

## Notice

A meeting of the IQAC will be conducted on 08/06/2022, 2.30 pm at the College Seminar hall.

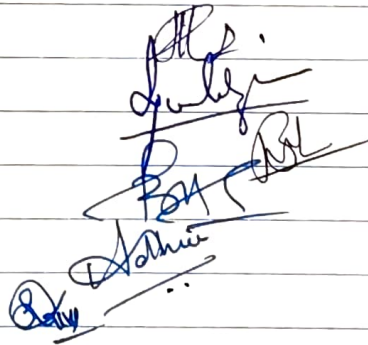
### Agenda:

1. Action Plan for 2022-2023 - Criteria Wise
2. Feedback for AQAR 2021-2022
3. Other Matters.

Anshu M  
08/06/2022

### Members Present:

1. Dr. Ratheesh Kumar V K
2. Dr. Sanchal G. S
3. Dr. Balamurali R.S.
4. Dr. Binu Kumar B.J.
5. Dr. Adhira M. Nayer
6. NK. Srinikumar

  
 [Signatures of Dr. Ratheesh Kumar V K, Dr. Sanchal G. S, Dr. Balamurali R.S., Dr. Binu Kumar B.J., Dr. Adhira M. Nayer, and NK. Srinikumar]

# IQAC MEETING 1

**Date: 10/06/2022 Time: 2.30 pm**

**Venue: Seminar Hall.**

## Agenda

1. Confirmation of the minutes of the previous meeting held on 17/03/2022.
2. Charting out the plan of action by the IQAC.
3. Presentation and discussion of the action plan.
4. Collection of feedback from students.
5. Any other matters.

## Members Present

1. Dr. Ampili M. (Principal)
2. Dr. Chitra V S (Coordinator)
3. Dr. Balamurali R S (Associate Professor of Zoology)
4. Dr. Binu Kumar B J (Assistant Professor of Economics)
5. Dr. Ratheesh Kumar (Assistant Professor of Chemistry)
6. Dr. Syamlal G.S. (Assistant Professor of Economics)
7. Dr. Adhira M Nayar (Assistant Professor of Zoology)
8. N.K. Sunil Kumar (Assistant Professor of Sociology)

*Ampili M*  
*10/06/2022*  
*Chitra V S*  
*Balamurali R S*  
*Binu Kumar B J*  
*Ratheesh Kumar*  
*Syamlal G.S.*  
*Adhira M Nayar*  
*N.K. Sunil Kumar*

## Minutes of the Meeting

The meeting commenced with a silent prayer and was chaired by the principal.

- The minutes of the previous meeting were read, confirmed, and recorded. The coordinator gave a brief presentation of the plan of action during 2022-2023.
- The action plan was discussed.
- Suggestions and discussions were carried out on the conduct of value-added courses and Add on courses in the current year.
- It was decided to make use of the online opportunities to augment the research culture among faculty.
- Peer tutoring and remedial coaching were decided to be executed during zero hours.
- Plans were charted out to conduct workshops and awareness programmes in academic and non-academic matters.
- The coordinator requested to develop an organised methodology of documentation and internal communication.

The meeting concluded and the members dispersed.

## Notice

A meeting of the IQAC will be conducted on 18/07/2022, 2.30 pm at Principal's room.

### Members Present

Dr. Chitra. V.S

Ratheesh Kumar V K

Dr. Dyabul G.S

Dr. Binu Kumar. B.J.

Dr. Adhira. M. Nayyar

NK. Srinikumar

Dr. Divya P. D.S

Dr. Anandakumari VM

~~Chitra V.S~~

~~RP~~

~~Binu~~

~~Adhira~~

~~NK~~

~~Divya~~

~~AN~~

gp

# IQAC MEETING

Date: 18/07/2022

Time: 2.30 pm

Venue: IQAC Room

## Agenda

1. Confirmation of the minutes of the previous meeting held on 16/06/2022.
2. Speeding up of SSR preparation and submission.
3. Task force formation.
4. Any other matter.

## Members Present

1. Dr. Anandakumar. V.M (Principal)
2. Dr. Chitra V S (Coordinator)
3. Dr. Dileep A.S.(Assistant Professor of Commerce)
4. Dr. Binu Kumar B J (Assistant Professor of Economics)
5. Dr. Ratheesh Kumar (Assistant Professor of Chemistry)
6. Dr. Syamlal G.S. (Assistant Professor of Economics)
7. N.K.Sunil Kumar (Assistant Professor of Sociology)
8. Dr. Adhira M Nayar (Assistant Professor of Zoology)

## Minutes of the Meeting

The meeting commenced with a silent prayer and was chaired by the principal.

