

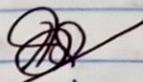
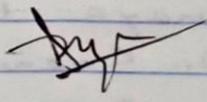
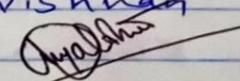
MINUTES.

A meeting of the IQAC was held on 30/08/2022 and the following decisions were made.

1. To suggest the following academic time plan
 - (i) Internal exam for iii, iv semesters → Third week of August.
 - (ii) Internal exam for 7 Sem → Second week of Dec.
 - (iii) Internal exam for iv, vi semesters → February
 - (iv) Internal exam for ii semester → March
 - (v) IQAC meeting with departments and sub clubs/committees → Dec. & March
 - (vi) Academic audit → iind week of November

2. To collect the AQAR data from the IQAC Laptop computer and each member will be in charge of consolidating and listing out missing data/document, of respective criterion as was done in the previous year.

3. The co-ordinator is assigned the duty of contacting Dr. Edamane Prasad to ask his availability for FDP on OBE.

1. Dr. Sudheesh P. 
2. Dr. Sandhya M. Unnikrishnan 
3. Priyalekshmi P. V. 

4. Dr. Vinaya Bheskaran ~~in-charge~~
5. Dr. Rajesh Kumar T. ~~in-charge~~
6. Neetha P.C.
7. Dr. Seema Devi R. ~~in-charge~~
8. Dr. Yamune K.M.

NOTICE

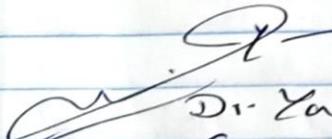
7/7/22

A meeting of the IQAC will be conducted on 08/07/22, at 1:00 pm, at IQAC office. All are requested to attend.

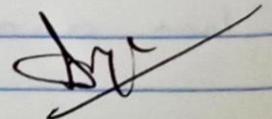
Agenda:

- ① Scrutiny of placement proposals of various faculties.
- ② Any other.

Thanking you.


Dr. Yamune K.M.
Co-ordinator.

1. Neetha P.C.
2. Dr. Sandhya M. Unnikrishnan
3. Priyalakshmi P.N.
4. Vinaya Bheskaran ~~in-charge~~
5. Dr. Seema Devi R.
6. Dr. Rajesh Kumar T.
7. Dr. Sudheesh P.



MINUTES

A meeting of the RAC was held on 08/07/2022 and the following decisions were made.

① The placement proposals of the following teaching staff were scrutinised and recommended for favourable decision, to the respective screening committee.

- Dr. Santhosh Kumar Vallikkal (from level 11 to level 12)

- Dr. Rajesh K.P (from

- Dr. Pushpalatha K. (from

- Mr. Vineeth M. (from level 10 to level 11)

② To suggest departments and clubs to observe special days as they come by so that 4-6 programmes are conducted per month.

1. Neetha P.C.
2. Dr. Sandhya M. Unnikrishnan
3. Dr. Sudeesh P.
4. Dr. Vinaya Bhaskaran
5. Priyalakshmi P.V.
6. Dr. Seema Devi R.
7. Dr. Rajesh Kumar T.
8. Dr. Yamune K.M.

MINUTES

A meeting of the IQAC was held on 21/07/22. The following decisions were made.

① To suggest activities to departments, clubs and committees, in par with the Action plan 2022-23.

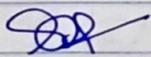
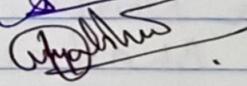
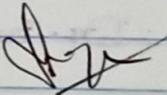
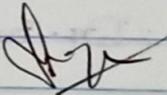
② To collect action plan of departments, clubs and committees by 5th August.

③ To ask Academic committee to design academic calendar for the year.

④ To request for Administrative audit, to the principal.

⑤ To urge each department to undertake 1 programme each, under ASAP scheme.

⑥ To conduct merit day

- 1.
- 2.
3. Dr. Sudheesh P. 
4. Dr Seema Devi 
5. Priyalakshmi. P. N 
6. Neetha. P. C 
7. Dr. Savithy. M. Vanikrishnan 
8. Dr. Vijaya Bhaskaran Srinivasan 

MINUTES

An on-line meeting of the IQAC was conducted on 06/05/2022 to plan the proposed FDP on OBE, and the following decisions were made.

