

IQAC Meeting – Minutes

The first IQAC meeting held on 2nd June 2023 at the college auditorium. The meeting started at 11 AM. All stake holders attended the meeting. In this first meeting of IQAC, Principal, all staff members, PTA president, Management Representative, College Union Representative were attended the meeting. The agenda of the first IQAC meeting is to start NAAC re-accreditation works and the submission of AQAR of 2023-2024 in the month of December 2025.





NOTICE
Dear Colleagues,
This is to inform you that there is a IQAC meeting arranged on June 24 2023 at the College Auditorium. All are requested to participate, reporting to 11.00 a.m.
Thanking you,
Yours faithfully,
Dr. Anitha V
IQAC Co-ordinator

Dr. Anitha V
Dr. Vijayalakshmi N.S
Mrs. Anshu R
Mrs. Anshu M
Dr. Rajani R
Dr. Sini K.S
Mrs. Jayakumari B.S

Agenda
Distribution of Criticisms/Changes to Teachers for the NAAC Work

Mrs. Purnavathy Prasad V
Mrs. Ariga mal S
Mrs. Shanema S.L
Mrs. Ramana Beevi
Mrs. Nourah Younus/Leena
Mrs. Divya Chandran
Mrs. Sangeetha R
Mrs. Thasleema S
Dr. Mini K.S

Minutes
Distribution of Changes to Teachers
criticism I : Dr. Sini K.S, Mrs. Shanema S.L
criticism II : Dr. Vijayalakshmi N.S, Mrs. Purnavathy Prasad
criticism III : Dr. Rajani R, Mrs. Anshu M, Mrs. Ariga mal S.
criticism IV : Mrs. Sangeetha R, Mrs. Rakhi R, Sri. Premod, Sri. Anand V. Smith
criticism V : Mrs. Thasleema S, Mrs. Jayakumari B.S, Sri. Anesh V.
criticism VI : Dr. Anitha V, Mrs. Ramana Beevi
criticism VII : Dr. Sini K.S, Mrs. Divya Chandran
To conduct Awareness class on Constitution, Legal and Administrative aspects of RTI on September

To arrange orientation classes to teachers on various issues
submit first phase of completed interim- wise Report of NAAC work (AQAR) in September.

The second IQAC meeting held on 19-12-2023 at the Principal's cabin. The meeting started at 11.30 AM. All stake holders attended the meeting. The main agenda of the meeting is the submission of the AQAR in the correct time period and the conduct of various important activities related to each criterion and various curricular community, outreach, extension and collaborative programmes.

In this meeting evaluation of each criterion and submission time is given to all staff members. Criterion wise discussion were conducted under the guidance of the Principal, NAAC coordinator and IQAC coordinator.





Dear Colleagues,
 This is to inform you that
 there will be a NAAC meeting on 21/12/2023
 at 11.30 pm in the principal's office.

Dr. Mini K S
 NAAC Coordinator

Dr. Anitha N
 Principal

Dr. Rajani R
 Associate Prof.

Dr. Saini K S
 Associate Prof.

Dr. Saini K S
 Associate Prof.

9. Sangeetha P
 10. Dr. Mini K S
 11. Anitha N
 12. Anitha R
 13. Vijaya Lakshmi N S
 14. Dr. Rajani R

Dr. Mini K S
 Anitha N
 Anitha R
 Vijaya Lakshmi N S
 Rajani R

9. Sangeetha P
 10. Dr. Mini K S
 11. Anitha N
 12. Anitha R
 13. Vijaya Lakshmi N S
 14. Dr. Rajani R

Dr. Mini K S
 Anitha N
 Anitha R
 Vijaya Lakshmi N S
 Rajani R

ACADEMIC ADMINISTRATIVE AUDIT (AAA)

Details of Committee Members

- Dr. Anitha N, Principal - Chairperson
- Dr. Mini K S, Vice Principal, - IQAC Coordinator
- Mr. Noushad Younus, ,Secretary, FMET - Management Representative
- Ms. Ambili R, Associate Prof. in English - NAAC Coordinator
- Dr. Vijayalakshmi N S. Associate Prof, M.Ed. Dept. - NAAC Asst. Coordinator

- Ms.Sangeetha R, Associate Prof., B.Ed. Dept. - Staff Secretary
- Ms.Nazeera Beevi S - Office Supdt.

