

Minutes of the IQAC Meeting held on 21.07.2020.

Agenda:

1. Preparation for NAAC visit.
2. AGAR.
3. Programmes to be conducted.
4. Any other matter.






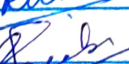

Discussed agendas and resolutions of last IQAC Committee meeting, and analysed the progress of decisions taken.

Decisions Taken:

1. Decided to start preparation for NAAC visit with immediate effect.
2. Decided to start work for the completion of pending AGAR's (2016-17 onwards).
3. Decided to conduct a workshop on NAAC Preparation by inviting an expert.
4. Reviewed the details of RUSA work.
5. Decided to celebrate Independence Day Online due to Covid situations.
6. Decided to conduct various programmes like National webinars, workshops and training programmes for students and faculty.
7. Decided to appoint guest faculty in Art and Craft, Performing arts, Communicative English and General Education as per NCTE norms.

8. Resolved to integrate ICT tools to make online classes more effective.
9. Resolved to organize Co-curricular activities online.
10. Decided to organise COVID awareness programmes.
11. Decided to organise training programmes on ICT integrated teaching methodology for our teachers.

#### Members present.

1. Dr. Manoj S. 
2. Dr. V. Soekumar 
3. Dr. Beena Rani S. 
4. Dr. Anutha S.M. 
5. Dr. Devika R. 
6. Dr. Revathi N. 
7. Dr. Sheela V.T. 

Minutes of the IQAC meeting held on 10.12.2020.

Agenda:

1. Preparation and review of pending AQAR's
2. RUSA Renovation works
3. MOOC course.
4. Preparation for Offline classes.
5. PTA meeting
6. Any other matters
7. Dr Sheela V.T. Sheela

Reviewed last meeting's decisions

- \* NAAC AQAR preparation progress.
- \* Dr. Mini Thomas IQAC coordinator BK College, Amalapuram took an orientation class on NAAC visit.
- \* Reviewed the success of various programmes organized in the institution



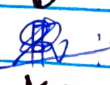


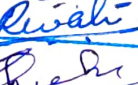

Decisions taken:

1. Decided to submit all the pending AQAR's (2016-2017, 2017-2018, 2018-2019, 2019-2020) in March/April before the deadline.
2. Evaluated the ongoing Renovation works under RUSA scheme.
3. Decided to start MOOC course on Organic Farming in collaboration with MG University.
4. Since offline classes begin in January decided to sanitize the classrooms and to make

necessary arrangements to conduct the classes following COVID protocol.

5. IGAC congratulated all the staff members for successful conduct of various webinars, Training programmes etc.
6. IGAC congratulated Dr. Sreekala K.L. for successfully conducting seven day FDP in collaboration with TNTEU
7. Decided to conduct PTA meeting in February or March and felicitate the students who won prizes

### Members Present

1. Dr. Manoj S. 
2. Dr. V. Sreekumar Es. 
3. Dr. Beena Rani S. 
4. Dr. Anitha S.M. 
5. Dr. Devika R. 
6. Dr. Revati N. 
7. Dr. Shreya V.T. 

## Minutes of the TBAC meeting held on 30.03.2021

### Agenda:

1. RUSA Renovation works
2. Submission of ABAR.
3. Review of programmes conducted
4. NCTE PAR Submissions
5. Planning of future programmes
6. Any other matter.

Reviewed last meeting's suggestions and decision made.

Analyzed NAAC ABAR work progress

Reviewed progress of printing and cupboard works of RUSA scheme

date fixed for the formal inauguration of MOOC course on organic farming

Reviewed success of programmes conducted

Evaluated implementation of Covid protocol in the institutions

### Decisions Taken

1. Evaluated the ongoing work progress of RUSA scheme and gave suggestions.

2. Evaluated pending AQAR's submission progress. Since the date of submission has been extended to May 31. it was decided to send it before the last date.
3. IQAC congratulated all faculty for organising webinars, TQPS observation of important days etc.
4. It was decided to entrust Dr Anitha SM as the convenor of NCTE and the submission of PAR.
5. Discussed matters concerning conduction of fultime programmes for students and faculties.
6. Meeting resolved to conduct Awareness programme on Gender issue.
7. Decided to conduct career counselling and placement programme

#### Members Present.

1. Dr Manoj S.
2. Dr. V. Sreekumar
3. Dr. Beena Rani S.
4. Dr. Devika R.
5. Dr. Anitha S.M.
- 6.

Handwritten signatures of the members present, corresponding to the list above. The signatures are written in blue ink and are somewhat stylized.

