

2018 - 19

Proceedings of Meetings

Internal Quality Assurance Cell

Mahatma Gandhi College

Thiruvananthapuram

Preface

It gives me immense pleasure to present the proceedings of the Internal Quality Assurance Cell (IQAC) for the academic year 2018-19 at Mahatma Gandhi College. This document encapsulates our concerted efforts towards fostering an environment of holistic development for our students, transcending the conventional boundaries of academic learning.

At Mahatma Gandhi College, we believe in nurturing the multifaceted potential of our students through a harmonious blend of academic, sports, and cultural activities. Our initiatives are designed not only to impart knowledge within the confines of the classroom but also to encourage our students to excel in diverse arenas, reaching prestigious university levels and beyond. The past academic year has been a testament to our commitment to this philosophy, as we have meticulously planned and executed a variety of programs that cater to the comprehensive growth of our students.

The proceedings detailed herein reflect the collaborative efforts of our faculty, staff, and students in optimizing the resources available to us. Through the effective utilization of academic programs, sports events, and cultural festivals, we have provided our students with numerous opportunities to develop their skills, showcase their talents, and gain invaluable experiences. Our academic endeavors have been complemented by robust support systems and quality enhancement measures, ensuring that our students receive the best education possible. The sports and cultural activities organized at our college have not only fostered a spirit of healthy competition but also instilled values of teamwork, discipline, and perseverance. These events have seen active participation from our students, with many achieving commendable success at university-level competitions.

As we reflect on the achievements of the past year, we remain committed to our mission of providing a nurturing and stimulating environment for our students. We continue to strive for excellence in all our endeavors, ensuring that Mahatma Gandhi College remains a beacon of quality education and holistic development. I extend my heartfelt gratitude to all the members of the IQAC, faculty, staff, and students for their unwavering dedication and hard work. Together, we will continue to uphold the high standards of Mahatma Gandhi College and inspire our students to reach new heights of success.

Principal
Mahatma Gandhi College

Date	June 15, 2018	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Preparation of a Revised Academic Calendar for 2018-19
2. Communication of Course Delays and Their Impact on the Conduct of Academic Sessions
3. Submission of AQAR for 2017-18 in Pre-Revised Format
4. Conducting the Academic Audit for 2017-18
5. Submission of Application for RUSA Funds
6. Preparation of an Action Plan for Club Activities by June 2018
7. Discussion on Future Plans of Departments for 2018-19
8. Nomination of Senior Faculty Members for UG and PG Admission Committees
9. Reconstitution of Various Committees of the College
10. Installation of CCTV Cameras in Exam Halls

Proceedings of the Meeting

The meeting was chaired by the Principal, who welcomed all members and highlighted the significance of the IQAC in maintaining and enhancing the quality of education. She emphasized the importance of the upcoming academic year and the need for meticulous planning and execution of various initiatives. The Principal encouraged members to actively participate in the discussions and contribute to the development of effective strategies. Her address set a collaborative and focused tone for the meeting, motivating members to work diligently towards achieving the set goals.

Discussion on Agenda 2 :

Preparation of a Revised Academic Calendar for 2018-19

The committee discussed the need to prepare a revised academic calendar for the academic year 2018-19. Members acknowledged the challenges posed by the existing schedule and agreed that a revised calendar would help streamline academic activities. The Principal emphasized the importance of timely completion of the curriculum and effective planning of examinations and other academic events. The committee decided to involve members of the Board of Studies and


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Academic Councils in the preparation process. This initiative aims to ensure a well-structured and efficient academic schedule for the upcoming year.

Discussion on Agenda 3

Communication of Course Delays and Their Impact on the Conduct of Academic Sessions

The committee addressed the issue of course lagging and its disadvantages. It was decided that members of the Board of Studies and Academic Councils would communicate these concerns to the university. The Principal highlighted the impact of course lagging on student performance and institutional reputation. Members discussed the need for effective communication to ensure that the university understands the challenges faced by the college. This step aims to advocate for necessary adjustments and support from the university to improve the academic experience for students.

Discussion on Agenda 4

Submission of AQAR for 2017-18 in Pre-Revised Format

The committee decided to submit the AQAR for the year 2017-18 in the pre-revised format. Members discussed the requirements and deadlines for the submission. The Principal emphasized the importance of timely and accurate submission to maintain accreditation standards. The IQAC Coordinator was tasked with overseeing the preparation and submission of the report. Members agreed to provide necessary support and data to facilitate the process. This decision aims to ensure compliance with accreditation requirements and reflect the institution's commitment to quality assurance.

Discussion on Agenda 5

Conducting the Academic Audit for 2017-18

The committee decided to conduct the academic audit for the year 2017-18 during July 2018. Members discussed the objectives and scope of the audit. The Principal highlighted the importance of the audit in evaluating academic performance and identifying areas for improvement. The Academic Committee was entrusted with the responsibility of conducting the audit and submitting the report to the IQAC. Members agreed to collaborate and provide necessary information to support the audit process. This initiative aims to promote transparency, accountability, and continuous improvement in academic practices.

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Maharaja College
Thiruvananthapuram

Discussion on Agenda 6

Submission of Application for RUSA

The committee decided to apply for funding under the Rashtriya Uchchar Shiksha Abhiyan (RUSA) scheme. Members discussed the eligibility criteria and the potential benefits of the scheme. The Principal emphasized the importance of securing additional funding to support infrastructure development and academic initiatives. The IQAC Coordinator was tasked with preparing the application and coordinating with relevant departments. Members agreed to provide necessary data and support to strengthen the application. This initiative aims to enhance the institution's resources and capabilities through external funding.

Discussion on Agenda 7

Preparation of an Action Plan for Club Activities by June 2018

The committee decided to prepare an action plan for club activities by June 2018. Members discussed the importance of extracurricular activities in holistic student development. The Principal highlighted the need for well-organized and engaging club activities to foster student participation. The committee agreed to involve club coordinators in the preparation process and gather inputs from students. This initiative aims to provide a structured and diverse range of activities that cater to various interests and enhance the overall student experience.

Discussion on Agenda 8

Submission of Future Plans by Departments for 2018-19

Departments were requested to submit their future plans for the academic year 2018-19. The committee discussed the importance of strategic planning in achieving departmental and institutional goals. The Principal emphasized the need for alignment between departmental plans and the overall action plan of the college. Members agreed to provide guidelines and support to departments in preparing their plans. This initiative aims to ensure coordinated efforts towards achieving academic excellence and institutional development.


Principal
Mahatma Gandhi College
Thiruvananthapuram

Discussion on Agenda 9

Nomination of Senior Faculty Members for UG and PG Admission Committees:

The committee decided to forward the names of two senior faculty members for the Undergraduate and Postgraduate Admission Committees. Dr. Asha K. Nair, Associate Professor, Department of English, and Dr. P. Geetha, Head of Department and Associate Professor, Department of Malayalam, were nominated. The Principal highlighted the importance of experienced faculty in ensuring a fair and efficient admission process. Members discussed the criteria for selection and agreed on the nominations. This decision aims to strengthen the admission process through the involvement of senior faculty members.

Discussion on Agenda 10

Reconstitution of Various Committees of the College:

The committee decided to reconstitute various committees of the college. Members discussed the need for reorganization to enhance the effectiveness and efficiency of these committees. The Principal emphasized the importance of having diverse and competent members in each committee. The committee agreed to review the current composition and make necessary changes. This initiative aims to ensure that each committee is well-equipped to fulfill its responsibilities and contribute to the institution's goals.

Discussion on Agenda 11

Installation of CCTV Cameras in Exam Halls:

The committee decided to install CCTV cameras in all exam halls to curb malpractices. Members discussed the benefits of surveillance in ensuring a fair and secure examination environment. The Principal highlighted the importance of maintaining the integrity of the examination process. The committee agreed to procure and install the necessary equipment before the upcoming exams. This initiative aims to enhance the security and transparency of the examination process, ensuring a fair assessment for all students.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.