① To conduct the offline FDP on "OBE - Attainment Analysis", on 12/05/2022, from 1:00 pm to 4:30 pm.

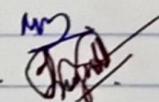
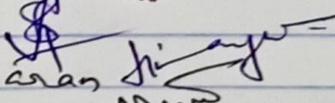
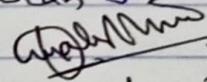
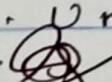
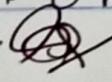
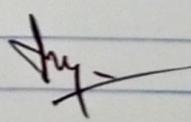
② IQAC co-ordinator and the principal slainte with the resource person, with a lunch meeting at 12:30 pm.

③ Dr. Edamana Prasad (IIT Madras) will serve as the resource person.

④ Decided to request for an amount of Rs.9500/- to the principal, towards various heads of expenditure.

⑤ Approved the information brochure, that was designed by IQAC.

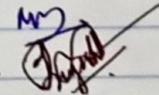
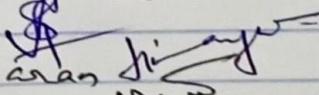
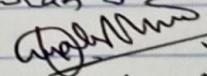
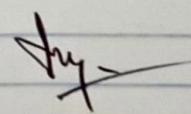
⑥ To collect AQAR from each faculty for the two academic years (2021-22 and 2022-23), after consolidating AQAR.

1. Neetha P.C.
2. Dr. Rajesh Kumar T. 
3. Dr. Seema Devi R. 
4. Dr. Vinaya Bhaskaran 
5. Priyalekshmi P.V. 
6. Dr. Sandhya M. Unnikrishnan 
7. Dr. Sudheesh P. 
8. Dr. Yamuna K.M. 

MINUTES

An on-line meeting of the IQAC was conducted on 06/08/2022 to plan the proposed FDP on OBE, and the following decisions were made.

- ① To conduct the offline FDP on OBE - Attainment Analysis, on 12/08/2022, from 1:00 pm to 4:30 pm.
- ② IQAC co-ordinator and the principal slants with the resource person, with a lunch meeting at 12:30 pm.
- ③ Dr. Edamane Prasad (IIT Madras) will serve as the resource person.
- ④ Decided to request for an amount of Rs. 9500/- to the principal, towards various heads of expenditure.
- ⑤ Approved the Informal Brochure, that was designed by IQAC.
- ⑥ To collect AQAR from each faculty for the two academic years (2021-22 and 2022-23), after consolidating AQAR.

1. Neetha P.C.
2. Dr. Rajesh Kumar T. 
3. Dr. Seema Devi R. 
4. Dr. Vinaya Bhaskaran 
5. Priyalekshmi P.V. 
6. Dr. Sandhya M. Unnikrishnan 
7. Dr. Sudheesh P. 
8. Dr. Yamune K.M.

MINUTES

A meeting of the IQAC was conducted on 22/09/2022, 10:30 am. The following decisions are made.

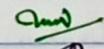
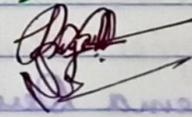
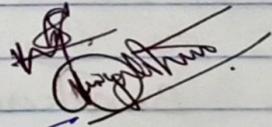
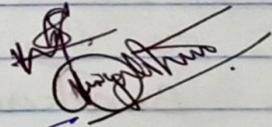
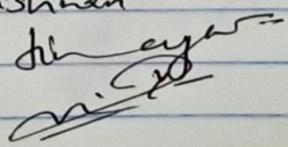
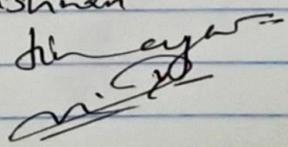
① Proposal for Add-On course by the Department of Commerce was approved and forwarded.

② Placement proposal of Dr. Shaji U (Assistant Professor of Commerce) from Level 10 to Level 11 was scrutinised and approved.

③ Principal declared that financial support of upto Rs. 3000/- can be given to each department, to organise various programmes; as per the demand of IQAC

④ 29/09/2022 is isolated for AQAR consolidation work, by the IQAC members.

