

NOTICE

A meeting of the ISAC will be conducted on 01/06/2023 at 1:30 pm. Please make it convenient to attend.

Agenda

1. Annual action plan 2023-24
2. Academic & Infrastructure requirements for 2023-24
3. Workshop on 'Scholarly writing & AI'
4. Any other.

Thanking you.

Dr. Yamuna K.M.

Dr. Sandhya M.V.

Dr. Seema Devi R.

Dr. Sudheesh P.

Dr. Priyalakshmi P.V.

MINUTES

A meeting of the IQAC was held on 01/06/2023 and the following decisions were made.

1. Action plan designed and will be submitted to the Principal, for the approval of college council.

2. Identified academic and infrastructural requirements to be met urgently. Recommendations on the same will be made to the Principal.

3. Data collection for 2022-23 has started, with a deadline of 15/07/23.

4. Circulars will be issued, requesting all the convenors of various clubs during 2022-23, to submit the activity report.

5. Approved the proposal from Dept. Commerce to conduct Add-on programme.

1. Neelke PL

Neelke

2. Dr. Priyalakshmi. P.N

Priyalakshmi

3. Dr. Seema Devi P

Seema

4. Dr. Sudheesh P.

Sudheesh

5. Dr. Yamuna K.M.

Yamuna

6. Dr. Rajesh Kumar. T

Rajesh

7. Dr. Suresh - M.U

Suresh

NOTICE

A meeting of the IBAC will be held on 14/06/2023, at 12:00 pm, at IBAC office. Please make it convenient to attend.

Agenda:

1. Preparation for management visit
2. Any other.

1. Neelha PC ~~MS~~
2. Dr. Sridhar M.U ~~MS~~
3. Dr. Sudheesh P. ~~MS~~
4. Dr. Seema Dair ~~MS~~
5. Dr. Priyalakshmi P.N ~~MS~~

MINUTES

A meeting of the IQAC was held on 14/05/2023, at IQAC office. The following decisions were made.

1. Identified the requirements to be communicated with the management, during the visit of the education secretary.
2. Decided to scrutinise the placement proposal from Ms. Smitha M.

1. Needs PC ✓
2. Dr. Sudheesh P. ✓
3. Dr. Seema David ✓
4. Dr. Priyalakshmi. P. N. ✓
5. Dr. Yamuna R. M. ✓
6. Dr. Rajesh Kumar T ✓
7. Dr. Jambhik M. V. ✓


NOTICE

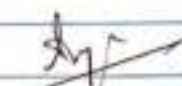



A meeting of the IACC will be conducted on 25/07/2023, 2:30 pm at IACC office. All members are requested to attend.

Agenda:

- ① SAAC orientation workshop
- ② FDP planning
- ③ Any other

Thanking you,

  
Dr. Yamuna K.M.,  
Co-ordinator

1. Dr. Sudeep M.V 
- 2.
3. Dr. Prityalakshmi P.V 
4. Dr. Suresh D.K. 
5. Dr. Rajesh Kumar.T 

MINUTES

A meeting of the SAC was held on 25/07/2023. The planned meeting was shifted to online mode due to the unexpected holiday declared by the Dist. Collector. The following decisions were made.

① Dr. Priyalakshmi P.N. who was delegated to attend SAC orientation workshop at the Head Office, management briefed the report. Based on that it is decided to contact # KSHEC, for a session at our college.

② FDP on NAAC orientation will be conducted in September.

③ NSS women's college Karamana will be contacted, seeking the possibility to serve as mentor college in NAAC accreditation procedure.

④ Clarifications on APAR format will be obtained from nearby NSS Colleges.

1. Dr. Sandhya Unnikrishnan
2. Neelja P.C.
3. Dr. Priyalakshmi P.N.
4. Dr. Seema Devi R.
5. Dr. Sudheesh P.
6. Dr. Rajesh Kumar J.
7. Dr. Yamuna K.N.