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Date	July 16, 2018	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Submission of Clarifications and Supporting Documents for Accreditation
2. Conducting of Academic and Administrative Audit for Academic Year 2017-18
3. Collection of Feedback from Stakeholders
4. Scheduling of Parent-Teacher-Student (PTS) Meetings for September
5. Rearranging of Single Faculty Member Departments
6. Scheduling of Internal Examination
7. Organizing a Medical Camp
8. Scheduling of Peer Team Visit


Proceedings of the IQAC Meeting

The meeting commenced with a silent prayer and was chaired by the Principal who welcomed all members and emphasized the significance of the IQAC's role in enhancing the quality of education and administration. She highlighted the importance of timely actions and collaboration to meet the institution's goals. The Principal encouraged members to actively participate in the discussions and contribute to the decision-making process. Her opening remarks set a positive and focused tone for the meeting, motivating the members to work towards the betterment of the college.

Discussion on Agenda 1

Submission of Clarifications and Supporting Documents for Accreditation

The committee discussed the need to submit all required clarifications within the stipulated timeframe, along with the necessary supporting documents. Members emphasized the importance of accuracy and completeness in these submissions to ensure compliance with regulatory requirements. The Principal stressed the need for timely and coordinated efforts from all departments. The committee agreed to assign specific responsibilities to members to ensure the efficient collection and submission of documents. This initiative aims to maintain transparency and accountability in institutional processes.


Principal
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Discussion on Agenda 2

Conducting of Academic and Administrative Audit for Academic Year 2017-18

The committee decided to conduct an academic and administrative audit for the last academic year, 2017-18, during the last week of June. Members discussed the objectives and scope of the audit, focusing on evaluating academic performance and administrative efficiency. The Principal highlighted the importance of these audits in identifying strengths and areas for improvement. The Academic Committee was entrusted with overseeing the audit process and preparing a comprehensive report. This step aims to promote quality, accountability, and transparency within the institution.

Discussion on Agenda 3

Collection of Feedback from Stakeholders

It was decided to collect feedback from students, teachers, and parents to gain insights into various aspects of the academic and administrative processes. Members discussed the design and distribution of feedback forms to ensure comprehensive and honest responses. The Principal emphasized the significance of feedback in driving continuous improvement. The committee agreed to analyze the collected feedback and formulate action plans based on the findings. This initiative aims to enhance the overall quality of education and address any concerns raised by stakeholders.

Discussion on Agenda 4

Scheduling of Parent-Teacher-Student (PTS) Meetings for September

The committee decided to conduct Parent-Teacher-Student (PTS) Meetings during September for Semester II and Semester IV. Members discussed the agenda and logistics for these meetings, emphasizing the importance of effective communication between parents, teachers, and students. The Principal highlighted the role of PTS meetings in addressing student performance and progress. The committee agreed to prepare detailed plans and schedules for the meetings. This initiative aims to foster a collaborative environment and ensure that all stakeholders are actively involved in the educational process.

Discussion on Agenda 5

Clubbing Single Faculty Member Departments

The committee decided to club single Faculty Member Departments with other departments to enhance academic collaboration and optimum resource utilization. The departments of Political Science will be clubbed with History, Statistics with Mathematics, Sanskrit with Malayalam, and Russian with English. Members discussed the benefits of this restructuring in terms of improved teaching and administrative efficiency. The Principal emphasized the importance of fostering interdisciplinary collaboration. The committee agreed to implement this restructuring and monitor its impact. This initiative aims to optimize departmental resources and enhance academic offerings.

Discussion on Agenda 6

Scheduling of Internal Examination

Smt. Jayalakshmi P.R., Head of the Department and Associate Professor of English, was entrusted with the task of preparing the timetable for Semester II and Semester IV internal examinations. Members discussed the importance of a well-structured timetable to ensure smooth conduct of exams. The Principal highlighted the need for timely communication of the timetable to students and faculty. The committee agreed to support Smt. Jayalakshmi in this task and ensure that all logistical arrangements are in place. This initiative aims to facilitate a fair and efficient examination process.

Discussion on Agenda 7

Organizing a Medical Camp

The committee decided to organize a medical camp on campus at an appropriate time. Members discussed the benefits of providing health services and awareness programs to students, faculty, and staff. The Principal emphasized the importance of promoting health and well-being within the college community. The committee agreed to collaborate with local healthcare providers and plan the logistics of the camp. This initiative aims to enhance the overall well-being of the college community and promote a healthy lifestyle.


Principal
Mahatma Gandhi College
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Discussion on Agenda 8

Scheduling of Peer Team Visit:

The committee decided to choose dates for the Peer Team visit in September or October. Members discussed the preparation required for the visit and the importance of selecting suitable dates. The Principal highlighted the significance of the Peer Team visit in assessing the institution's quality and performance. The committee agreed to prepare detailed plans and schedules for the visit to ensure that all aspects are well-organized. This initiative aims to showcase the institution's strengths and achievements to the peer team.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.

Date	October 10, 2018	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Action Plan for the Peer Team Visit
2. Arrangement of Documents and PPTs in Departments
3. Inspection of Departmental Documents
4. Inspection of PowerPoint Presentations
5. Invitation to Stakeholders for Luncheon Meeting

Proceedings of the IQAC Meeting

The meeting was chaired by the Principal, who welcomed all members and highlighted the importance of the upcoming Peer Team Visit for the institution's accreditation process. She emphasized the need for meticulous preparation and coordination to ensure a successful visit. The Principal encouraged members to actively participate in the discussions and contribute their insights for the effective planning and execution of the visit. Her opening remarks set a positive and focused tone for the meeting, motivating members to collaborate and work diligently towards achieving the set objectives.

Discussion on Agenda 1

Action Plan for the Peer Team Visit

The committee discussed and reviewed the detailed schedule and tasks to be completed before the Peer Team visit. The Principal highlighted the importance of adhering to a plan to ensure a smooth and organized visit. The committee agreed on specific responsibilities and timelines for each task. This action plan aims to ensure that all preparations are completed efficiently and effectively, showcasing the institution's strengths and achievements to the Peer Team.

Discussion on Agenda 2

Arrangement of Documents and PPTs in Departments

Members discussed the importance of organizing all relevant documents and presentations systematically to facilitate easy access and review by the Peer Team. The Principal emphasized


Principal
Mahatma Gandhi College
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the need for each department to ensure that their documents and PPTs are complete to ensure that all documentation is well-organized and readily available for inspection.

Discussion on Agenda 3

Inspection of Departmental Documents

It was decided to inspect the documents of the Departments on the 17th of October, 2018. Members discussed the inspection process and the criteria for evaluating the documents. The Principal highlighted the importance of this inspection in identifying any gaps or areas for improvement. The committee agreed to form teams to conduct the inspections and provide feedback to the departments. This step aims to ensure that all documents meet the required standards and are ready for the peer team's review.

Discussion on Agenda 4

Inspection of PowerPoint Presentations

The committee decided to inspect the PowerPoint presentations on the 22nd of October, 2018. Members discussed the key elements that should be included in the presentations to effectively communicate the institution's achievements and strengths. The Principal emphasized the need for clear, concise, and impactful presentations. The committee agreed to provide feedback and suggestions for improvement during the inspection. This initiative aims to ensure that the presentations are well-prepared and effectively convey the institution's message to the peer team.