⑤ To enlist the essential requirements and submit to the principal for consideration

- 1. Prof. Dr. Jyothilekshmi P. 
- 2. Dr. Rajesh Kumar. T 
- 3. Mani Karunan 
- 4. Neetha. P. C 
- 5. Dr. Seema Devi R. 
- 6. Priyalakshmi P. N. 
- 7. Dr. Sudheesh P. 
- 8. Dr. Sandhya M. Unnikrishnan
- 9. Dr. Vinaya Bhaskaran 
- 10. Dr. Yamuna K. M. 

MINUTES

A meeting of the IQAC was conducted on 3/11/2022 at 1:30 pm, at IQAC office. The following decisions were made,

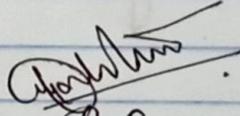
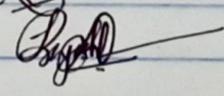
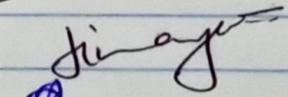
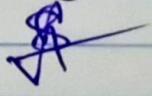
① Placement proposal submitted by Dr. Aravind J (from Assistant Professor level 12 to Associate Professor level 13B) was scrutinised, the first level scrutiny was performed by all IQAC members. Dr. Sandhya M. Dhanikrishnan and Ms. Neeltha P.C. were unanimously assigned to conduct a second level scrutiny. They were expected to submit the report to next IQAC meeting.

② It was decided to conduct FDP on 'IRINS and Academic Publishing' in association with Library and SWAYAM-VIDWAN cell on 18/11/2022. Financial support of Rs. 5000/- to be requested to the principal.

③ The final course next step consolidation of BAR 2021-22 data to be performed within a week.

④ Dr. Thusiani placement proposal was scrutinised.

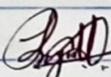
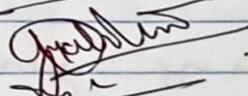
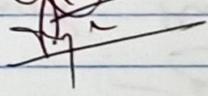
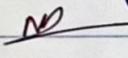
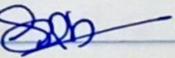
1. Neeltha P.C.
2. Dr. Snelheesh P.
3. Dr. Priyalakshmi P.V.
4. Dr. Rajesh Kumar J.
5. Dr. Sandhya M. U.
6. Dr. Vinaya Bhaskaran
7. Dr. Seema Devi R.
8. Dr. Yamuna K.M.

MINUTES

A meeting of the IQAC was conducted on 7/11/22. The following decision was taken.

① Dr. Sandhya M. Unnikrishnan and Mrs. Neetha P.C. have jointly submitted the report of second-level scrutiny of the placement file submitted by Dr. Aravind J. The report agrees with the first-level scrutiny report that the file can be forwarded to the selection committee as it is.

- 1.
2. Dr. Rajesh Kumar. T 
3. Priyalarakshmi. P. N. 
4. Dr. Sandhya. M. U. 
5. Dr. Seema Devi R. 
6. Neetha P.C. 
7. Vinaya Bhaskaran Jirayar.
8. Dr. Sudheesh P. 

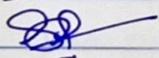
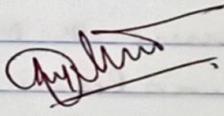
MINUTES

A meeting of the IQAC was conducted on 31/03/2023. The following decisions were taken.

① It is decided to conduct a data consolidation - submission workshop 10/3/2022 from 10:30 am onwards.

② The placement proposals were undergone a first-level scrutiny and were assigned for second-level scrutiny and the reports were supposed to be submitted in the next IQAC meeting.

③ A ~~statue~~ ~~statue~~ meeting of IQAC with all departments and clubs ~~will~~ will be conducted from 16th January onwards.

1. Neelke P C 
2. Dr. Sudheesh P. 
3. Dr Seema Devi R 
4. Dr Pargalakshmi P. N 
- 5.
- 6.
- 7.

MINUTES

A meeting of the IQAC was held on 10/01/2023 at 2:30 pm, after the data consolidation workshop. The following decisions were made.