6. Dr. Rewati N.

7. Dr. Shreba V.T

Rewati  
Shreba

## Minutes of the IQAC meeting on 22/6/2021

### Agenda








- 1 Submission of pending AQAR's
- 2 Plan for academic year 21-22
- 3 Preparation of AQAR 20-21

Reviewed last meeting's suggestions and decisions made.  
 Analysed the progress of pending AQAR's.  
 Reviewed the progress of RUSA work.  
 MOOC Course on organic farming was formally inaugurated.

### Decisions taken.

- 1 Since the last date of submission of pending AQAR's have been extended, it was decided to finish the work well before the deadline.
- 2 Decided to continue online classes till further government orders.
- 3 Decided to do school induction programme online.
- 4 Decided to start preparation of AQAR 20-21
- 5 Decided to conduct various programmes for students in online mode till offline classes begin.
- 6 Decided to do library automation
- 7 Decided to host Mr University inter-collegiate tournaments in the college
- 8 Decided to instruct the contractors to finish the work in the staff rooms and tables at the earliest.

## Members Present.

Dr. Mangi S.	
Dr. V. Sreekumar	
Dr. Dinesh	
Dr. Beena Rani S	
Dr. Asitha S.M.	
Dr. Ruzat N	
Dr. Sheela-V.T	

## Minutes of the IQAC Meeting on 31/8/2021

### Agenda

- 1 Final submission of AQARs.
- 2 Preparation of AQAR 20-21
- 3 Preparation of SSR.

Reviewed last meeting's suggestions and decisions made.  
Renovation work in staff room is almost over.


### Decisions taken:

- 1 Completed final submission of pending AQARs (16-17 to 19-20) (4 years). today at 1.00 PM.
- 2 IQAC congratulated all faculty for the successful submission.
- 3 Decided to review placement cell
- 4 Decided to initiate steps for rainwater harvesting.
- 5 Decided to convert the ground floor seminar hall into an indoor sports & fitness centre after completion of the new class rooms (RUSA).

### Members Present:

- 1 Dr. Manoj S.
- Dr. Raveen
- Dr. Anitha S.M.

RA

  
AM

Dr. V. Sreelakshmi  
Dr. Devika R.

~~Dr.~~  
Dr.

Dr. Beena Rani S  
Dr. Sheeba V.T

~~Dr.~~  
Sheeba

## Minutes of the IQAC Meeting held on 17/11/2021

### Agenda -

1. Submission of AQAR 20-21
2. Submission of NCTE PAR
3. Submission of data in AISHE Portal.
4. Programmes to be conducted.
5. Appointment of part-time librarian & library automation.

### Decisions taken.

1. Decided to conduct review meetings every week to discuss progress of AQAR 20-21
2. Decided to submit AQAR before 31/12/2021.
3. Decided to submit NCTE PAR online and entrusted the responsibility to the team led by Dr. Aniltha S.M.
4. Decided to submit required data in AISHE Portal.
5. Decided to conduct Yoga, BLS and self defence training to First year students.
6. Decided to conduct various other programmes beneficial to students.
7. Decided to send college teams to participate in MA University Youth Festival.
8. Decided to ensure active participation of our students in various programmes of MA University N700C, YIP etc.
9. Decided to give K.T.B.T orientation to our students with the help of our alumni.
10. Decided to conduct PTA general body meeting, merit day etc.

The meeting also reviewed last meeting's suggestions and decisions.

Members Present-

Dr. V. Sreedkumar

SL

Dr. Beena Rami S

BS

Dr. Devika R

DR

Dr. Anitha S.M.

AS

Dr. Rewati N

RN

Dr. Mangal S

MS

Dr. Sheeba V.T

SVT