- An analysis of the progress of action of the decisions of the previous meetings was made.
- Speeding up of SSR preparation and submission was a matter of discussion.
- The need for creating a criteria-wise strategic plan for the institution was the need of the hour.
- Each IQAC member would be allotted 2 departments for supervision of progress in IQAC work.
- List of documents and the files to be maintained in the departments will be prepared and circulated.
- Each IQAC member was entrusted with one criterion.
  - Criteria I- Dr. Binu Kumar B J
  - Criteria II- Dr. Ratheesh Kumar
  - Criteria III- Dr. Adhira M Nayar
  - Criteria IV- Dr. Balamurali R.S.
  - Criteria V- Dr. Dileep A.S.
  - Criteria VI- Dr. Syamlal G.S.

Criteria VII- N.K.Sunil Kumar

- A training will be provided to the Criteria convenors to assess the progress of the work assigned to them. A criteria-wise task force comprising 10 faculty members would help the departments in managing the work.
- It was decided to post an alumni registration form in the website for the formation of alumni at the department level.
- Maintaining and improving the E-resources in the library was also prioritized.

The meeting concluded at 4.30 pm and the members dispersed.



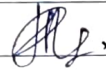
Principal  
Mahatma Gandhi College  
Thiruvananthapuram

## Notice

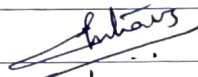
A meeting of the IQAC will be conducted on 31/08/2022, 1:30 pm at Principal's room

### Members present


Dr. Ratheesh Kumar V K



Dr. Chitra V.S.



Dr. Szeel S.D.



Dr. Adhira H. Nayer



Do. Balamurali R.S.



Dr. Dilcep. A.S.



NK. Sunil Kumar



VM Anandakumar



### IQAC Meeting

Date: 31/08/2022



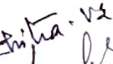
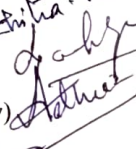

Venue: Principal's Chamber

Time: 1.30 pm

**Agenda:**

1. Progress of the task-force activities
2. Any other matter

**Members present:**

1. Dr. Anandakumar V M (Principal) 
2. Dr. Ratheesh Kumar V K (Coordinator) 
3. Dr. Chithra V S (Assistant Professor of English) 
4. Dr. Syamlal G S (Assistant Professor of Economics)
5. Dr. Adhira M Nayar (Assistant Professor of Zoology) 
6. Dr. Balamurali R S (Assistant Professor of Zoology)
7. Dr. Dileep A S (Assistant Professor of Commerce) 
8. N K Sunil Kumar (Assistant Professor of Sociology)

**Minutes of the meeting:**

Dr. Adhira briefed the progress of the work done under criterion 3. Dr. Balamurali explained the task force activities under taken for criteria 4 and enquired the possibility of using accumulated PD fund for the purchase of computers. Dr. Dileep informed the activities done by the task force for criteria 5. It was suggested to extract the data for scholarship and freeship from the office and provide it to the departments. He also indicated to circulate a Google form among alumni to collect their job details including salary. Dr. Syamlal briefed the activities of task force under criteria 6. He suggested the introduction of deposit schemes for students and also to provide financial assistance from PTA to students and faculty. N K Sunil Kumar informed the activities under criteria 7, He suggested to provide training for faculty members in handling counseling sessions. The activity may be conducted in collaboration with external agencies (NIMS) and the same may be projected as one of our best practice. He also pointed out the need for conducting an induction programme for faculty members as an IQAC initiative. Dr. Ratheesh Kumar briefed the activities under criteria 1 as reported by Dr. Binu Kumar who was unable to attend the meeting. He pointed out the need for adhering to the time schedule for the task force activities.

Principal informed the meeting that it is possible to use accumulated PD for the purchase of computers. He also informed that the college will implement online administration facilities and there will be provision for uploading faculty achievements annually. Principal also indicated that college level energy audit can be conducted in association with external agency.

It was decided during the meeting that the services provided by faculty members outside the campus including invited talks and consultancy activities may be treated as extension activities and the same need to be documented as per NAAC guidelines.

The meeting concluded at 3.00 pm and the members dispersed.

