

## IQAC Meeting: 11

Date: 17.07.2017

Venue: Principal's Room

Time: 10.30 am

The meeting was attended by the following members:

Sl. No	Name of the Member	Designation
1.	Dr. B. Vasanthakumari Associate Professor and Head, Department of Botany	Chair Person
2.	Dr. K. Meena Associate Professor and Head, Department of Commerce	IQAC Coordinator
3.	Dr. D Lekha Associate Professor and Head, Department of History	Member
4.	Dr. Sreemathy Associate Professor and Head, Department of Commerce	Member
5.	Dr. K.V. Jayashree Associate Professor and Head, Department of Zoology	Member
6.	Dr. K. Jayakumari Associate Professor and Head, Department of Physics	Member
7.	Dr. K.R. Jayasree Associate Professor and Head, Department of Mathematics	Member
8.	Dr. Smitha Nair Assistant Professor and Head, Department of Chemistry	Member
9.	Dr. S. Chandralekha Retd. Principal	Educationalist
10.	Dr. D. Ramakrishna Kurup	Management Representative
11.	Adv. J.K. Kumar	Management Representative
12.	Dr. P. Natarajan Director, Department of Biology, AMBO University	External Member
13.	Dr. P.K. Praseetha Head of the Department of Nano Technology, NI University, Kumaracoil	External Member
15.	Tmt. Kumari Sreekala Superintendent	Member

**Agenda:**

1. Welcoming the new Principal Dr. B. Vasantha Kumari
2. Changing the IQAC Constitution
3. Proposal to upgrade Mathematics Department as Research Centre
4. Union Inauguration
5. Action Plan for the Academic Year
6. Discussion regarding Appointment of Faculty members
7. Preparation for third cycle of NAAC visit

**Minutes:**

1. Minutes of previous meeting were confirmed.
2. Congratulated and welcomed the newly appointed Principal.
3. Dr. K. Meena has taken charge as IQAC coordinator and necessary changes are made in the Constitution.
4. It was decided to purchase necessary journals and books required for upgrading Mathematics Department into Research Centre.
5. It was decided to conduct the Union Inauguration on August 17, 2017.
6. Dates for the three internal tests were decided.
7. Six teaching staff will be appointed after getting the post approval from the Government.
8. It was decided to prepare Self Study Report for the third cycle of NAAC visit. All the departments were requested to provide necessary information for submitting SSR report.

## **IQAC Meeting: 12**

Date: 03.01.2018

Venue: Principal's Room

Time: 10.30 am

The meeting was attended by the following members:

<b>Sl. No</b>	<b>Name of the Member</b>	<b>Designation</b>
1.	Dr. B. Vasanthakumari Associate Professor and Head, Department of Botany	Chair Person
2.	Dr. K. Meena Associate Professor and Head, Department of Commerce	IQAC Coordinator
3.	Dr. D Lekha Associate Professor and Head, Department of History	Member
4.	Dr. Sreemathy Associate Professor and Head, Department of Commerce	Member
5.	Dr. K.V. Jayashree Associate Professor and Head, Department of Zoology	Member
6.	Dr. K. Jayakumari Associate Professor and Head, Department of Physics	Member
7.	Dr. K.R. Jayasree Associate Professor and Head, Department of Mathematics	Member
8.	Dr. Smitha Nair Assistant Professor and Head, Department of Chemistry	Member
9.	Dr. S. Chandralekha Retd. Principal	Educationalist
10.	Dr. D. Ramakrishna Kurup	Management Representative
11.	Adv. J.K. Kumar	Management Representative
12.	Dr. P. Natarajan Director, Department of Biology, AMBO University	External Member
13.	Dr. P.K. Praseetha Head of the Department of Nano Technology, NI University, Kumaracoil	External Member
15.	Tmt. Kumari Sreekala Superintendent	Member

**Agenda:**

1. Discussion about the consequences of OKHI cyclone in the college premises
2. Research projects conducted by various departments
3. Refresher /Orientation
4. Discussion about NSS special camp
5. Congratulating research guides of the college.
6. Appreciating award winners.
7. Discussion on career guidance programme
8. Discussion on the conferences to be arranged by NSS, Department of History and Department of English
9. Planning of Annual Sports Day, Graduation Day

**Minutes:**

1. It was decided to estimate the loss occurred to the college due to OKHI cyclone and steps to be taken to get relief measures from Government
2. Mini projects were submitted by Dr. M.B. Rose Rani of Department of Malayalam and Dr. B.M. Myla, Department of Tamil.
3. Motivated the newly appointed lecturers to go for Orientation programmes sponsored by UGC.
4. Discussions were done regarding special camp to be organized by the NSS units.
5. Congratulated Mrs. A.R. Savitha for the meritorious social service during OKHI cyclone.
6. Research guides Dr. B. Vasantha Kumari and Dr. K. Meena for their scholars being awarded PhD degree.
7. Dr. S. S. Sandhya of Department of Mathematics was congratulated for getting Teaching and Research Excellence Award by IRDP Group of Journals, Chennai, India.
8. Discussed about the Career guidance programme to be conducted by Jeyam Academy and training programme by SBI Life Insurance Company
9. Discussion regarding the arrangements to be done for Annual Sports Day and Graduation Day was done.

10. Discussion on the Chief Guests to be invited, name of the resource persons and other arrangements in connection with the Seminar on Aikya Kerala movement and Kanyakumari District to be conducted by the Department of History.
11. Discussion on inviting the chief guest, paper presentations and other arrangements for the Seminar on Eco Literature: A Cruise to the Verdant's Pastures by the Department of English and Seminar on Women and Media to be conducted by the Department of English.
12. Inviting delegates from other states and countries were discussed regarding the International Conference to be conducted by NSS. Procedure to be followed for inviting the participants as well as scholars for presenting papers on the topic