Major Observations and Recommendations

1. Academic Freedom - Given to the Principal and Staff by the Management, helps to conduct all the programmes – both curricular and non-curricular in a systematic manner
2. Academic Flexibility - Offers 6 optional subjects for B.Ed. and M.Ed. courses - English, Malayalam, Social Science, Mathematics, Natural Science, Physical Science
 - Induction Programme for Teacher Trainees
 - Yoga Classes, Skill Development Programme, Communication Skill Development Programme, Capacity Building Programme
 - Training for various Teacher Eligibility Test
 - Awareness on various self-study courses
 - Collaborative Programmes with Harithakarmasena and Kudumbasree unit.
3. Curriculum -
 - Follows curriculum prepared by the University of Kerala
 - Academic Calender prepared by the institution based on the annual academic calendar issued by the University of Kerala.
4. Meeting of Principal and staff for discussing the implementation of various curricular aspects.
5. Classes organised by experts in the field of Education.
6. Meeting with the staff and Head of the institutions for the smooth conduct of Teaching Practice in Schools, sanctioned by the DEO of Kollam District.
7. IQAC meeting with the management, Principal, staff and student representatives.
8. Seminars, workshops, debates, quiz competitions based on various social issues.
9. NSS activities and residential community camp for fostering various social values, community mindedness, social service, citizenship training, dignity of labour
10. Various conscientization programmes and ICT based innovative programmes.
11. Pre media training programmes for weaker students.
12. House wise division of students to conduct various arts and sports programmes.
13. Celebrate all important national days.
14. Innovative works to promote creativity.

15. Action Research, case study and minor project works to develop research skills among students.
16. School Induction programmes to understand the history and functioning of an institution.
17. Encouragement given to ICT based teaching and learning.
18. Power Point presentations and participation in various active competitions.
19. Micro Teaching practices.
20. E-Content development by staff and students
21. Participation in various staff level, national, international seminars.
22. Publication of articles in journals.
23. Correct feedback systems
24. Visit to orphanages, old age homes and after care homes.
25. Visit to special schools.
26. Display of Internal marks
27. Functioning of various cells and committees
28. Proper functioning of grievance cell.
29. Plastic free, calm and green environment.
30. Provision for scribe and facilities for disabled students.
31. Internal mark Compliance Committee
32. Collaboration with C-Disc, Govt. of Kerala organising CCC programmes and YIP
33. Tension free campus
34. Freedom to the students to express their ideas and views.
35. Maintenance of discipline in the campus.
36. Well established Lab.
37. Well Established Library.
38. Hostel facility for girls and boys.
39. Incinerator
40. Toilet facility
41. Free WiFi connection for staff and students
42. Computer lab with 30 computer for online examinations.
43. Adequate guidelines for availing scholarships.
44. Provision for presenting novel and innovative ideas for students.

45. Strong PTA, Alumni and College Union selected in the presidential way.
46. No political interference.
47. Well-equipped library with national, international journals and more than 200 thesis, done by our M.Ed. students.
48. Seating capacity of 50 students in the library.
49. Various community, charity and cleanliness programmes.
50. Sanction for starting Yoga, Library Science Course and DCA under CACEE, University of Kerala.
51. Inter Collegiate Sports Competitions.
52. Well implemented Decentralisation and Management process.
53. Orientation classes by former students.
54. Performance Appraisal Reports by Teaching and Administrative staff

Follow up Actions

1. Strengthen the ICT based teaching and learning process
2. Give more important to E-content development and web designing.
3. Encourage the staff and students to prepare brochure of all programmes of their concerned subjects.
4. Starting of one more unit of NSS
5. Starting of a college journal
6. Encourage the staff members to publish articles in journals under UGC case list.
7. Implementation of Learning Management System.
8. MOU with more institutions.
9. Adoption of skill development programmes in association with ASAP.
10. Encourage faculty members to do Ph.D. in their concerned subjects.
11. Implementation of more training programmes for the non-teaching staff members.
12. Conduct of more programmes based on research.
13. Conduct of various competition in association with the teaching practice schools.