Notice

A meeting of the IQAC will be conducted on 27/09/22 at 1:30 pm (Principal's chamber)

Dr. Rakesh Kumar VK

Dr. Chitra V. S.

Dr. Adhira M. Nayar

Dr. Eyalil L S

Dr. Deep D S

Dr. Balaswathi R. S

NK. Similkumar

~~P~~

~~Inte. vs~~

~~Adhira~~

~~Faculty~~

~~F.S.~~

~~Dr.~~

~~Dr.~~

## TQAC Meeting

Date: 27/09/2022



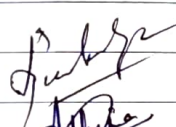
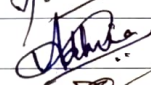



Venue: Principal's room

Time: 1:30 pm

### Agenda:

- (1) Progress of task force activities
- (2) Any other matter

### Members Present:

- (1) Dr. Arundh Kumar V M (Principal) 
- (2) Dr. Rakesh Kumar V K (Coordinator) 
- (3) Dr. Chitra V S (Associate Professor of English) 
- (4) Dr. Sgandul G S (Assistant Professor of Economics) 
- (5) Dr. Adhira M Nyer (Assistant Professor of Zoology) 
- (6) Dr. Dilip T S (Assistant Professor of Commerce) 
- (7) Dr. Balmurali R S (Associate Professor of Zoology) 
- (8) N K Sunilkumar (Assistant Professor of Sociology)

### Minutes of the meeting:

Criteria coordinators briefed the activities carried out in the respective team and presented the progress achieved.

It was decided to conduct a meeting of the criteria coordinators with department level criterion convenors regarding the preparations required under various key indicators.

The meeting concluded at 2:30 pm and the members dispersed.







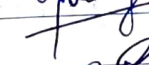


## Notice

A meeting of IQAC will be conducted on 01/11/2022 at 1:30 pm (Principal's room) kindly make it convenient to attend the meeting

- Agenda:
- (1) Progress of task force activities
  - (2) Preparation of department visit schedule
  - (3) Any other matter

31/10/2022

  
Principal

Dr. Rakesh Kumar V6	
Dr. Binu Kumar B.T.	
Dr. Suresh C.S.	
Dr. Adhira H. Nayyar	
Dr. Balamrathi R-S.	
Dr. Diteep A-S	

Minutes of the meeting:

## IQAC Meeting





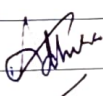
Date: 01/11/2022

Venue: Principal's room

Time: 1:30 pm

- Agenda:
- (1) Progress of task force activities
  - (2) Department visit schedule
  - (3) Any other matter

### Members Present

- (1) Dr. Anandakumar V M (Principal) 
- (2) Dr. Rakesh Kumar V K (Coordinator) 
- (3) Dr. Binu Kumar A J (Assistant Professor of Economics) 
- (4) Dr. Syamal C S (Assistant Professor of Economics)
- (5) Dr. Dilip A S (Assistant Professor of Commerce) 
- (6) Dr. Balmurali R S (Associate Professor of Zoology)
- (7) Dr. Adhira M Nayar (Assistant Professor of Zoology) 
- (8) Umrikumar Nav
- (9) Vijaya Poobach

### Minutes of the meeting

The meeting started with a silent prayer. ~~Sadh~~ It has been proposed to conduct feed back and academic audit through online mode. Result analysis and feed back should be used for the preparation of SWOT analysis. For the feed back analysis, IQAC will provide general questions and departments can include additional questions regarding the respective branches.

Data consolidation for the preparation of AQAR 2021-22 has to be conducted in time bound manner and in connection with data collection, IQAC team should visit departments

whenever required.

The meeting decided to conduct a technical session on Intellectual Property Rights on 16/11/2022. Dr. Adhira M Nayar, Assistant Professor of Zoology & IPRAC member was entrusted to coordinate the meeting.

The meeting concluded at 2:45 pm and the members dispersed.


## Notice

A meeting of IQAC & MAAC will be conducted on 27/01/2023 at 2:30 pm (Principal's chamber). Kindly make it convenient to attend the meeting.

Agenda:

- (1) Preparation of AQAR 2021-22
- (2) Monitoring the progress of various activities scheduled during 2022-23
- (3) Any other matter

25/01/23

  
Principal

Dr. Rakesh Kumar VK  
Anandakumar VM





Dr. Chitra V-S.

Dr. Bine Kumar B.T.