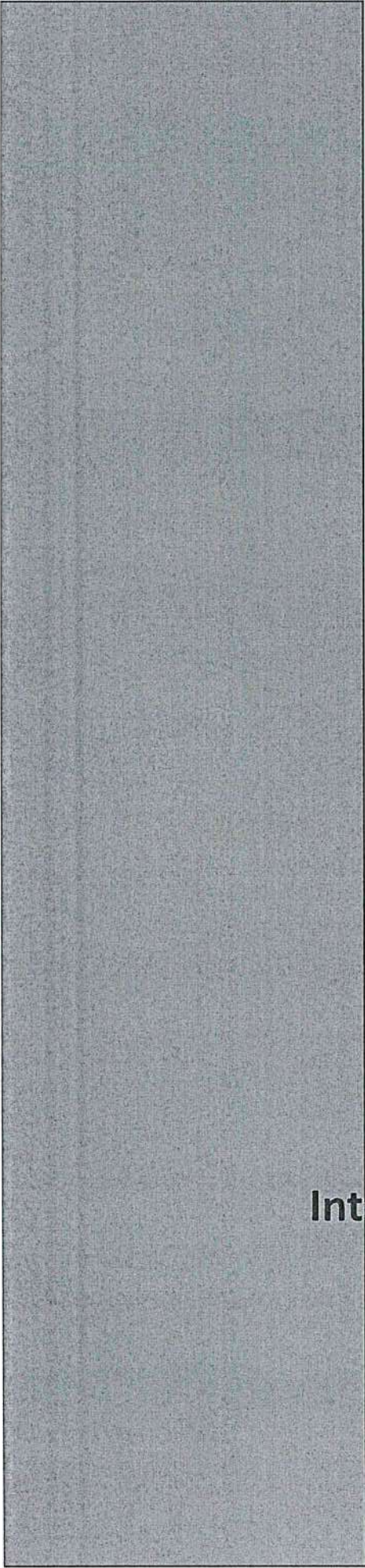
Discussion on Agenda 5

Invitation to Stakeholders for Luncheon Meeting:

It was decided to invite key stakeholders, including university authorities, government officials, and representatives of the management, for a luncheon meeting on the 24th of October. Members discussed the importance of this meeting in fostering positive relationships and showcasing the institution's commitment to collaboration and excellence. The Principal highlighted the need for a well-organized and engaging meeting. The committee agreed to send out invitations and plan the logistics for the luncheon. This initiative aims to create a supportive and collaborative environment for the Peer Team visit.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.


Principal
Mahatma Gandhi College
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Proceedings of Meetings

Internal Quality Assurance Cell

Mahatma Gandhi College

Thiruvananthapuram

Preface

It is with great pride and satisfaction that I present the proceedings of the Internal Quality Assurance Cell (IQAC) for the academic year 2019-20 at Mahatma Gandhi College. This report highlights our unwavering dedication to fostering the comprehensive development of our students through the judicious use of academic, sports, and cultural activities.

At Mahatma Gandhi College, we are committed to nurturing our students' all-round growth by providing a diverse range of opportunities that extend beyond the traditional classroom environment. Our initiatives are meticulously designed to ensure that our students excel not only within the campus but also at prestigious university levels and beyond. This academic year has been a remarkable journey of growth and achievement, characterized by a multitude of programs that cater to the diverse interests and talents of our students.

The proceedings outlined in this document reflect the collective efforts of our faculty, staff, and students in harnessing the available resources to their fullest potential. Through a strategic blend of rigorous academic programs, dynamic sports events, and vibrant cultural activities, we have created a stimulating environment that encourages our students to thrive and succeed.

Our academic initiatives have been bolstered by comprehensive support systems and continuous quality improvement measures, ensuring that our students receive an education that is both enriching and empowering. The sports and cultural activities organized at our college have played a pivotal role in fostering a spirit of healthy competition, teamwork, and resilience among our students. These events have witnessed enthusiastic participation, with many of our students achieving notable success at various university-level competitions.

As we look back on the accomplishments of the past year, we remain steadfast in our commitment to providing a nurturing and inspiring environment for our students. We will continue to strive for excellence in all our endeavors, ensuring that Mahatma Gandhi College remains a leader in quality education and holistic development.

I extend my sincere appreciation to all members of the IQAC, faculty, staff, and students for their dedication and hard work. Together, we will continue to uphold the esteemed standards of Mahatma Gandhi College and inspire our students to reach new heights of success.

Principal
Mahatma Gandhi College

Date	June 17, 2019	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Discussion on the Plan of Action for the Academic Year 2019-20.
2. Guidelines to be issued to the Departments for the maintenance of Academic Standards.
3. Enhancing and Updating of the College Website.
4. Planning for NAAC Reaccreditation.
5. Review and Submission of AQAR for 2017-18 and 2018-19.
6. Nomination of External Experts into IQAC.
7. Any other matter suggested by the Members.

Proceedings of the Meeting

The meeting was presided over by the Principal of Mahatma Gandhi College. He began by announcing the decision of the College Council to appoint Dr. N. Gopakumar as the new IQAC Coordinator. This appointment was necessitated by the vacancy created following the promotion of the former IQAC Coordinator, Dr. M.S. Anil Kumar, to the position of Principal of Mahatma Gandhi College. Additionally, Dr. K. Radhakrishnan was inducted into the IQAC, filling the vacancy left by Dr. V.M. Anandhakumar's promotion to the Principal of V.T.M. NSS College, Dhanavachapuram.

During the meeting, a significant portion of the discussion focused on the current academic environment of the college post-NAAC Accreditation. Members shared their observations and experiences, noting both strengths and areas that require further improvement. The importance of maintaining and enhancing the academic standards achieved was emphasized, with particular attention to the ongoing need for comprehensive documentation and continuous quality enhancement.


Principal
Mahatma Gandhi College
Thiruvananthapuram

The participants expressed optimism about the college's potential to reach higher levels of quality and excellence. With the right strategies and diligent efforts in place, it was agreed that Mahatma Gandhi College could aspire to achieve the highest standards of academic excellence. The collective commitment of the faculty and administration to this goal was reaffirmed, setting a positive tone for the future initiatives of the IQAC.

Discussion on Agenda 1

Discussion on the Plan of Action for the Academic Year 2019-20.

During the meeting, Members engaged in a comprehensive discussion to outline the Plan of Action for the academic year 2019-20. The focus was on setting strategic goals aligned with the institution's mission and vision. Key areas of emphasis included enhancing academic programs, fostering research and innovation, improving student support services, and strengthening community engagement initiatives. Members proposed specific actions, timelines, and designated responsible parties to ensure effective implementation and continuous monitoring of the plan throughout the academic year.

The meeting concluded with a decision to prepare a comprehensive Plan of Action for the ongoing academic year, encompassing all institutional activities. It was agreed to conduct informal brainstorming sessions among IQAC Members to draft this plan. After the draft is prepared, it will be forwarded to all departments for their input and incorporation of additional ideas, ensuring a collaborative and holistic approach for achieving the institution's goals.

Discussion on Agenda 2

Guidelines to be issued to the Departments for the maintenance of Academic Standards.

The meeting focused on developing comprehensive guidelines to ensure the maintenance and enhancement of academic standards across all departments. These guidelines will address curriculum development, teaching methodologies, assessment practices, and continuous professional development for faculty. The objective is to uphold the institution's commitment to academic excellence and provide a high-quality learning experience for students.

The committee emphasized the need for better coordination among departments to streamline academic performance. It was decided to continue the current practice of assigning each IQAC member the responsibility of coordinating two departments, fostering greater collaboration and consistency across the institution.

Discussion on Agenda 3

Enhancing and Updating of the College Website.

A proposal was made to revamp the college website to make it more user-friendly, informative, and reflective of the college's activities and achievements. The enhancements will include updating content regularly, improving navigation, and incorporating features such as event calendars, news updates, and an interactive platform for students and faculty. The objective is to ensure the website serves as an effective communication tool and showcases the institution's strengths.

Discussion on Agenda 4

Planning for NAAC Reaccreditation.


IQAC members expressed optimism that if the college undergoes reassessment within the stipulated NAAC framework, it could achieve a higher grade. The committee decided to make a final decision after thoroughly assessing all parameters of the college.

The discussion centered on developing a strategic plan for the upcoming NAAC reaccreditation process. This plan includes analyzing feedback from the previous accreditation, addressing identified gaps, and implementing measures to enhance the college's performance in key areas such as research, infrastructure, student services, and governance. The goal is to achieve a higher accreditation grade and demonstrate continuous improvement in quality standards.

Discussion on Agenda 5

Review and Submission of AQAR for 2017-18 and 2018-19.