*[Handwritten signatures and initials over the list]*

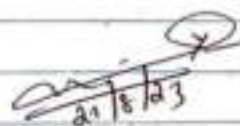
NOTICE

A meeting of the IARC will be held on 21/8/2023, 2:30 pm at IARC. Please make it convenient to attend.




Agenda :

- ① Placement files
- ② Any other.

Thanking you.

  
21/8/23

Dr. Yamuna R.M.  
Co-ordinator.

- 1.
2. Dr. Priyalakshmi. P.V. 
3. Dr. Seema Devi. 
4. Dr. Rajesh Kumar. T. 








MINUTES

A meeting of the IQAC was conducted on 21/08/2023. The following decisions were made.

1. APAR: No additional documents need to be submitted, to support the claims in sections 1 & 2 ~~since it~~ apart from the counter-signature of the Principal. HOD should verify the APAR and forward, along with the application of the candidate.

2. Placement file from Tushar Soubhari is received for scrutiny after correction. The same will be further scrutinised by each IQAC member.

3. Date consolidation for APAR 2022-23 will be conducted on 20/09/23. All members agreed to work on criteria allotted in the previous year.

1. Neelha P.C. 
2. Dr. Sudheesh P. 
3. Dr. Priyatalakshmi P.V. 
4. Dr. Rajesh Kumar T. 
5. Dr. Sandhya M. Unnikrishnan 
6. Dr. Seema Devi R. 
7. Dr. Yamuna K.M. 



NOTICE

A meeting of the ISAC, as well will be conducted on 20/09/2023 from 9:30 am followed by a data consolidation workshop. All are requested to attend.

Agenda:

- ① Placement files
- ② Data consolidation
- ③ Any other.

Thank you.



Dr. Yamuna K. M.  
Co ordinator

MINUTES








A meeting of the IQAC was concluded on 20/09/2023. The following decisions were made.

① Decided to submit reports on APAR submitted by Tushar Soubhani and Smitha M, suggesting further procedure.

② Placement proposals are needs to scrutinised within 2 weeks of receipt.

③ Placement proposal from Dr. Rajesh Kumar T. was received. It is proceeded for scrutiny.

④ Dr. Shafeeq V., KSMEC will be contacted for conducting workshop on NEP, to be conducted at the earliest.

1. Neelha P.C. 
2. Dr. Rajesh Kumar T. 
3. Dr. Sudeesh P. 
4. Dr. Seema Devi R. 
5. Dr. Priyalakshmi P.N. 
6. Dr. Sandhya M. Umikrishnan 
7. Dr. Yamuna K.M. 

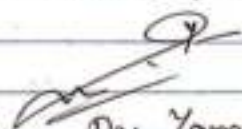
NOTICE

A meeting of the IQAC will be held on 16/10/2023, 2:30 pm. Please make it convenient to attend.

Agenda:

- ① Status of AQAR data consolidation
- ② Scrutiny report of AQAR submitted by Dr. Rajesh Kumar T & Dr. Manjriya M.
- ③ Any other

Thank you.



Dr. Yamuna K.M.

Ce. coordinator

MINUTES








A meeting of the ISAC was held on 16/10/2023. The following decisions were made.

① First level consolidation of C<sub>2</sub>, C<sub>4</sub>, C<sub>5</sub>, C<sub>6</sub> and C<sub>7</sub> are done. The documents or data which are missing will be collected in the next stage. The work on the other criteria are in progress.

② Decided to submit report on placement files submitted by Dr. Hanipriya M and Dr. Rajesh Kumar T, so that further steps can be done.

③ The first level data consolidation will be completed by the end of the month.

④ Decided to contact Dr. Rajesh Kumar A P (HoD, physics) to provide faculty development session on service rules.

1. Neetha AC 
2. Dr. Sudheesh P. 
3. Dr. Rajesh Kumar T 
4. Dr. Seena D. R. 
5. Dr. Piyalakshmi P. N. 
6. Dr. Sanyal M. V. 
7. Dr. Yamuna K. M. 

