepared on weekly basis.

The IQAC members, for the current week, should focus on the following action points.

- (i) Dr. Jayaprasad P.N. is entrusted to conduct the student feedback. The feedback conducted via. Google platform should be analysed. The report may be submitted in the next IQAC meeting.
- (ii) Dr. Sajeev U.S. is entrusted to conduct the teacher feedback. The feedback conducted via. Google platform should be analysed. The report may be submitted in the next IQAC meeting.
- (iii) Shri. Suraj P.R. is entrusted to prepare a report on the Alumni feedback, which was conducted at the department level. The report may be submitted in the next IQAC meeting.

(iv) Shri. Aravind R. is entrusted to prepare a report on the parent feedback, which was conducted at the department level. The report may be submitted in the next IQAC meeting.

(v) Shri. Somarajan M.S. is entrusted to prepare a time table for the Weekly Academic Programme, which is scheduled for every Thursday 03.00 pm. The same may be submitted in the next IQAC meeting.

(vi) Shri. Sojomon Mathew is entrusted to consolidate and prepare Academic Calendar and Handbook. The same may be submitted in the next IQAC meeting.

(vii) Smt. Prasanna Rajan is entrusted to consolidate the AQAR data obtained from various departments.

(viii) Dr. Seno Jose is entrusted to prepare the AQAR report.

The meeting was concluded at 04.00 pm

Dr. Seno Jose
IQAC coordinator

Dr. R. Pragash
Principal

Minutes of the IQAC Meeting 2020-21: 4

Date: 15.03.2021

Time: 11.00 am

- Agenda:** (a) Review on IQAC activities for the academic year 2020-21
(b) Preparation of the IQAC Annual Report 2020-21

Members Present

1. Dr. R. Pragash (Chairperson)
2. Dr. Seno Jose (Coordinator)
3. Shri. M.S. Somarajan (Member, HoD, English)
4. Shri. Aravind R. (Member, Department of Economics)
5. Dr. Sajeev U.S. (Member, Department of Physics)
6. Smt. Prasanna Rajan (Member, Department of Botany)
7. Shri. Suraj P.R. (Member, HoD, Geology)
8. Shri. Sojomon Mathew (Member, Department of Zoology)
9. Smt. Minnie Diana (Student Representative)

A meeting of IQAC members was held at the IQAC office on 15.03.2021. The meeting began at 11.00 am. The chairperson of the IQAC, Dr. R. Pragash presented the agenda and welcomed everyone to the meeting. The IQAC coordinator, Dr. Seno Jose presented the status of the IQAC activities at college level and provided an update on the overall NAAC-related activities at department level. The IQAC discussed the following activities, and entrusted Dr. Seno Jose to prepare a comprehensive Annual Report for the year 2020-21.

Academic and Research Activities

- The pass percentages of UG and PG students
- The academic performance of the college in terms of student progression and placement of final year UG and PG students
- Achievement of students and teachers

Institutional Level programmes

- State-level Foundation Stone Laying Ceremony of New Buildings
- Inauguration of MSc Industrial Chemistry programme
- Felicitation Ceremony for Alumni Winning Local Body Elections-2020
- One-Week National Science Day Celebration

Activities of Internal Quality Assurance Cell

- Promotion of Teachers under Career Advancement Scheme
- Preparation and submission of detailed project report under the Lead College Scheme
- Student feedback, Faculty feedback and Student Satisfaction Survey
- Teacher's Diary, and Academic Calendar
- Preparation and Submission of Plan Fund Proposals
- ENTICH -2020, an orientation programme for first year students
- One-day workshop for teachers
- GCK Webinar Series 2020-21
- 'GCK Insights' a peer-teacher-talk programme
- College level community extension programme
- MS Viswambharan Memorial Inter Collegiate Science Quiz Programme
- Monitoring of activities of various clubs/forums

The committee opined that although majority of the programmes in the IQAC Action Plan 2020-21 were organized or realized, research activities are lagged behind. More focus should be given for the promotion of research at the institutional level. Furthermore, the committee stressed the importance of more involvement from the part of teachers in the NAAC-related activities.

The meeting was concluded at 12.30 pm

Dr. Seno Jose

IQAC coordinator

Dr. R. Pragash

Principal