The Annual Quality Assurance Reports (AQAR) for the academic years 2017-18 and 2018-19 were discussed. Members reviewed the key points, data, and achievements included in the reports. The meeting focused on ensuring that all necessary information was accurately and comprehensively documented before submission. Emphasis was placed on adhering to the deadlines and following the guidelines set by NAAC for AQAR submissions


Principal
Mahatma Gandhi College
Thiruvananthapuram

Discussion on Agenda 6

Nomination of External Experts into IQAC.

The committee discussed the nomination of two external experts to join the Internal Quality Assurance Cell (IQAC). The inclusion of external experts aims to bring in diverse perspectives, specialized knowledge, and best practices from other institutions. This move is intended to strengthen the IQAC's capacity to drive quality enhancement initiatives and foster a culture of continuous improvement within the college.

The IQAC Committee decided to form a sub-committee to scrutinize the Promotion Proposals (PBAS) of Faculty Members. This sub-committee will ensure that all proposals meet the required standards and criteria. The goal is to maintain transparency and fairness in the promotion process.

Date	June 17, 2019	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Discussion regarding draft Academic Plan
2. Updates regarding the Website
3. Collection of AQAR data from the Department
4. Discussion regarding STRIDE Project and Research Activities
5. Discussion Regarding Promotion Proposals from Faculty Members.
6. Initiation of Online Feedback from Stakeholders
7. Conduct of MGC - Annual Research Conference (MGC-ARC)

Proceedings of the Meeting

The meeting was presided over by the Principal. Dr. Vidya Rajagopal and Mrs. Sheela S. were nominated to the IQAC to fill the vacancies left by Dr. Sriprabha and Dr. Sudhadevi, who relinquished their posts as Convenor of the Academic Committee and Convenor of the Research Committee, respectively.

Discussion on Agenda 1

Discussion regarding draft Academic Plan

The meeting began with a thorough discussion on the draft Academic Plan. The draft Plan of Action was prepared and circulated to all departments to gather their feedback and suggestions. Members emphasized the importance of aligning the plan with the institution mission and vision. Specific strategies were proposed to enhance academic programs, research activities, and community engagement. The feedback from departments will be incorporated into the final version of the plan. The committee agreed to finalize and implement the Academic Plan in the upcoming academic year.


Principal
Mahatma Gandhi College
Thiruvananthapuram

Discussion on Agenda 2

Updates regarding the Website

The Website Committee presented updates on recent activities and changes made to the college website. Members reviewed and assessed these changes, noting improvements in content and layout. The importance of making the website more user-friendly was emphasized, particularly by incorporating various student-related webpages. Suggestions were made to further enhance the website accessibility and functionality. The committee decided to continue monitoring and updating the website regularly.

Discussion on Agenda 3

Collection of AQAR data from the Department

The meeting highlighted the importance of timely and accurate data collection for the Annual Quality Assurance Report (AQAR). All departments were asked to submit their data in the prescribed NAAC format. Both hard and soft copies of the AQAR format were circulated to ensure consistency. Faculty members in charge of each department were tasked with providing clarifications and assistance to their colleagues. The committee stressed the importance of thorough documentation and adherence to deadlines.

Discussion on Agenda 4

Discussion regarding STRIDE Project and Research Activities

In a bid to strengthen research activities, the IQAC entrusted the Research Committee with conducting awareness campaigns about the STRIDE Project of the Government of India. The committee is responsible for organizing brainstorming sessions to educate faculty members about the project objectives and benefits. Faculty members are encouraged to develop and submit their project proposals within the stipulated timeframe. The discussion underscored the need for increased participation in research initiatives to enhance the institution academic profile.

Principal
Faculty
College

Discussion on Agenda 5

Discussion Regarding Placement & Promotion Proposals from Faculty Members.

The committee discussed the process and criteria for faculty promotions, emphasizing transparency and fairness. A sub-committee was formed to scrutinize the Promotion Proposals (PBAS) of faculty members. The sub-committee will ensure that all proposals meet the required standards and criteria. This initiative aims to maintain high academic and professional standards within the faculty.

Discussion on Agenda 6

Initiation of Online Feedback from Stakeholders

The committee recognized the importance of collecting feedback from stakeholders to improve institutional performance. It was decided to initiate an online feedback system to gather inputs from students, faculty, alumni, and other stakeholders. This system will provide valuable insights into various aspects of the institution operations and help in identifying areas for improvement. The feedback collected will be analyzed and used to inform decision-making and strategic planning.

Discussion on Agenda 7

Conduct of MGC - Annual Research Conference (MGC-ARC)

The meeting concluded with plans for the upcoming MGC - Annual Research Conference (MGC-ARC). The committee discussed the conference objectives, themes, and logistics. It was decided to form a dedicated organizing committee to oversee the event planning and execution. The conference aims to provide a platform for faculty and students to present their research findings, foster collaboration, and promote a culture of academic excellence. The committee set a tentative date for the conference and agreed to begin preparations immediately.


Principal
Mahatma Gandhi College
Thiruvananthapuram

Date	January 30, 2020	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Assignment of New IQAC Coordinator
2. Discussion on AQAR Preparation and Uploading
3. Training Programme for Semester IV Post Graduate Students
4. Training Programme for Teachers and Non-Teaching Staff
5. Student Satisfaction Survey and Feedback Collection

Proceedings of the Meeting

The meeting was presided by the Principal, who warmly welcomed all members. The Principal emphasized the importance of the IQAC in maintaining and enhancing the quality of education and administration at Mahatma Gandhi College. He encouraged active participation and collaboration among all members to ensure the successful implementation of various initiatives aimed at institutional improvement.

Discussion on Agenda 1

Assignment of New IQAC Coordinator:

The committee congratulated Dr. N. Gopakumar on his new appointment and expressed their best wishes for a successful tenure. The Principal and members recognized his contributions to the college and wished him continued success in his new role.

The Principal announced that Dr. Balamurali R.S. will take on the responsibility of IQAC Coordinator from January 1, 2020, due to Dr. N. Gopakumar's deputation as Controller of Examinations at the University of Kerala. The meeting acknowledged this transition and discussed the roles and responsibilities to be undertaken by Dr. Balamurali in his new position.

Discussion on Agenda 2

Discussion on AQAR Preparation and Uploading:

A detailed discussion on the preparation and uploading of the AQAR was conducted. The IQAC Coordinator explained the new changes in the AQAR uploading process and provided an overview of the preparations, data collection, and compilation completed so far. The coordinator expressed confidence in uploading the AQAR before the deadline. IQAC members expressed their support and readiness to assist in completing the process efficiently.

Discussion on Agenda 3

Training Programme for Semester IV Post Graduate Students:

The meeting decided to conduct a two-day training programme for Semester IV Post Graduate students on Research Methodology and Presentation Skills before their project submission to the University. It was agreed that financial assistance for this programme may be sought from the Parent Teachers Association of the College. The training aims to equip students with essential skills for their academic projects.

Discussion on Agenda 4

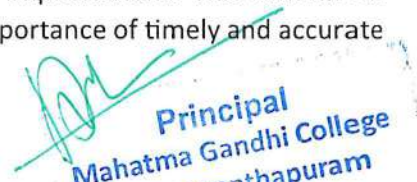
Training Programme for Teachers and Non-Teaching Staff:

The committee decided to organize a training programme for teachers on MOOCs and Online Educational Resources and for non-teaching staff on administration matters, UGC Regulations, and file documentation. The Principal highlighted the importance of continuous professional development for both teaching and non-teaching staff to enhance their efficiency and effectiveness in their respective roles.