Dr. Pijukumar K

Dr. Adhira H. Nayar

## ZQAC Meeting

Date: 27/01/2023

Venue: Principal's room

Time: 2:30 pm

Agenda: (1) Preparation of AQAR 2021-22  
 (2) Monitoring the progress of various activities scheduled during 2022-23  
 (3) Any other matter

Members present: (1) Dr. V M Anandakumar (Principal) ✓  
 (2) Dr. Rakesh Kumar VK (Coordinator) ✓  
 (3) Dr. Chitra VS (Associate Professor, English)  
 (4) Dr. Binukumar BJ (Assistant Professor, Economics) ✓  
 (5) Dr. Bijukumar K (NMAC Coordinator)  
 (6) Dr. Adhira M Nayyar (Assistant Professor, Zoology) ✓  
 (7) Unnikrishnan Mar (8) Vijaya Prakash

Minutes of the meeting:

The meeting started with a silent prayer. ZQAC coordinator briefed the progress in the preparation of AQAR 2021-22.


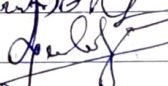


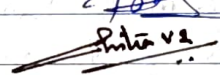
The meeting analysed the progress of activities scheduled during the current academic year. Principal informed that he will convene the meeting of department Heads to remind them about the activities to be completed before March 31.

The meeting concluded at 3:00 pm and the members dispersed.

Notice

A meeting of IQAC will be conducted on 08/02/23 at 2:00 pm (Principal's room), kindly make it convenient to attend the meeting.

08/02/23

Principal	
Rakesh Kumar VK	Coordinator
General Sec	
Dr. Abhina M. Nayer	
Dr. Pami Kumar B.S.	
Dr. Chitra V.S.	

## IQAC Meeting

Date: 08/02/23


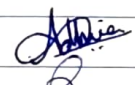
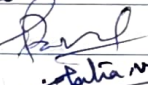
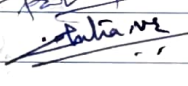
Time: 2:00 pm

Venue: Principal's room

### Agenda:

- (1) Progress of activities scheduled during 2022-23
- (2) Any other matter

### Members present:

- (1) Principal
- (2) Dr. Ratheesh Kumar VK (Coordinator) 
- (3) Dr. Syamal G S (Assistant Professor, Economics)
- (4) Dr. Adhira M Nayer (Assistant Professor, Zoology) 
- (5) Dr. Binu Kumar B J (Assistant Professor, Economics) 
- (6) Dr. Chitra VS (Associate Professor, English) 
- (7) Umikrishnan Nair
- (8) Vijay Babu

### Minutes of the meeting

The meeting started with a silent prayer. IQAC coordinator briefed the activities scheduled during the academic year and the committee discussed the progress of the activities. The meeting decided to conduct the following programmes during the academic year.

- (1) Workshop on NEP
- (2) Awareness programme on conserving traditional knowledge
- (3) Life skill training programme
- (4) Coaching for competitive examinations & <sup>physical</sup> training for armed force entry tests.

It was decided to conduct weekly monitoring session by IQAC in view of NAAC preparation and the meeting <sup>concluded</sup> at 3:15 pm.

Notice

A meeting of IQAC will be conducted on 17/02/2023 at 11:00 am (Principal's room). Kindly make it convenient to attend the meeting.

16/02/23

- 1) Principal
- 2) Dr. Rakesh Kumar VK
- 3) Dr. Brij Kumar K
- 4) Dr. Sushil HS
- 5) Dr. Jitendra AS
- 6) Dr. Chitra V.S
- 7) Dr. Adhira M. Nayyar
- 8) Dr. Bhanu Kumar S.J.
- 9) Nk. Sanyal

~~Dr. Rakesh Kumar VK~~  
~~Dr. Brij Kumar K~~  
~~Dr. Sushil HS~~  
~~Dr. Jitendra AS~~  
 Chitra V.S  
 Adhira M. Nayyar  
 Bhanu Kumar S.J.  
 Nk. Sanyal



## IQAC Meeting

Date: 17/02/2023  
 Time: 11:00 am  
 Venue: Principal's room

Agenda: (1) Progress monitoring of scheduled programmes  
 (2) Scheduling of new programmes  
 (3) Any other matter

Members present:

