

T. K. MADHAVA MEMORIAL COLLEGE NANGIARKULANGARA



(NAAC Re-accredited with 'B' Grade, RUSA
funded & Affiliated to the University of Kerala)

Internal Quality Assurance Cell (IQAC)

Date: 31-06-2020

CIRCULAR

There will be a meeting of the IQAC members on 01-07-2020 at 3.00 pm in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, IQAC

Chairman & Principal



tkmmcollege.iqac@gmail.com
iqac@tkmmc.ac.in



Harippad, Alappuzha,
Kerala-690513



www.tkmmc.ac.in

01/07/2020

IQAC Meeting

Time: 3:00pm to 4:00 pm

Agenda

1. **Constitution of IQAC for 2020-21 Academic year.**
2. Short term addon courses regarding.
3. Club-activities.
4. Green protocol cell action plan
5. Add on courses

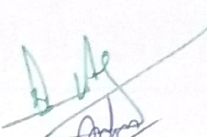
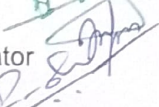

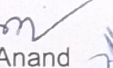
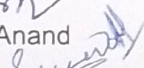
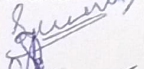

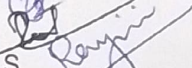
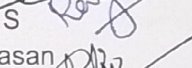


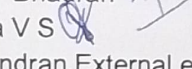
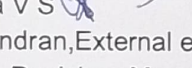
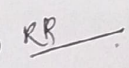

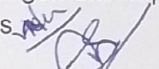
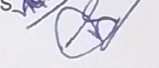

Members present

1. Dr.VinodHaridas,Principal in charge
2. Dr.Arun S Prasad,present coordinator
3. Shri.Saneesh Kumar N
4. Dr.sreeja T
5. Dr.Jasmine Anand
6. Lt.Seena V
7. Dr.sheela S
8. Dr.Preeth M
9. Smt. Renjini S
10. Shri Sreenivasan
11. Dr.Chalana S R
12. Shri. Rajeev S R
13. Smt Soumya V S
14. Smt Mini R
15. SmtLekha K V
16. Smt. Smitha T R
17. Smt. Divya P Bhadrans
18. Shri P Sreemon
19. Dr.AneeshRajappan
20. Naveen S
21. Smt Bindu B

Decisions

1. The committee including the present IQAC members and the council members, re-elected, IQAC coordinator at present, Dr. Arun S Prasad, as coordinator for 2020-21 academic year as well.IQAC for 2020-21 academic year has been constituted with the following incumbents.



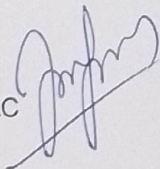
1. Dr.VinodHaridas,Chairman 
2. Dr.Arun S Prasad, coordinator 
3. Shri.Saneesh Kumar N 
4. Dr.sreeja T 
5. Dr.Jasmine Anand 
6. Lt.Seena V 
7. Dr.sheela S 
8. Dr.Preeth M 
9. Smt. Renjini S 
10. Shri Sreenivasan 
11. Dr.Chalana S R 
12. Smt. Divya P Bhadrans 
13. Smt Soumya V S 
14. Dr. R Raveendran, External expert management rep 
15. Shri. Ashoka Panicker, Management Rep. 
16. Two student representatives 
17. Local body representative 
18. Industrial representative 

2. New add-on courses are decided to initiate.
3. New club coordinators and members are elected to structure the club activities for the academic year 2020-2021
4. Green protocol cell action plans discussed and measures were decided to be initiated

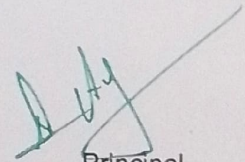
Action Taken Report

1. IQAC started functioning for 2020-21 academic year
2. Add-on courses have started.
3. Club activities have started.
4. Action plans of Green protocol cell executed
5. Add on courses were conducted

Coordinator, IQAC



Principal




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Internal Quality Assurance Cell (IQAC)

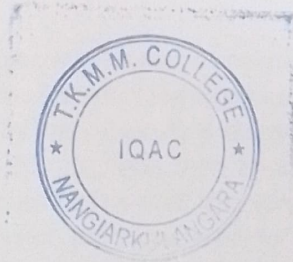
Date: 29-07-2020

CIRCULAR

There will be a meeting of the IQAC members on 30-07-2020 at 3.00 pm in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, IQAC

Chairman & Principal



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Kerala-690513



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30/07/2020

IQAC meeting at Principal's Chamber
Time: 3:00 pm to 4:00pm

Agenda:

1. Result analysis
2. AQAR and annual report 2019-2020
3. Master plan 2020-21
4. NAAC accreditation . Third grade

Members participated

1. Dr. Vinod Haridas, Principal in charge
2. Dr. Arun S Prasad, present coordinator
3. Shri. Saneesh Kumar n
4. Dr. Sreeja T
5. Dr. Jasmine Anand
6. Lt. Seena V
7. Dr. sheela S
8. Dr. Preeth M
9. Dr. Chalana S R
10. Smt Soumya V S
11. Smt. Divya P Bhadran
12. Smt. Renjini.S