Discussion on Agenda 5

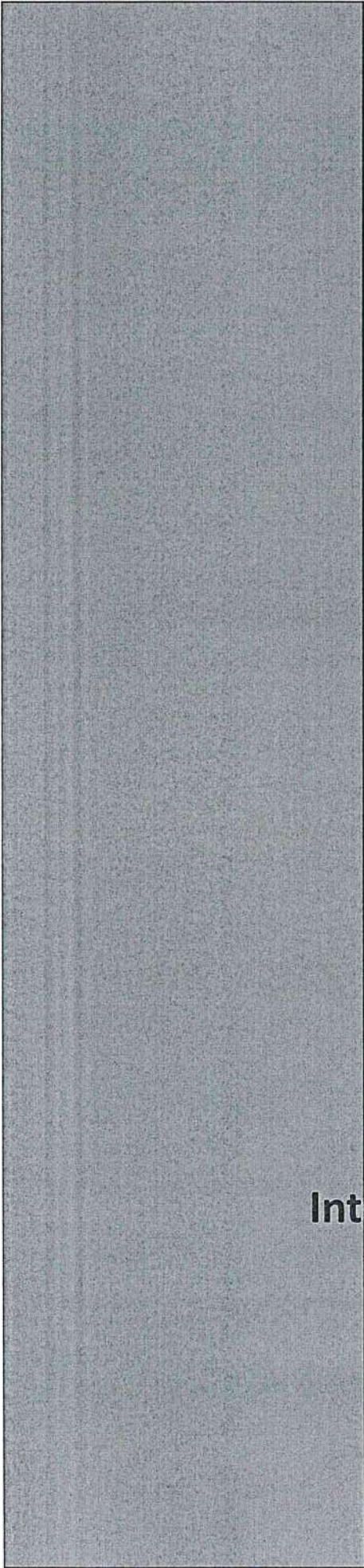
Student Satisfaction Survey and Feedback Collection:

The IQAC decided to conduct a Student Satisfaction Survey and gather feedback from the outgoing Undergraduate and Postgraduate students for the academic year 2019-20. This survey aims to capture students' experiences and identify areas for improvement. The committee discussed the methodology for conducting the survey and the importance of timely and accurate feedback collection.


Principal
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The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.

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Proceedings of Meetings

Internal Quality Assurance Cell

Mahatma Gandhi College

Thiruvananthapuram

Preface

It is with immense pleasure that I present the proceedings of the Internal Quality Assurance Cell (IQAC) for the academic year 2020-21 at Mahatma Gandhi College. This document encapsulates our dedicated efforts towards ensuring the all-encompassing development of our students through the effective utilization of academic, sports, and cultural activities.

At Mahatma Gandhi College, we are dedicated to fostering an environment that promotes holistic growth, empowering our students to excel both within and beyond the confines of the campus. Our carefully curated programs are designed to cultivate academic excellence, athletic prowess, and cultural enrichment, enabling our students to achieve success at higher levels, including prestigious university platforms.

The proceedings detailed herein reflect the collective commitment of our faculty, staff, and students to maximize the resources at our disposal. Through a balanced integration of rigorous academic initiatives, dynamic sports programs, and vibrant cultural events, we have provided our students with a wide array of opportunities to develop their skills, showcase their talents, and gain invaluable experiences.

Our academic endeavors have been supported by robust systems and quality enhancement measures, ensuring that our students receive a well-rounded and enriching education. The sports and cultural activities organized by the college have not only encouraged healthy competition but also instilled values of teamwork, discipline, and perseverance. These events have seen active and enthusiastic participation, with many students achieving significant accolades at various university-level competitions.

As we reflect on the achievements of the past year, we reaffirm our commitment to creating an inspiring and nurturing environment for our students. We will continue to pursue excellence in all our efforts, ensuring that Mahatma Gandhi College remains at the forefront of quality education and holistic student development.

I extend my heartfelt gratitude to all members of the IQAC, faculty, staff, and students for their unwavering dedication and hard work. Together, we will continue to uphold the high standards of Mahatma Gandhi College and inspire our students to achieve greater heights.

Principal
Mahatma Gandhi College

Date	July 2, 2020	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Presentation of the Plan of Action for 2020-2021
2. Arranging Classes for Online Teaching Overview
3. Reporting on Value-Added and Add-On Courses
4. Planning Webinars and Workshops for the Updated Under Graduate Syllabus
5. Utilizing Online Opportunities to Augment Research Culture
6. Conducting Workshops and Awareness Programs on Office Automation
7. Strengthening Wi-Fi and Online Teaching Channels
8. Developing Organized Methodology for Documentation and Internal Communication

Proceedings of the Meeting

The meeting commenced with a silent prayer, chaired by the Principal, who welcomed all members and emphasized the importance of continuous improvement and quality enhancement in education. The Principal highlighted the need for adapting to new challenges, especially in the context of online teaching and learning. She encouraged members to actively participate in the discussions and contribute to the development of effective strategies. The Principal's address set a collaborative and focused tone for the meeting, motivating members to work towards common goals. With her inspiring words, the meeting proceeded to the agenda items.

The minutes of the previous meeting were read, confirmed, and recorded. This step ensured that all members were on the same page regarding past discussions and decisions. The Principal emphasized the importance of maintaining accurate records and following up on action items from previous meetings. Members reviewed the documented decisions and acknowledged the progress made since the last meeting. This confirmation set a solid foundation for the current meeting's discussions. The minutes were unanimously approved, reinforcing the committee's commitment to transparency and accountability.


Principal
Mahatma Gandhi College
Thiruvananthapuram

Discussion on Agenda 1

Presentation of the Plan of Action for 2020-2021

The IQAC Coordinator gave a brief presentation of the plan of action for the academic year 2020-2021. The presentation outlined key initiatives and strategic goals aimed at enhancing academic quality and institutional effectiveness. Members discussed the proposed activities, including measures to improve teaching methods, research opportunities, and student support services. The Principal emphasized the need for collaborative efforts to implement the plan successfully. The committee agreed to monitor the progress of these initiatives regularly. The presentation provided a clear roadmap for the year ahead, aligning the committee's efforts with institutional goals.

Discussion on Agenda 2

Arranging Classes for Online Teaching Overview

It was decided to arrange classes to provide an overview of online teaching methodologies. Members discussed the importance of equipping faculty with the necessary skills and knowledge to deliver effective online instruction. The Principal highlighted the challenges and opportunities presented by online teaching. The committee agreed to organize training sessions focusing on best practices, technology tools, and student engagement strategies. These classes aim to enhance the overall quality of online education and ensure a smooth transition for both faculty and students. The initiative reflects the institution's commitment to adapting to modern educational demands.

Discussion on Agenda 3

Reporting on Value-Added and Add-On Courses:

Departments were asked to provide detailed reports on the value-added and add-on courses offered during the current academic year. The committee emphasized the significance of these courses in enriching the curriculum and providing students with additional skills and knowledge. The Principal stressed the importance of documenting the outcomes and impact of these courses. Members discussed the need for continuous evaluation and improvement of course content and delivery. The reports will be used to assess the effectiveness of these programs and identify areas for enhancement. This initiative aims to ensure that students receive a comprehensive and well-rounded education.

Discussion on Agenda 4

Planning Webinars and Workshops for the Updated Under Graduate Syllabus

In response to the changing syllabus at the UG level, the committee planned to organize webinars and workshops. These events aim to support faculty in adapting to the new curriculum and enhance their teaching strategies. The Principal emphasized the importance of staying updated with academic developments and fostering a culture of continuous learning. Members discussed potential topics and speakers for the webinars and workshops. The initiative aims to provide faculty with the necessary resources and support to effectively teach the updated syllabus. This reflects the institution's commitment to academic excellence and professional development.

Discussion on Agenda 5


Utilizing Online Opportunities to Augment Research Culture

The committee decided to leverage online opportunities to enhance the research culture among faculty. Members discussed various online platforms and tools that could facilitate research collaboration and dissemination. The Principal highlighted the importance of research in contributing to academic growth and institutional reputation. The committee agreed to organize webinars and training sessions on research methodologies, grant writing, and publication strategies. These initiatives aim to support faculty in their research endeavors and promote a vibrant research environment. This reflects the institution's dedication to fostering innovation and scholarly activity.

Discussion on Agenda 6

Conducting Workshops and Awareness Programs on Office Automation

Plans were charted out to conduct workshops and awareness programs on office automation. The committee discussed the benefits of automating administrative processes to improve efficiency and reduce workload. The Principal emphasized the need for training staff in using office automation tools effectively. Members identified key areas where automation could be implemented and discussed potential training topics. The workshops aim to equip administrative staff with the skills to leverage technology for better productivity. This initiative reflects the institution's commitment to modernizing administrative processes and enhancing operational efficiency.