NOTICE

A meeting of the IBAC will be held on 23/11/2023, 11:00 am at IBAC office. All are requested to attend.

Agenda:

- ① APAR 2022-23 submission
- ② APAR from other colleges - Discussion
- ③ Any other.

Thank you.









Dr. Yamuna K.M.

Co ordinator

MINUTES

A meeting of the IQAC was held on 23/11/2023 and the following decisions were made.

1. The data/document requirement in the second level are identified. The same to be circulated to departments and the deadline for receipt of the demanded documents will be 10<sup>th</sup> of December.
2. ADAR of faculties who have served other colleges during the period of probation is to be supported by relevant documents from the respective institutions.
3. It is decided to request the Principal to do necessary steps to maintain the college web-site properly.

1. Natta PC 
2. Pandey M.V. 
3. Dr. Seema Devi R. 
4. Dr. Rajesh Kumar P. 
5. Dr. Purnalshmi P.V. 
6. Dr. Sudheesh P. 

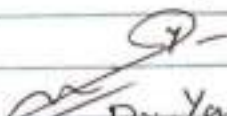
NOTICE

A meeting of the IQAC ~~will~~ will be conducted on 03/01/2024, at 2:30 pm. All are requested to attend.

Agenda:

- ① AQAR submission
- ② Placement files of Dr. R. Sajan and Dr. Sandhya M. Unnikrishnan
- ③ Any other.

Thanking you.






  
Dr. Yamuna K.M.  
Co-ordinator

## MINUTES

A meeting of the IQAC was conducted on 03/01/2024. The following decisions were made.

1. To consolidate the data adding the details received in the second-level. The AAR submission is to be started at the earliest, criterion-wise.
2. Placement files of the two faculties will be thoroughly scrutinised. As both the cases are to the highest-level (Professorship), advice from an external faculty will be requested. IQAC decided to request the help of Dr. Aravind J (Associate Professor of Commerce) in this regard.
3. Preparedness of our institution for implementation of Four Year UG Programme was analysed. The following decision is made accordingly: Dr. Santhosh Kumar Vallikhad who is the master trainer for FYUGP will be approached to lead a discussion-session for all the faculties in Feb 2024. All the requirements, especially towards infrastructure expansion will be enlisted and a proposal will be submitted to the Principal. Request will be made so that a representative team visits the ES, NSS College's Central Committee to submit the proposal for infrastructure expansion.




1. Neetha PC 
2. Dr. Sandhya M. Unnikrishnan 
3. Dr. Priyalakshmi P.N.
4. Dr. Vinaya Bhaskaran 
5. Dr. Sudheesh P.
6. Dr. Rajesh kumari.
7. Dr. Seema Devi R. 
8. Dr. Yamuna K.M. 

### NOTICE

A meeting of the IQAC will be held on 15/01/2024, 2:30 pm. All members are requested to attend.

Agenda: Placement files  
Any other

  
Dr. Yamuna K.M.








## MINUTES

A meeting of the IQAC was conducted on 15/01/2024 at 2:30 pm. The following decisions were made.

1. Scrubbing reports on placement files submitted by Dr. Saján R and Dr. Sandhya M. Unnikrishnan were presented and consolidated. The \$ service received from Dr. Aravind J was gratefully appreciated.

Proposal from Dr. Sandhya M. Unnikrishnan was found to be complete and correct. The same can be considered for further steps with some minor spell corrections.

Proposal from Dr. Saján R was found to be complete. However the same needs several serious corrections. Corrections were recommended before proceeding to further steps, in the report submitted to the Principal.

1. Neelke PC 
2. Dr. Sandhya Unnikrishnan 
3. Dr. Seema Devi R. 
4. Dr. Snehesh P. 
5. Dr. Priyalekshmi P.N. 
6. Dr. Rajesh Kumar T. 
7. Dr. Yamma K.M. 
8. Dr. Vinaya Bhaskaras 

NOTICE

A meeting of the IQAC will be held on 3/01/2024, 3:00 pm. All are requested to attend.