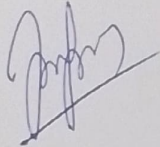
1. Decided to complete the result analysis process of the pending semester and years from 2016- onwards. Also decided to do result analysis immediately after the semester results are declared by the university & discuss the result with CLMC & IQAC forms.
2. AQAR- 2019-20, prepared from annual reports submitted by various departments and clubs are discussed. The draft is co-ordinator, the right to upload it in HEI, NAAC site.
3. The draft master plan prepared for the 2020-21 academic year is discussed. The suggestions are noted down by the co-ordinator and decided to submit a revised draft to the principal for the earliest implementation.
4. As part of NAAC accreditation, third grade, an academic audit is decided to conduct on behalf of the principal, NAAC coordinator & IQAC coordinator.



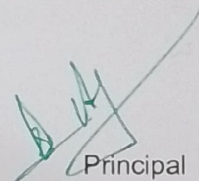
Action taken report

1. Started semester wise results analysis.
2. AQAR 2019-20 submitted initiated.
3. Master plan 2020-21 finalized and submitted.
4. Academic audit conducted.

Co-ordinator IQAC



Principal



T. K. MADHAVA MEMORIAL COLLEGE NANGIARKULANGARA

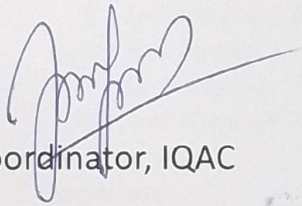


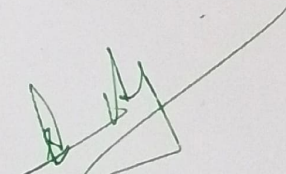
(NAAC Re-accredited with 'B' Grade, RUSA
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Internal Quality Assurance Cell (IQAC)

Date: 9-10-2020

CIRCULAR

There will be a meeting of the IQAC members on 10-10-2020 at 3:00 pm in the Principal's chamber. All are requested to attend the meeting without fail.


Coordinator, IQAC


Chairman & Principal



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10/10/2020

IQAC meeting at principal's chamber

Time: 3:00 pm to 4:00 pm

Agenda

- 1.NSQF add on course
- 2.NAAC
3. Other relevant matters

Members participated

1. Dr. Vinod Haridas, Chairman
2. Dr. Arun. S.Prazad, co-ordinator
3. Shri. Saneesh Kumar N.
4. Dr.Sreeja.T
5. Dr.sheela S
6. Dr.Jesmina Anand
7. Smt. Soumya V.S.
8. Lt.Seena V
9. Dr.Chalana S.R.
10. Smt.Renjini S
11. Dr.Preeth M.
12. Smt.Divya P: Bhadran

Decisions

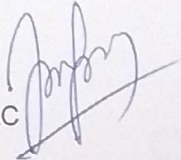
1. Discussions were made to apply for NSQF courses. Job oriented skill development diploma courses such as plumbing, certificate course in wellness and yoga, certificate course in food processing and value addition (fish processing) are decided to be the title of the courses for applying.
2. Decided to take initiatives to obtain and MoU signed with a collaborating institution who are infra structural wise in sound position to provide adequate teaching and learning technical support for conducting the courses. Decided to initiate discussions with Indian Institute of Infrastructure and construction, chavara, Kollam, National Institute of Fisheries Post-HarvestTechnology and Training (NIFPHATT), Kochi and district yoga association Pathanamthitta.
3. For NAAC third cycle preparation, submission of IIQA, SSR, Geotagged photos etc are discussed. Upgrading of the website is decided to be done immediately.



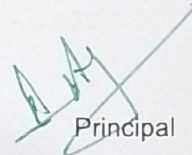
Action taken report

1. Applied for NSQF courses. The 3 courses were sanctioned for approval from NSQF
2. NAAC third cycle preparation is progressively being done.
3. An upgraded new website is started in the domain ac.in

Coordinator , IQAC



Principal



T. K. MADHAVA MEMORIAL COLLEGE NANGIARKULANGARA



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Internal Quality Assurance Cell (IQAC)

Date: 29-11-2020

CIRCULAR

There will be a meeting of the IQAC members on 30-11-2020 at 3.00pm in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, IQAC

Chairman & Principal



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IQAC meeting at principal's chamber

30/11/2020

Agenda

1. Result analysis
2. AQAR & Annual report 2019-20.
3. Master plan 2020-2021

Members participated

1. Dr. Vinod Haridas, Chairman
2. Dr. Arun. S.Prasad, co-ordinator
3. Shri. Saneesh Kumar N.
4. Dr.Sreeja.T
5. Dr.sheela S
6. Dr.Jasmine Anand
7. Smt. Soumya V.S.
8. Lt.Seena V
9. Dr.Chalana S.R.
10. Smt.Renjini S
11. Dr.Preeth M.
12. Smt.Divya P. Bhadran
13. Shri.Sreenivasan
14. Naveen S