- (1) Principal
- (2) Dr. Ratheesh Kumar V K (IQAC Coordinator)
- (3) Dr. Bijukumar K (NMAC Coordinator)
- (4) Dr. Syamalak G S (Asst. Prof. Economics)
- (5) Dr. Dilip A S (Asst. Prof. Commerce)
- (6) Dr. Chitra V S (Asst. Prof. English)
- (7) Dr. Adhine M Nayari (Asst. Prof. Zoology)
- (8) Dr. Binukumar B J (Asst. Prof. Economics)
- (9) Umikrishnan
- (10) Vijayarajkumar

Minutes of the meeting:

The meeting started with a silent prayer. The committee verified the progress of various activities scheduled during the academic year. The committee also discussed the adherence of various institution level activities with the recommendations made by Peer Team during 3<sup>rd</sup> cycle NMAC visit. The following decisions were taken




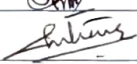

- (1) Criteria 1 coordinator was assigned to collect the details of new Add. on courses during 2022-23 academic year
- (2) Criteria 3 coordinator was assigned to collect the details of seminars / conference / workshop on

IPR / ~~to~~ Research Methodology / Entrepreneurship  
(3) An inter department add-on course on green initiatives should be conducted by IPRAC. The task for the identification of departments, preparation of syllabus and selection of students was entrusted to IPRAC coordinator and Dr. Adhira M Nayyar.

Notice

A meeting of IQAC will be conducted on 16/03/2023 at 3.00 pm (Principal's room). Kindly make it convenient to attend the meeting

16/03/2023

- (1) Principal 
- (2) Dr. Ratheesh Kumar 
- (3) NK. Sunilkumar 
- (4) Dr. Chitra V.S 
- (5) Dr. Adhira. H. Nayar 

IQAC Meeting

Date: 16/03/23

Time: 3:00 pm

Venue: Principal's room

- Agenda:
- (1) Progress monitoring of scheduled activities
  - (2) Scheduling of department visit
  - (3) Any other matter

Members Present

- (1) Principal
- (2) Dr. Rakesh Kumar VK (IQAC Coordinator)
- (3) N K Sunil Kumar
- (4) Dr. Chitra VS
- (5) Dr. Radhika M Nagesh

Minutes of the meeting:

~~IQAC~~ The meeting started with a silent prayer. IQAC members briefed the progress of various activities entrusted to them. Dr. Radhika mentioned that the life skill programme need to be rescheduled to April depending upon the availability of mahindra team for the programme.









It was decided to complete the first round physical verification of files at the departments during 20-24 March 2023.

The visit schedule was approved by the meeting. The meeting concluded at 3:30 pm

Notice

A meeting of IBAC will be conducted  
 on 20/03/23 at 11:30 am (Principal's room).  
 kindly make it convenient to attend the meeting

20/03/23

Principal	
Dr. Rakesh Kumar VK	
Dr. Balamurali R.S.	
Dr. Binu Kumar B.T.	
NK, Smilkumar	
Diteep A.S.	
Dr. Adhira, M. Nayar	
Dr. Chitra V.S.	

IQAC meeting


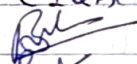


Date: 20/03/23

Time: 11:30 am

Venue: Principal's room

Agenda: (1) Scheduling of Merit Day Programme  
(2) Any other matter

Members Present:

- (1) Principal
- (2) Dr. Ratheesh Kumar VK (IQAC Coordinator)  B.
- (3) Dr. Balamurali RS 
- (4) Dr. Binukumar B J 
- (5) N K Sunil Kumar 
- (6) Dr. Dilip A S
- (7) Dr. Adhira M Nayar
- (8) Dr. Chitra V S
- (9) Umithiraman
- (10) Vijay Prakash

Minutes of the meeting:

The meeting started with a silent prayer. Discussion regarding the conduct of Merit Day scheduled on 27/03/23 was done and the meeting arrived at the following decisions:

(1) Cash prize should be given to University Rank holder, class toppers, National level participation in sports competitions and National level achievements for NCC/MSA activities.

(2) Winners of University Youth Festival, Poster/oral award in National/International Conferences, Qualifier of GATE/NET/JRF will be honoured with medal or ~~trophy~~ shield.

(3) PhD awardees as well as faculty members who were awarded PhD will be honoured with medal/shield.

(4) The amount of cash prize will be finalized after discussion with PTA Committee.

Notice

A meeting of IQAC will be convened on 24/03/23 at 1:30 pm (Principal's room) to monitor the preparations for Merit Day celebrations scheduled on 27/03/23.

