

M.S.M.COLLEGE, KAYAMKULAM

IQAC meeting minutes: 2018-19

IQAC meeting 1 : Term I of Academic Year 2018-19

Venue: Principals Chamber

Date: 15/06/2018

Time: 2.00 PM

Agenda of the meeting:

- Teaching, learning and evaluation
- Feed back Analysis
- Science Popularisation Scheme
- AQAR 2017-18 preparation & submission
- World environment day & Erudite Scholar programme
- Appointment of three new teachers

Minutes of the meeting & Action Taken Report

Sr. No.	Points of Discussion	Discussion by	Action Taken Report
1	Teaching, learning and evaluation: Methods to improve teaching learning were discussed based on result analysis. Conduct of bridge course for new comers of UG and PG level was planned	Dr. Bhadrakumari, HOD Physics	IQAC suggested teachers to enhance the use of ICT SSP for slow learners WWS for advanced learners

2	Feed back Analysis	Dr. Rubeena .S, Associate Professor, Department Of English	Feed back analysis of each department were done separately and remedial measures were taken up
3	Science Popularisation Scheme: KSCSTE has sactioned Dr. Bindu.L, Asst. Professor of Zoology, Rs. 1.90 lakhs for the programme. Strategies to implement the programme were discussed	Principal	Strategies were chalked out to execute the programme
3	AQAR 2107-2018 preparation and submission: It was decided to collect the details from all department level NAAC Co-ordinators by July 15.	Dr. Neethu Sundaresan, IQAC Co-ordinator	Timely submission of AQAR
4	Revamping of website: it was decided to convert the college website to a dynamic one	Dr. Neethu Sundaresan, IQAC Co-ordinator	Process initiated
5	Celebration of World Environment Day by Department of Chemistry	Dr.Rajasri. P. Nair, HOD Chemistry	Programmes were planned
6	Erudite Scholar programme in association with KSHEC by Renowned	Dr. M.Govind	Various committees were constituted to organize the event

	<p>Social Theorist Professor Dr. Jonathan Dollimore : An international colloquium was planned in JULY by Department of English.</p>		
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Dr. Neethu Sundaresan

Co-ordinator, IQAC

IQAC meeting 2 : Term II of Academic Year 2018-19

Venue: Principals Chamber

Date: **13/11/2018**

Time: 2.00 PM

Agenda of the meeting:

- Revamping of website
- Participation in NIRF -2019 Ranking : Data Submission
- Organised a National Seminar in association with Indian Science Congress Association (ISCA)
- Organised a Institutional Seminar on Revised Accreditation Process Of NAAC for Affiliated Colleges.
- Online Quiz competition for students
- Promotion of Faculty Members
- Approval and submission of AQAR 2017-2018
- Proposal Submitted for student project grant

to KSCSTE

Minutes of the meeting & Action taken report			
Sr. No.	Points of Discussion	Discussion by	Action Taken Report
1	<ul style="list-style-type: none">Revamping of website	Dr. S. Rubeena	Website expansion initiated
2	<ul style="list-style-type: none">Participation in NIRF -2019 Ranking : Data Submission	Dr. Neethu Sundaresan	Details were sought from every department
3	<ul style="list-style-type: none">Organised a National Seminar in association with Indian Science Congress Association (ISCA)	Dr.S.Amina	Committees were constituted for the event
4	<ul style="list-style-type: none">Organised a Institutional Seminar on Revised Accreditation Process Of Naac For Affiliated Colleges.	Dr. Neethu Sundaresan	Organised the seminar
5	<ul style="list-style-type: none">Online Quiz competition for	Dr. Rajasri. P.Nair	Conducted the Quiz

	students		
6	<ul style="list-style-type: none"> Promotion of Faculty Members 	Dr. K.I.Razia	Procedures completed
7	<ul style="list-style-type: none"> Approval and submission of AQAR 2017-2018 	Dr. S.Amina	Timely submission was done

Dr. Neethu Sundaresan

Co-ordinator, IQAC

IQAC meeting 3 : Term III of Academic Year 2018-19

Venue: Principals Chamber

Date: 03 /01/2019

Time: 2.00 PM

Agenda of the meeting:

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| <ul style="list-style-type: none"> Science Day Celebrations One day seminar on NAAC-REVISED ACCREDITATION FRAMEWORK Application For SARD by Department of Physics and FIST by Department of Chemistry Proposal preparation for RUSA grant |
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Minutes of the meeting & Action taken report			
Sr. No.	Points of Discussion	Discussion by	Action Taken Report
1	<ul style="list-style-type: none"> Science Day Celebrations 	Dr. S. Amina	Chemistry department organized various programmes as part of Science Day Celebrations
2	<ul style="list-style-type: none"> Application For SARD by Department of Physics and FIST by Department of Chemistry 	Dr. Neethu Sundaresan	Physics department applied for SARD and Chemistry department applied for FIST
3	<ul style="list-style-type: none"> One day One day seminar on NAAC-REVISED ACCREDITATION FRAMEWORK 	Dr. S. Amina	Organised the seminar
4	Proposal preparation for RUSA grant	Dr. S. Amina	IQAC prepared and submitted the proposal for RUSA

Dr. Neethu Sundaresan

Co-ordinator, IQAC

IQAC meeting 4 : Term III of Academic Year 2018-19

Venue: Principals Chamber

Date: 06 /03/2019

Time: 2.00 PM

Student Satisfaction Survey implementation: With changes in regard to new NAAC methodology, Student Satisfaction Survey which was part of A & A Process was discussed. The questionnaire of Student Satisfaction Survey shared by NAAC was framed and how to implement the same was opinioned so that system can be more robust and ready for the new process. NAAC Quantitative & Qualitative Measure Templates: The new format of NAAC – Quantative and Qualitative data templates was discussed. It was decided to enter the data from the all the departments in the template as shared by NAAC and review to be conducted based on the same. AAA Audit: As per the NAAC mandate for AAA Audit, it was decided to have Academic and Administrative Audit based on new NAAC methodology in the coming academic year.

Dr. Neethu Sundaresan

Co-ordinator, IQAC