



## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **ACADEMIC YEAR 2023-24**

#### **Minutes of meeting held on 23.06.2023**

The first meeting of the Internal Quality Assurance Cell, T K Madhava Memorial College, Nangiarkulangara for the academic year 2023-24 was held at the IQAC room on 23.06.2023 at 11.00 am. The following members were present:

1. Dr P.P Sharmila, Principal & Chairman
2. Dr Sreeja T, Co-ordinator
3. Dr Preeth M, Member
4. Dr Vinod Haridas, Member
5. Dr Rajeev S R, Member
6. Dr Sheela S, Member
7. Dr Tintu R, Member
8. Dr Arun S Prasad, Member
9. Athira M. Raj, Member
10. Peethambaran R, Office Superintendent

#### **AGENDA:**

1. Academic Calendar 2023-24
2. Action plan 2023-24 & AQAR 2022-23
3. Annual report 2022-23
4. Any other matters

#### **DECISIONS:**

- 1) College Academic calendar for the year 2023-24 will be circulated among students and faculty.
- 2) Annual report and AQAR preparation for the academic year 2022-23 was initiated.
- 3) Pending AQAR of 2021-2022 need to be submitted as early as possible.
- 4) Action plan for 2023-24 was discussed extensively and various suggestions put forward by members were incorporated into it.
- 5) New Add-on courses should be started by each department
- 6) Decided to conduct an orientation program for first year students once the admission process is completed.



## **ACTION TAKEN REPORT**

1. Academic calendar for the year 2023-24 is circulated in all departments.
2. Annual report prepared and submitted to S.N Trusts office
3. Decided to initiate data collection for AQAR 2022-23.
4. Requested the former IQAC Coordinator to initiate the data collection and submission of pending AQAR 2021-22 at the earliest.
5. Master plan was prepared in consultation with the Principal and advisory board.
6. Orientation class was conducted for newly admitted students on 24<sup>th</sup> July, 2023.
7. All departments have started Add on courses for the current year.



## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **ACADEMIC YEAR 2023-24**

**Minutes of meeting held on 04.10.2023**

The second meeting of the Internal Quality Assurance Cell, T K Madhava Memorial College, Nangiarkulangara for the academic year 2023-24 was held at the IQAC room on 04.10.2023 at 11.00 am. The following members were present.

1. Dr P.P Sharmila, Principal & Chairman
2. Dr Sreeja T, Co-ordinator
3. Dr Preeth M, Member
5. Dr Vinod Haridas, Member
6. Dr Rajeev S R, Member
7. Dr Sheela S, Member
8. Dr Tintu R, Member
9. Dr Arun S Prasad, Member
10. Sanoop Sivaraman, Member
11. Peethambaran R, Office Superintendent
12. Pooja Prakash Godke, Union Chairman

### **AGENDA**

1. Activities of clubs and committees
2. Department association
3. Orientation class for teachers.
4. Any other matters

### **DECISIONS TAKEN**

1. Activities of various clubs and committees were analysed and decided to propose the action plan by each clubs & commissions and the detailed report to be submitted on the annual report.
2. Departments were instructed to conduct various student programmes for the benefit of the student community via their associations.
3. Decided to conduct an orientation programme for teaching staff.



## **ACTION TAKEN REPORT**

1. Clubs and Committees submitted an annual report and detail action plan for the current year
2. Departments conducted various programmes and the reports were duly submitted to IQAC.
3. Orientation programme was conducted on 12/10/23.



## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **ACADEMIC YEAR 2023-24**

#### **Minutes of meeting held on 13.12.2023**

The third meeting of the Internal Quality Assurance Cell, T K Madhava Memorial College, Nangiarkulangara for the academic year 2023-24 was held at the IQAC room on 13.12.2023 at 11.00 am.

The following members were present.

1. Dr P.P Sharmila, Principal & Chairman
2. Dr Sreeja T, Co-ordinator
3. Dr Preeth M, Member
5. Dr Vinod Haridas, Member
6. Dr Rajeev S R, Member
7. Dr Sheela S, Member
8. Dr Tintu R, Member
9. Dr Arun S Prasad, Member
10. Sanoop Sivaraman, Member
11. Athira Mohan Raj, Member
12. Peethambaran R, Office Superintendent
13. Pooja Prakash Godke, Union Chairman

#### **AGENDA**

1. Promotion of teachers
2. Darshan Seminar Series (multidisciplinary)
3. Pending AQAR 2021-2022, 2022-2023
4. Club activities
5. Any other matters

#### **DECISIONS TAKEN**

1. It has been decided that IQAC will monitor the placement of teachers under new UGC regulations (2010 amendments and 2018 regulations). A checklist will be kept for verifying the API scores of each teacher submitting their proposal to the principal.
2. All departments will coordinate seminar series under the title DARSHAN.
3. Each department and club coordinators should take care of preparing annual report and may be submitted immediately after the closure of academic year 2023-24
4. The progress in club activities were analysed and steps were recommended to speed up activities.
5. The pending status of AQARs are not satisfactory and might negatively affect the institution during the next NAAC accreditation. Necessary steps should be taken to submit pending AQARs.



## **ACTION TAKEN REPORT**

- 1) IQAC monitored the placement interview of teachers who submitted their proposal and forwarded the same for necessary actions.
- 2) All departments organized Darshan Seminar before the end of January and reports were submitted to IQAC.
- 3) Department and club coordinators were officially instructed to submit annual report by the end of the academic year.



## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **ACADEMIC YEAR 2023-24**

#### **Minutes of meeting held on 26.03.2024**

The third meeting of the Internal Quality Assurance Cell, T K Madhava Memorial College, Nangiarkulangara for the academic year 2023-24 was held at the IQAC room on 26.03.2024 at 11.00 am. The following members were present:

1. Dr P.P Sharmila, Principal & Chairman
2. Dr Sreeja T, Co-ordinator
3. Dr Preeth M, Member
5. Dr Vinod Haridas, Member
6. Dr Rajeev S R, Member
7. Dr Sheela S, Member
8. Dr Tintu R, Member
9. Dr Arun S Prasad, Member
10. Sanoop Sivaraman, Member
11. Athira Mohan Raj, Member
12. Shri. Peethambaran R, Office Superintendent
13. Pooja Prakash Godke, Union Chairman

#### **AGENDA**

1. Submission of annual report 2023-24
2. Activity status for 2023-24
3. Result Analysis 2023-24
4. Any other matter

#### **DECISIONS TAKEN**

1. All departments and clubs are decided to be instructed to conclude their activities for the academic year 2023-24, before 28 March 2024, and start preparing annual reports(detailed) and submit them to IQAC at the earliest. Also, instructions regarding the inclusion of next year's plan as future plan are also decided to be provided.
2. The status of activities for the year has been reviewed and in concurrence with the AQAR guidelines and previous recommendations. The shortcomings have been traced.
3. All departments were instructed to submit Result Analysis for the year 2023-24.
4. No final decision was taken in the case of pending AQARs.



## **ACTION TAKEN REPORT**

1. Performa for Departmental wise annual report was circulated and collected from all departments
2. Annual Report 2023-24 preparation initiated.
3. Result Analysis collected and analysed by IQAC members and concerned HODs.