24/03/23

Principal

Dr. Rakesh Kumar V K

Dr. Balaswami R.S.

NK. Sumit Kumar

Dr. Binu Kumar B.J.



## ZQAC meeting



Date: 24/03/23

Time: 1:30 pm

Venue: Principal's room

Agenda: (1) monitoring of Merit Day preparation  
(2) Any other matter

Members present:

- 1) Principal 
- 2) Dr. Ratheesh Kumar V K (ZQAC coordinator) 
- 3) Dr. Balamurali R S (ZQAC member)
- 4) N K Sunilkumar (ZQAC member)
- 5) Dr. Binukumar B J ( " " )

Minutes of the meeting:

The meeting assessed the progress of the preparations for Merit Day celebration. The meeting finalized the list of students and faculty members to be honoured during the function. The amount of cash prize for various categories of achievers were also finalized.

University Rank holders (UG & PG) -

Cash prize (Rs. 1000/-) + Certificate + Medal

Class Toppers - Cash prize (Rs. 1000/-) + Certificate

Sports (National level) - Cash prize (Rs. 1000/-)

NCC & NSS (National level) - Cash prize (Rs. 1000/-)

Uty Youth Festival (Winners) - Medal

PhD Awardees - Medal

JRF/NET/GATE - Medal

Best Paper Award (National/International) - Medal

Faculty Achiever (PhD/Best Paper Award) - Shawl

## Action taken report of IQAC meeting on 10/06/2022

### Action Taken

1. Plan of action for the academic year was finalized
2. Guidelines for conducting add-on/value-added courses, peer-tutoring and remedial coaching were finalized

  
IQAC Coordinator

  
Principal

Principal  
Mahatma Gandhi College  
Thiruvananthapuram



## Action taken report of IQAC meeting on 18/07/2022

### Action Taken

1. Criteria coordinators and task-force for the preparation of NAAC reaccreditation was constituted
2. Training for the task-force were started.
3. Data compilation and documentation procedures were finalized.



IQAC Coordinator

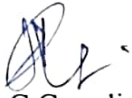


Principal  
Principal  
Mahatma Gandhi College  
Thiruvananthapuram

## Action taken report of IQAC meeting on 31/08/2022

### Action Taken

1. Task-force training continued.
2. Procedures for the conduct of quality audits initiated.



IQAC Coordinator



Principal  
Mahatma Gandhi College  
Thiruvananthapuram



## Action taken report of IQAC meeting on 27/09/2022

### Action Taken

1. Task-force activities completed.
2. Meeting of criteria coordinators with department level criteria convenors conducted.

  
IQAC Coordinator



  
Principal  
Mahatma Gandhi College  
Tirumangaluru

## Action taken report of IQAC meeting on 01/11/2022

### Action Taken

1. Preparation of questionnaire for feedback analysis and SSS started.
2. Data consolidation for AQAR 2021 – 22 started.
3. Technical session on IPR was conducted.



IQAC Coordinator



Principal  
Mahatma Gandhi College  
Tiruvannamalai

## Action taken report of IQAC meeting on 27/01/2023

### Action Taken

1. Preparation of AQAR 2021-22 continued.
2. Interim monitoring of activities scheduled during 2022-23 conducted.



IQAC Coordinator



Principal

Principal  
Mahatma Gandhi College  
Tiruvannamalai

## Action taken report of IQAC meeting on 08/02/2023

### Action Taken

1. Decided to conduct an awareness programme on preserving traditional knowledge.
2. Initiated steps to organize a life skill training programme in association with Mahindra group.



IQAC Coordinator



Principal

Principal  
Mahatma Gandhi College  
Thiruvananthapuram



## Action taken report of IQAC meeting on 16/03/2023

### Action Taken

1. IQAC file verification schedule prepared and informed to the departments.



IQAC Coordinator



Principal

Principal  
Mahatma Gandhi College  
Thiruvananthapuram

## Action taken report of IQAC meeting on 20/03/2023

### Action Taken

1. Merit day 2022-23 was scheduled
2. Categories of awards finalized.
3. Award nominations from various departments collected.

  
IQAC Coordinator





Principal  
Mahatma Gandhi College  
Thiruvananthapuram

## Action taken report of IQAC meeting on 24/03/2023

### Action Taken

1. Merit day was conducted as per the schedule.



IQAC Coordinator



Principal

Principal  
Mahatma Gandhi College  
Thiruvananthapuram