Principal
Mahatma Gandhi College
Thiruvananthapuram

Discussion on Agenda 7

Strengthening Wi-Fi and Online Teaching Channels

Measures to strengthen Wi-Fi and online teaching channels were discussed and decided upon. The committee acknowledged the critical role of reliable internet connectivity in supporting online education. The Principal emphasized the need for a robust digital infrastructure to facilitate seamless teaching and learning experiences. Members discussed potential upgrades and enhancements to the existing Wi-Fi network. The committee agreed to prioritize this initiative and allocate necessary resources. Strengthening online teaching channels aims to ensure that students and faculty have uninterrupted access to educational resources and tools. This reflects the institution's commitment to providing a conducive learning environment.

Discussion on Agenda 8

Developing Organized Methodology for Documentation and Internal Communication

The IQAC Coordinator requested the development of an organized methodology for documentation and internal communication. Members discussed the importance of systematic documentation to ensure transparency, accountability, and ease of access to information. The Principal highlighted the need for effective internal communication to facilitate collaboration and information sharing. The committee agreed to implement standardized procedures for documentation and communication across departments. This initiative aims to enhance the efficiency of administrative processes and ensure that all stakeholders are well-informed. Developing a robust documentation and communication strategy reflects the institution's commitment to operational excellence and continuous improvement.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.

Date	September 29, 2020	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Analysis of the Progress of Action from Previous Meetings
2. Conduct of Internal and External Academic Audits
3. Systematic Conduct of Internal Exams
4. Collection and Processing of Student Choices for Clubs and Cells
5. Conducting Online Induction Program for Semester One Students
6. Motivating Students to Participate in Webinars
7. Collection of Feedback from Students and Parents on Online Teaching

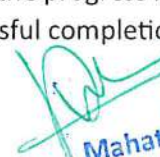
Proceedings of the Meeting

The meeting was chaired by the Principal, who welcomed all members and highlighted the importance of the IQAC's role in maintaining and enhancing the quality of education. She emphasized the need for collective efforts to ensure the successful implementation of the institution's strategic goals. The Principal underscored the significance of continuous improvement and encouraged members to actively participate in the discussions. Her address set a positive and motivating tone for the meeting, inspiring members to contribute effectively. The meeting then proceeded to the agenda items.

Discussion on Agenda 1

Analysis of the Progress of Action from Previous Meetings

The committee conducted an analysis of the progress made on the decisions and actions from previous meetings. Members reviewed the status of various initiatives and discussed any challenges encountered during implementation. The Principal emphasized the importance of timely and effective execution of all planned actions. The committee identified areas that required additional attention and proposed solutions to overcome obstacles. This analysis ensured accountability and provided a clear understanding of the progress made. The committee agreed to continue monitoring these actions to ensure successful completion.


Principal
Mahatma Gandhi College
Thiruvananthapuram

Discussion on Agenda 2

Conduct of Internal and External Academic Audits

The Academic Committee was entrusted with the responsibility of conducting internal and external academic audits of departments. These audits aim to promote quality, accountability, and transparency within the institution. Members discussed the procedures and criteria for the audits, emphasizing the need for thorough and unbiased evaluations. The Principal highlighted the benefits of regular academic audits in identifying strengths and areas for improvement. The committee agreed to schedule the audits and prepare necessary documentation. This initiative reflects the institution's commitment to maintaining high academic standards and continuous improvement.

Discussion on Agenda 3

Systematic Conduct of Internal Exams

It was decided that internal exams should be conducted systematically and results published in a timely manner. Members discussed strategies to ensure smooth and efficient administration of exams. The Principal stressed the importance of timely feedback to students to enhance their learning experience. The committee proposed establishing a standardized process for conducting and evaluating internal exams. This process aims to ensure consistency, fairness, and transparency in assessment. Members agreed to monitor the implementation of these strategies to ensure their effectiveness.

Discussion on Agenda 4

Collection and Processing of Student Choices for Clubs and Cells

Google forms for the choice of clubs and cells were circulated among students, and departments were directed to facilitate the process. The club coordinator was instructed to prepare the list of students based on their choices. Members discussed the importance of extracurricular activities in holistic student development. The Principal emphasized the need for proper management and organization of clubs and cells to ensure active student participation. The committee agreed to provide necessary support to the club coordinator. This initiative aims to enhance student engagement and provide opportunities for personal growth.

Discussion on Agenda 5

Conducting Online Induction Program for Semester One Students

Steps to conduct the induction program for Semester One students in online mode were entrusted to the Admission Committee. Members discussed the logistics and content of the online induction program. The Principal highlighted the importance of a comprehensive induction to help new students transition smoothly into college life. The program will include sessions on academic expectations, college policies, and available support services. The committee agreed to finalize the schedule and prepare necessary materials. This initiative aims to provide a positive and informative start for new students.

Discussion on Agenda 6

Motivating Students to Participate in Webinars

The committee discussed the need to motivate students to participate in webinars to gain proper exposure to various subjects. Members proposed strategies to encourage student participation, such as promoting the benefits of webinars and integrating them into the curriculum. The Principal emphasized the value of webinars in enhancing students' knowledge and skills. The committee agreed to compile a list of relevant webinars and share them with students. This initiative aims to provide students with additional learning opportunities and keep them engaged in their academic pursuits.

Discussion on Agenda 7

Collection of Feedback from Students and Parents on Online Teaching

Heads of Departments (HODs) were directed to collect oral and verbal feedback from students and parents to ensure effective online teaching. Members discussed the methods and frequency of collecting feedback to gain meaningful insights. The Principal stressed the importance of continuous feedback to improve online teaching practices. The committee agreed to establish a structured feedback system and ensure that all feedback is reviewed and addressed promptly. This initiative aims to enhance the quality of online education and ensure student satisfaction.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.


Principal
Mahatma Gandhi College
Thiruvananthapuram

Date	December 7, 2020	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Analysis of Stakeholder Feedback and Student Satisfaction Survey
2. Reporting on the Induction Programme for Freshers
3. Listing of Students in Clubs and Cells
4. Discussion on conduct of University Examinations adhering to COVID Protocol
5. Updates regarding the AQAR Submission

Proceedings of the Meeting

The meeting was chaired by the Principal who welcomed all members and emphasized the importance of the IQAC in driving continuous improvement and maintaining high standards of academic excellence. He highlighted the need for active collaboration and timely action to address the current challenges and opportunities faced by the institution. The Principal encouraged the members to participate actively in the discussions and share their insights for the betterment of the college. The opening remarks set a collaborative and focused tone for the meeting, motivating the members to contribute effectively.

The minutes of the previous meeting were read out and confirmed by all members. This step ensured that all previous decisions and discussions were accurately recorded and acknowledged. The Principal emphasized the importance of maintaining accurate records to ensure transparency and accountability. The committee expressed satisfaction with the progress made since the last meeting and acknowledged the need to follow up on pending actions. This confirmation provided a clear foundation for the current meeting's discussions. The minutes were unanimously approved and recorded.

Discussion on Agenda 1

Analysis of Stakeholder Feedback and Student Satisfaction Survey:

The IQAC presented an analysis of the feedback from various stakeholders and the student satisfaction survey. The findings highlighted areas of strength and opportunities for improvement within the institution. Members discussed the implications of the feedback and proposed actions to address the concerns raised. The Principal emphasized the importance of taking timely and effective action based on the feedback to enhance the overall student experience. An action taken report was formulated through discussions held during the meeting. This analysis aimed to ensure that the institution remains responsive to the needs and expectations of its stakeholders.

Discussion on Agenda 2

Reporting on the Induction Programme for Freshers

The feedback on the Induction Programme for freshers was reported to be positive, with participants finding it effective and motivating. Members discussed the key components of the programme that contributed to its success. The Principal highlighted the importance of a well-structured induction programme in helping new students transition smoothly into college life. The committee agreed to incorporate the successful elements of this year's programme into future inductions. This report underscored the institution's commitment to providing a supportive and engaging start for new students.