Agenda: AQAR submission

Proposal for PM-USHA

FDP on FYUP

Placement file of Dr. Aswathi P.

Any other

Thanking you.



Dr. Yamuna K.M.  
Co ordinator

MINUTES

A meeting of the IQAC was held on 31/01/2024 at 3:00 pm. The following decisions were made.

1. Time schedule for each IQAC member is charted to work on date filing and uploading in NAAC website.
2. Components to be included in the proposal for PM-USHA was discussed. The ideas were submitted to the Principal for consideration of RUSA Committee.
3. It was decided to conduct the planned FDP on FYUGP in the ~~or~~ early March.
4. Placement proposal submitted by Dr. Aswathi P was taken and will be scrutinised by each member. Report will be submitted in the next meeting.

1. Neelke PC Neel
2. Dr. Vinayak Bhaskaran Vinayak
3. Dr. Sandhya M.V Sandhya
4. Dr. Seema Devi Seema
5. Dr. Rajesh Kumar T Rajesh
6. Dr. Priyalakshmi P.N.
7. Dr. Yamuna K.M.
8. Dr. Sudheesh P. Sudheesh

NOTICE

All are requested to attend a meeting on 07/03/2024, 10:00 am.

Agenda:

- ① AAR Submission
- ② FDP on FYUAP
- ③ Scouting Report on Placement files
- ④ Restructuring of IQAC
- ⑤ Any other.

Thanking you.



Dr. Yamuna K.M.

Coordinator

### MINUTES

A meeting of the IQAC was held on 07/03/2024, 10:00 am. The following were discussed.

1. AQAR for the academic year 2022-23 is submitted.
2. Decided to conduct the planned FDP on FYNAP on 12/03/2024, Dr. Santhosh Vallikkat being the resource person.
3. Placement proposals of Dr. Aswathi P. (Librarian - from level 10 to 11) and of Dr. Meenakumari P (from Level 12 to 13A) were found correct and recommended for further proceedings.
4. Since IQAC has been completing the third academic year in the current structure and has submitted three AQARs to NAAC, reconstitution of IQAC was requested to the Principal in the light of NAAC guidelines which suggest <sup>reconstituted</sup> reconstitution in two or three years. The Principal has accepted the request, but <sup>requested</sup> decided to continue till the end of the current academic year; the request accepted by IQAC.

- |                                       |                              |
|---------------------------------------|------------------------------|
| 1. Neetha PC <u>Neetha</u>            | 6. Prizalakehan P.V.         |
| 2. Dr. Seema Dora R                   | 7. Dr. Sudheesh P. <u>SD</u> |
| 3. Dr. Savelly M.O <u>M.O</u>         | 8. Dr. Yamuna K.M.           |
| 4. Dr. Vinaya Bhaskaran <u>Vinaya</u> |                              |
| 5. Dr. Rajesh Kumar <u>Rajesh</u>     |                              |

NOTICE

A meeting of the IQAC will be held on-line via Google Meet on 24/05/2014 to discuss the following matters. Please make it convenient to attend.

Agenda

- ① Three-year report of IQAC.
- ② Placement proposals
- ③ Any other








## MINUTES

An on-line meeting of the IQAC was conducted on 24/05/2024, 7:00 pm. The following decisions were made.

1. As demanded by the principal, an activity report of IQAC since its constitution in the current state will be prepared and submitted.

2. APARs received from Dr. Seema Devi R, Ms. Anilka M. and Dr. Yamuna K.M. were scrutinized and found that they can be proceeded for further steps. The reports will be submitted to the principal.

3. APAR 2022-23 had been opened for review and the reviewed data were submitted on 23/04/2024.

1. Neelka P.C. 
2. Dr. Sangeeta M.V. 
3. Dr. Vinaya Bhaskaran 
4. Dr. Seema Devi R. 
5. Dr. Rajesh Kumar T. 
6. Dr. Priyalakshmi P. N. 
7. Dr. Sudbeesh P. 
8. Dr. Yamuna K.M. 