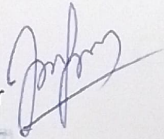
1. Discussed the draft AQAR -2019-20 again after incorporating the suggestion made in the previous meeting of IQAC & council. The final draft is decided to put in the council meeting to obtain approval for uploading in HEI - NAAC site.
2. For online content preparation, the smart class room facilities in physics ICT enabled seminar hall has been decided to use. LMS software installation has been suggested to be initiated. Google classroom, google meet, youtube channel, Blog, whatsapp etc have been identified to be widely used among teachers and students comfortably over the period of covid pandemic spread & subsequent lock down. The same has been decided to continue till the college's own LMS is launched.
3. Progress report of club activities (online) for the academic year 2020-21 has been discussed. More online activities are suggested to be performed during the hent stipulated period of time for 2020-21 academic year.



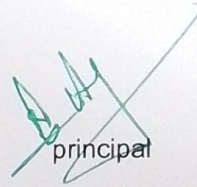
Action taken report

1. AQAR 2019-20 uploaded.
2. Made efforts to upgrade e-content generation facilities.
3. Online club activities are accelerated.

Coordinator



principal



T. K. MADHAVA MEMORIAL COLLEGE NANGIARKULANGARA



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Internal Quality Assurance Cell (IQAC)

Date: 25-03-2021.

CIRCULAR

There will be a meeting of the IQAC members on 26-03-2021 at 3:60pm in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, IQAC

Chairman & Principal



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iqac@tkmmc.ac.in



Harippad, Alappuzha,
Kerala-690513



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IQAC Meeting at principal's chamber

26/03/2021

Agenda:

1. Submission of annual report 2020-21
2. Activity status for 2020-21

Members participated

1. Dr. Vinod Haridas, Chairman
2. Dr. Arun. S.Prasad, co-ordinator
3. Shri. Saneesh Kumar N.
4. Dr.Sreeja.T
5. Dr.sheela S
6. Dr.Jesmina Anand
7. Smt. Soumya V.S.
8. Lt.Seena V
9. Dr.Chalana S.R.
10. Smt.Renjini S
11. Dr.Preeth M.
12. Smt.Divya P. Bhadran
- 13.Shri. Sreenivasan

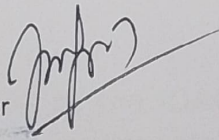
1. All departments and clubs are decided to be instructed to conclude their activities for the academic year 2020-21, before 30 June 2021, and start preparing annual reports(detailed) and submit them to IQAC at the earliest. Also, instructions regarding the inclusion of next year's plan as future plan 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.Those which could be done in an immediate access before 30 June 2021 has been decided to conduct soon and the rest have been decided to incorporate in next year's draft plan.



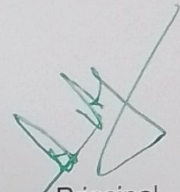
Action taken report

1. Annual report 2020-21 submitted.
2. AQAR 2020-21 preparation initiated.

Co-ordinator



Principal



T. K. MADHAVA MEMORIAL COLLEGE NANGIARKULANGARA



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Internal Quality Assurance Cell (IQAC)

Date: 26-07-2021.

CIRCULAR

There will be a meeting of the IQAC members on 27/07/2021 at 3:00pm in the Principal's chamber. All are requested to attend the meeting without fail.

Coordinator, IQAC

Chairman & Principal



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IQAC meeting at Principal's chamber

27/07/2021

Agenda:

1. Promotion/Placement of teachers.
2. Past services for promotion/placement regarding.
3. Matter prioritized by the principal(any)
4. Any other relevant matters

Members participated

1. Dr. Vinod Haridas, Chairman
2. Dr. Arun. S.Prasad, co-ordinator
3. Shri. Saneesh Kumar N.
4. Dr.Sreeja.T
5. Dr.Preeth M
6. Lt.Seena V
7. Remya V. R
8. Dr. S Sheela
9. Divya P Bhadran
10. Dr. Divya Dinesh

The placement applications to level 11 of the following teachers are discussed

Dr . Vinod C , Dept of commerce
Dr . Aneesh Rajappan , Dept of physical education
Dr ,Divya Dinesh, Dept of chemistry

Inorder to count the past services, the service details of said teachers including service book, salary extract , LPC , NLC , certificate of activities, selection committee details etc will be asked to concerned head of the institution , viz;

1. Principal , Sacred Heart college, Thevara
2. Principal , Govt, college Munnar
3. Principal , S N college Kollam



through proper channel communication. On receiving the relevant documents through proper channels, the Principal will recommend the proposal to the University/ Manager in consultation with IQAC.

1. Dr. Vinod Haridas, Chairman
2. Dr. Arun. S.Prazad, co-ordinator
3. Shri. Saneesh Kumar N.
4. Dr.Sreeja.T
5. Remya V R
6. Divya P Bhadrani
7. Dr.Divya Dinesh
8. Dr. Vinod C
9. Seena . V

Action taken report

Proper channel communication regarding the matter is performed.

Co-ordinator, IQAC

Principal