Discussion on Agenda 3

Listing of Students in Clubs and Cells

The list of students belonging to various clubs and cells was presented to the committee. Members discussed the importance of extracurricular activities in fostering holistic development and enhancing the student experience. The Principal emphasized the need for active participation and proper management of these clubs and cells. The committee agreed to monitor the activities of the clubs and provide necessary support to ensure their effective functioning. This listing aimed to ensure that all students have opportunities to engage in activities that complement their academic pursuits.



Principal
Mahatma Gandhi College
Thiruvananthapuram

Discussion on Agenda 4

Discussion on conduct of University Examinations adhering to COVID Protocol

The committee discussed the upcoming university examinations and the necessary precautions to be taken in light of COVID-19. It was decided to implement measures such as temperature checks using thermal scanners, procuring sanitation supplies, and maintaining proper social distancing. Members emphasized the importance of adhering to health and safety guidelines to protect students, faculty, and staff. The Principal highlighted the need for effective communication and coordination to ensure smooth conduct of the examinations. These steps aimed to ensure the safety and well-being of all exam participants while maintaining the integrity of the examination process.

Discussion on Agenda 5

Updates regarding AQAR Submission

The committee reviewed the progress of data collection and compilation for the AQAR submission. The IQAC reported that significant progress had been made and expressed confidence in uploading the AQAR before the deadline. Members discussed strategies to expedite the remaining tasks and ensure timely submission. The Principal emphasized the importance of submitting a comprehensive and accurate report to maintain the institution's accreditation status. The committee agreed to allocate additional resources and support to ensure the successful completion of the AQAR submission. This initiative underscored the institution's commitment to quality assurance and continuous improvement.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.

Date	February 18, 2021	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Merit Day Celebration
3. Collection of 2021-22 Student's Feedback
4. Conducting Academic Audit and Reporting
5. Conduct of Examination

Proceedings of the Meeting

The meeting commenced with the address by the Principal, who welcomed all members and emphasized the importance of the IQAC in maintaining high standards of academic excellence and institutional quality. He highlighted the need for careful planning and execution of the upcoming events and initiatives. The Principal encouraged active participation and collaboration among all members to ensure the successful implementation of the decisions. Principal's address set a positive and focused tone for the meeting, motivating members to work diligently towards achieving the set goals.

The minutes of the previous meeting were read out and confirmed by all members. The Principal emphasized the importance of maintaining accurate records to ensure transparency and accountability. The committee expressed satisfaction with the progress made since the last meeting and acknowledged the need to follow up on pending actions. The confirmation of the minutes provided a clear foundation for the current meeting's discussions. The minutes were unanimously approved and recorded.

Discussion on Agenda 1

Merit Day Celebration

The committee discussed the plans for the Merit Day celebration, scheduled to be conducted in the first week of March. Due to the ongoing COVID-19 pandemic, it was decided to follow strict protocols to ensure safety. The event would be limited to the presence of awardees only to avoid crowding and maintain adequate social distancing. Members were assigned specific duties to manage the event efficiently. The Principal emphasized the importance of recognizing student achievements while ensuring the safety and well-being of all participants. Detailed plans were made to coordinate the logistics of the event.

Discussion on Agenda 2


Principal
Mahatma Gandhi College
Thiruvananthapuram

Collection of 2021-22 Student's Feedback

The collection of feedback for the academic year 2021-22 was initiated during the meeting. The committee discussed the format and distribution of feedback forms to collect the required data from students, faculty, and other stakeholders. The Principal highlighted the importance of collecting comprehensive feedback to understand the strengths and areas for improvement within the institution. Members agreed to circulate the forms promptly and encourage timely responses. The collected feedback would be analyzed to inform future decisions and strategies. This initiative aims to ensure continuous improvement based on stakeholder input.

Discussion on Agenda 3

Conducting Academic Audit and Reporting

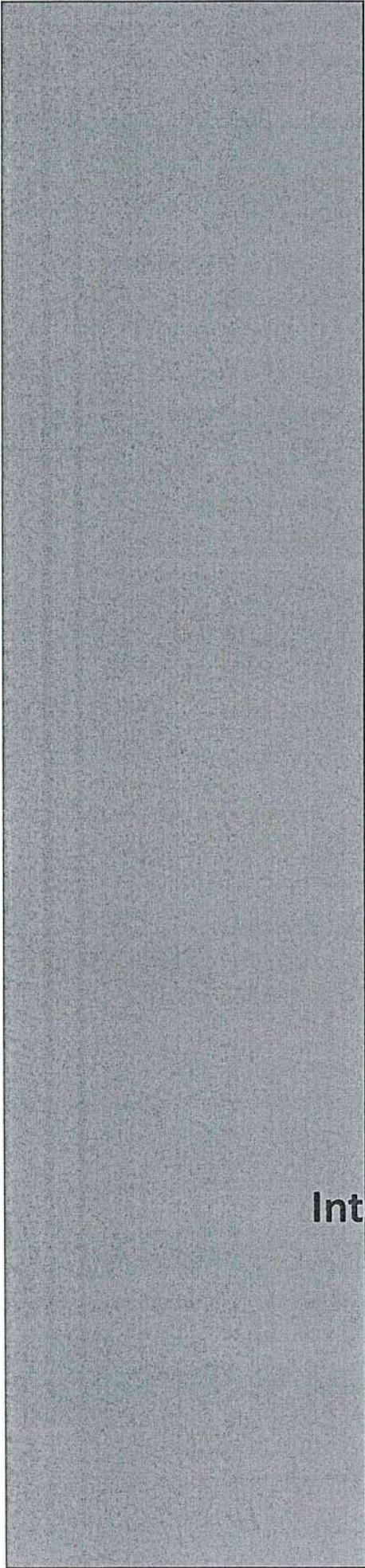
The Academic Committee was entrusted with the task of conducting an academic audit. The audit aims to evaluate the academic performance and processes of various departments to ensure quality and accountability. The committee was given a timeline of 10 days to complete the audit and submit the report to the IQAC. The Principal emphasized the importance of a thorough and unbiased audit to identify gaps and areas for improvement. Members discussed the criteria and methodology for the audit. This step is crucial for maintaining high academic standards and ensuring that all departments are aligned with institutional goals.

Discussion on Agenda 1

Conduct of Examination

Based on the findings of the academic audit, follow-up measures will be initiated. The Principal stressed the importance of timely completion of the syllabus and thorough exam preparation to ensure student success. Departments were tasked with organizing remedial classes and additional training sessions for students. The goal is to ensure that all students are well-prepared and confident for their exams. This initiative reflects the institution's commitment to providing quality education and supporting student achievement.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.



2021 - 22

Proceedings of Meetings

Internal Quality Assurance Cell

Mahatma Gandhi College

Thiruvananthapuram

Preface

It is with great pride and satisfaction that I present the proceedings of the Internal Quality Assurance Cell (IQAC) for the academic year 2021-22 at Mahatma Gandhi College. This report exemplifies our relentless pursuit of fostering the comprehensive development of our students through the optimal utilization of academic, sports, and cultural activities.

At Mahatma Gandhi College, we are committed to nurturing our students' multifaceted growth by offering diverse opportunities that transcend traditional classroom boundaries. Our initiatives are strategically designed to ensure that our students excel not only within the campus but also on prestigious university platforms and beyond. This academic year has been marked by significant achievements and milestones, reflecting our dedication to providing a well-rounded education.

The proceedings detailed in this document highlight the concerted efforts of our faculty, staff, and students in leveraging available resources to their fullest potential. Through a harmonious blend of rigorous academic programs, dynamic sports events, and enriching cultural activities, we have created a stimulating environment that encourages our students to thrive and succeed.

Our academic initiatives have been bolstered by robust support systems and continuous quality improvement measures, ensuring that our students receive a holistic and empowering education. The sports and cultural activities organized by the college have fostered a spirit of healthy competition, teamwork, and resilience. These events have witnessed enthusiastic participation, with many students achieving commendable success at various university-level competitions.