1. Data consolidation is completed by 98%. Minor documents needs to be collected and uploaded. Uploading can be started soon.
2. The placement proposals of Dr. Sudheesh P., Dr. Athina Nandan and Dr. Vinaya Shekharan and Ms. Indu R. Pillai had undergone the second level scrutiny and IQAC decided to forward the proposals for next level of processing.
3. The proposal submitted by Ms. Kanya for data collection towards her internship programme has been considered and forwarded to the principal for favourable decision.
4. Placement proposal submitted by Dr. Meena Kumari P will be scrutinised by all IQAC members in the mean time and the reports to be placed on table before at the next meeting.
5. IQAC meet with departments, clubs and committees will be conducted on 19/01/23 and 20/01/23, according to the convenience of the second party.

MINUTES

A meeting of the IQAC was held on 30/01/2023. The following decisions were made.

~~1. It was decided to forward the placement proposals~~

1. It was seen that the placement proposal submitted by Dr. Meena Kumari needs some technical corrections. She can resubmit the corrected versions meanwhile and it will be considered in the next IQAC meeting.

2. After the evaluation of the activities of departments, it was seen that more than 70% of the plans of IQAC were completed. All the concerned were requested to continue until the academic year ends.

3. AQAR data uploading, criteria-wise, will be done in the upcoming days.

4. Placement proposals of Dr. Sheeba N. and Capt. Aboobacker M. will be scrutinised and to be placed in the next IQAC meeting.

1. Neetha PC MP

2.

3.

4. Dr. Sudheesh P. [Signature]

5. Dr. Seena Devi [Signature]

6.

7. Dr. Priyadashmi. P. [Signature]

8.

MINUTES

A meeting of the IQAC was held on 10/02/23, The following decisions were made.

1. The placement proposals submitted by Dr. Sheeba M, ~~and~~ Capt. Aboobacker M. and the corrected proposal of Dr. Meenakumari P. were found correct and suggested for further steps.

2. AQAR data uploading is completed. It will be requested to the Principal, for submission of the same at the next council meeting for approval.

3. It will be requested to the Principal, to permit to organise an 'Academic Day', by the end of March where all the departments, clubs and committees showcase their activities and achievements during the year.

4. To contact the website committee for updating the college website.

1. Neetha .P.C ~~W~~

2. Dr. Sugheesh P. ~~SP~~

3. Dr. Sanjay M.O ~~SMO~~

4.

5. Dr. Priyalabhinavi P.V ~~PPV~~

6. Dr Seema Devi. ~~SD~~

7.

8.

~~NOTICE~~
MINUTES

A meeting of the IQAC was held on 06/03/23. The following decisions were made.

1. As suggested by the Principal and approved by the IQAC, an orientation programme for the whole faculty will be conducted in the second half of March, according to the availability of the resource persons.

2. A one-day seminar on NEP will be conducted in the second half of March, as directed by the Management. The resource persons were identified and will be contacted so that the seminar can be done on 22nd, 23rd or 24th of March.

3. The uploaded AQAR was approved by the college council conducted on 10/2/23. It will be submitted after the final verification, on 21/03/23. A schedule of IQAC members for final verification was formed.

- | | |
|--------------------|-------------------------|
| 1. | 5. Dr. Priyanka Khmi Pr |
| 2. Dr. Seema Devi | 6. |
| 3. Neetha PC | 7. |
| 4. Dr. Sudheesh P. | 8. |

MINUTES

A meeting of the IQAC was held on 31/03/2023, at 12:30 pm. The following decisions were made.

1. To collect AQAR data for 2022-23 during the summer holidays with deadline of 30/06/2023.

2. To proceed with the MoU proposal from KAM Unity college. Dr. Rajesh Kumar T. will take care of further steps.

3. Verification of AQAR will be done in the mid of April, depending on the availability of all members, after practical examinations.

4. To conduct the proposed NAAC orientation workshop in June/July 2023, according to the availability of resource persons.

1.

2. Dr. Parvatalakshmi. P. N

3. Dr. Saranya M. V

4. Dr. Suchneesh P.

[Signature]