

M.S.M.COLLEGE, KAYAMKULAM

IQAC meeting minutes: 2019-20

IQAC meeting 1 : Term I of Academic Year 2019-20

Venue: Principals Chamber

Date: 10/07/2019

Time: 2.00 PM

Agenda of the meeting:

- Teaching, learning and evaluation
- SWOT and Feed back Analysis
- To organize workshop on MOODLE for Faculty Members
- AQAR 2018-19 preparation & submission
- Initiate Student IQAC

Minutes of the meeting & Action Taken Report

Sr. No.	Points of Discussion	Discussion by	Action Taken Report
1	Teaching, learning and evaluation: Methods to improvise teaching learning were discussed based on result analysis.	Dr. Geethakumari.K, Principal	IQAC suggested Departments to incorporate innovative techniques to make the teaching learning process more interesting with the use of ICT
2	SWOT and Feed back Analysis	Dr. Rubeena .S, Associate Professor, Department Of English	SWOT and Feed back analysis of each department were done separately and remedial measures were

			taken up
3	AQAR 2018-2019 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	Preparation of AQAR initiated
4	To organize Moodle workshop for Faculty members	Dr. Neethu Sundaresan, IQAC Co-ordinator	Conducted the workshop
5	To initiate Student IQAC	Dr. Neethu Sundaresan, IQAC Co-ordinator	Mr. Anas and Ms.Asha. K.Nair were selected as Faculties in charge for the Student IQAC. It was decided to select one student from each Department for student IQAC. Programmes were planned

Dr. Neethu Sundaresan
Co-ordinator, IQAC

Dr. K.Geethakumary
Principal

IQAC meeting 2 : Term II of Academic Year 2019-2020

Venue: Principals Chamber

Date: **09/10/2019**

Time: 2.00 PM

Agenda of the meeting:

- Updation of website
- Participation in NIRF -2020 Ranking : Data Submission
- Conduct of National Seminar by History Department
- Student IQAC Organised seminars
- Capacity Building programme for students
- Submission of 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 -2020 Ranking : Data Submission 	Dr. Neethu Sundaresan	Details were sought from every department
3	<ul style="list-style-type: none"> History Department Organised a National Seminar 	Dr.T.R.Manoj	Committees were constituted for the event
4	<ul style="list-style-type: none"> Institutional level Seminars by Student IQAC 	Dr. Neethu Sundaresan	Organised the seminars
5	<ul style="list-style-type: none"> Capacity Building Activities for Students 	Dr. Muhammed Taha	Few Departments organized events for students
6	<ul style="list-style-type: none"> Submission of PG student project grant to KSCSTE 	Dr. Rajasri. P. Nair	Chemistry and Zoology Departments submitted

Dr. Neethu Sundaresan

Co-ordinator, IQAC

Dr. K.Geethakumary

Principal

IQAC meeting 3 : Term III of Academic Year 2019-2020

Venue: Principals Chamber

Date: 03 /01/2020

Time: 2.00 PM

Agenda of the meeting:

- Discussion Renovation of new Library Block.
- To decide on Eco-friendly measures include steps to reduce consumptions of electrical energy and Campus Security.
- To discuss about increasing the extension activities useful to the society
- Discussion on establishment of Research Centre in Department of Arabic

Minutes of the meeting & Action taken report			
Sr. No.	Points of Discussion	Discussion by	Action Taken Report

1	<ul style="list-style-type: none"> Discussion on the ongoing Renovation of new Library Block. 	Dr. K. Geethakumari	IQAC members pointed out the necessary interior arrangements needed for the differently abled students which were informed to the Management
2	<ul style="list-style-type: none"> To decide on Eco-friendly measures include steps to reduce consumptions of electrical energy and Campus. 	Dr. Neethu Sundaresan	It was decided to initiate replacement of conventional tubes and bulbs with LED in the Campus
3	<ul style="list-style-type: none"> To discuss about increasing the extension activities useful to the society 	Dr. K.I. Razia	IQAC recommended NCC and NSS to boost their existing activities to augment social commitment among students
4	Discussion on establishment of Research Centre in Department of Arabic	Dr. Muhammed Taha	IQAC members extended full support to Arabic Department the initiate the process

Dr. Neethu Sundaresan
Co-ordinator, IQAC

Dr. K. Geethakumary
Principal

IQAC meeting 4 : Term III of Academic Year 2019-2020

Venue: Principals Chamber

Date: 24 /02/2020

Time: 2.00 PM

Agenda of the meeting:

- Discussion on the status of the online mode of AQAR submission
- To discuss on the status on SSR preparation.
- To discuss about activities on Entrepreneur Development Club
- Discussion on measures to prevent Covid-19 pandemic

Minutes of the meeting & Action taken report			
Sr. No.	Points of Discussion	Discussion by	Action Taken Report
1	Discussion on the status of the online mode of AQAR submission	Dr. K. Geethakumari	IQAC Co-ordinator sensitized the IQAC members about the latest format of AQAR
2	To discuss on the status of SSR preparation.	Dr. Neethu Sundaresan	HOD's of all Departments submitted their progress of NAAC document preparation
3	To discuss about activities on Entrepreneur Development Club	Dr. K.I. Razia	IQAC recommended ED club to boost their existing activities

4	Discussion on measures to prevent Covid-19 pandemic Department of Arabic	Dr. Muhammed Taha	Precautionary Measures to be taken by staff and students were chalked out. Chemistry Department prepared Sanitizer for staff and students. Economics Department is association with Womens Club trained students to stitch masks. Covid Assistance were rendered by NCC, NSS and few faculty members

Dr. Neethu Sundaresan

Co-ordinator, IQAC

Dr. K.Geethakumary

Principal