As we reflect on the accomplishments of the past year, we remain steadfast in our commitment to providing an inspiring and nurturing environment for our students. We will continue to strive for excellence in all our endeavors, ensuring that Mahatma Gandhi College remains a beacon of quality education and holistic development.

I extend my sincere appreciation to all members of the IQAC, faculty, staff, and students for their dedication and hard work. Together, we will continue to uphold the esteemed standards of Mahatma Gandhi College and inspire our students to reach new heights of success.

Principal
Mahatma Gandhi College

Date	October 29, 2021	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Collection of Data for AQAR 2020-2021
2. Centralization of the Library
3. Strategies for Quality Improvement in Each Criterion
4. Discussion on Conducting Certificate Courses
5. Allocation of Space and Secretarial Assistance for IQAC
6. Faculty Empowerment Programmes on Outcome Based Education (OBE)
7. Induction Programme for Under Graduate Students
8. Conduct of Anti-Ragging Awareness Programme

Proceedings of the Meeting

The meeting commenced with an address by the Principal, who welcomed the IQAC members and expressed optimism about the potential of the reconstituted IQAC to enhance the internal quality of the college. The Principal emphasized the importance of collective effort and strategic planning in achieving the institution's quality objectives. She highlighted the need for innovative approaches to improve academic and administrative processes. The Principal encouraged active participation and collaboration among all members to drive the institution towards excellence. His address set a positive and motivating tone for the meeting, inspiring members to work diligently.

Dr. Chitra V.S., the IQAC Coordinator, welcomed the members and provided an overview of the IQAC's aims and functions. She highlighted the role of teamwork in ensuring and enhancing the institution's quality. Dr. Chitra emphasized the holistic development that the IQAC can foster through its initiatives. She outlined the importance of data collection from various departments for the AQAR 2020-2021 submission. A briefing was given on the various criteria and the modes of data collection that can be adopted. This overview aimed to align all members with the IQAC's goals and methodologies.


Principal
Mahatma Gandhi College
Thiruvananthapuram

Discussion on Agenda 1

Collection of Data for AQAR 2020-2021

The Coordinator emphasized the urgent need for collecting data from various departments to upload the AQAR for 2020-2021. She outlined the different criteria for the AQAR and provided guidance on the mode of data collection that should be adopted. The committee discussed strategies to streamline this process and ensure comprehensive and accurate data collection. Members were assigned specific responsibilities to facilitate this task. The Principal stressed the importance of timely and precise data submission to maintain accreditation standards. This discussion aimed to ensure that all departments were aligned and proactive in their data collection efforts.

Discussion on Agenda 2

Centralization of the Library

The IQAC discussed the proposal to centralize the library resources. It was decided that only 300-500 reference books would be kept in each department, while the rest would be centralized in the main library. The Principal supported this decision, emphasizing the benefits of centralized resources in improving accessibility and management. Members discussed the logistics of this transition and agreed on a timeline for implementation. The centralization aims to enhance the efficiency of library services and provide better access to a wider range of resources for students and faculty. This initiative was seen as a significant step towards improving academic support infrastructure.

Discussion on Agenda 3

Strategies for Quality Improvement in Each Criterion

The committee decided to develop strategies for quality improvement in each NAAC criterion under the supervision of IQAC members. Each member was assigned a specific criterion to focus on, ensuring dedicated attention and targeted improvements. The discussion included brainstorming innovative approaches and best practices to enhance quality in academics, research, infrastructure, and student support services. The Principal encouraged members to think creatively and propose actionable plans. This strategic focus aimed to systematically address all areas of improvement and ensure comprehensive quality enhancement across the institution.

Discussion on Agenda 4

Discussion on Conducting Certificate Courses

The IQAC explored the possibility of conducting Certificate courses approved by the University of Kerala instead of the currently pursued value-added courses. Members discussed the potential benefits of this transition, including enhanced credibility and recognition for students. The Principal emphasized the need for alignment with university guidelines and the potential for these courses to attract more students. The committee agreed to research and propose suitable certificate courses that could be introduced. This initiative aimed to expand the academic offerings and provide students with more valuable and recognized credentials.

Discussion on Agenda 5

Allocation of Space and Secretarial Assistance for IQAC

The Principal agreed to provide a more spacious room for the IQAC and adequate secretarial assistance. This decision was welcomed by the members, as it would facilitate better organization and coordination of IQAC activities. Members discussed the logistical requirements and the timeline for the transition to the new space. The provision of secretarial support was seen as crucial for handling the increased administrative workload associated with quality assurance activities. This step aimed to enhance the operational efficiency of the IQAC and support its expanding role within the institution.

Discussion on Agenda 6

Faculty Empowerment Programmes on Outcome Based Education (OBE)

The IQAC decided to conduct Faculty Empowerment Programmes focusing on Outcome Based Education (OBE) during the current academic year. Members discussed the objectives and potential content of these programs, emphasizing the importance of aligning teaching methods with OBE principles. The Principal highlighted the benefits of OBE in improving student learning outcomes and ensuring a more student-centric approach to education. The committee agreed to identify suitable resource persons and schedule the programs. This initiative aimed to equip faculty with the knowledge and skills to implement OBE effectively.


Principal
Mahatma Gandhi College
Thiruvananthapuram

Discussion on Agenda 7

Induction Programme for Under Graduate Students

An induction program for first-year UG students was planned, to be conducted from November 8 to 11, 2021, while maintaining COVID-19 protocols. The program will include combined awareness sessions on anti-ragging, gender sensitization, and anti-narcotic measures. Additionally, it will feature "Know Your College" sessions and counseling sessions by the Psychology department. Motivational sessions led by resource persons were also planned. The Principal emphasized the importance of a comprehensive induction program to help new students transition smoothly into college life. This initiative aimed to provide students with essential information and support at the start of their academic journey.

Discussion on Agenda 8

Conduct of Anti-Ragging Awareness Programme

The IQAC decided to conduct an Anti-Ragging Awareness Programme for final-year UG students during the first week of November. This program aims to reinforce the importance of maintaining a safe and respectful environment on campus. Members discussed the content and format of the awareness sessions, emphasizing the need for engaging and informative presentations. The Principal highlighted the institution's zero-tolerance policy towards ragging and the importance of student involvement in maintaining this standard. The committee agreed to invite external experts to lead the sessions. This initiative aimed to educate students on the consequences of ragging and promote a culture of respect and safety.

The meeting concluded at 4 PM with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.

Date	February 25, 2022	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Validation of Documents by Criteria Convenors
2. Submission and Approval of Self-Appraisal Forms
3. Planning and Support for the Upcoming Webinar on Academic Writing and Publication

Proceedings of the Meeting

The meeting chaired by the Principal welcomed all the members and highlighted the importance of the meeting in addressing critical quality assurance tasks. He emphasized the significance of thorough preparation and collaboration to achieve the institution's academic goals. The Principal also stressed the need for diligent efforts in the upcoming accreditation processes. His opening remarks set a constructive and focused tone for the meeting, encouraging active participation and dedication from all members.

Discussion on Agenda 1

Validation of Documents by Criteria Convenors

The committee discussed the steps necessary to ensure that the inputs from the criteria convenors are accurately incorporated before uploading the final documents. Members emphasized the importance of verifying all data and information to maintain the integrity and accuracy of the reports. The Principal stressed that this process is crucial for maintaining transparency and accountability in the institution's quality assurance practices. The committee decided to implement a systematic review process where each criterion convenor would double-check their sections. This step is intended to prevent any errors or omissions before the final submission.


Principal
Mahatma Gandhi College
Thiruvananthapuram

Discussion on Agenda 2

Submission and Approval of Self-Appraisal Forms:

The meeting reviewed the self-appraisal forms submitted by the faculty for the approval of the IQAC. The forms are essential for evaluating faculty performance and identifying areas for professional development. Members discussed the format and content of the forms to ensure they capture comprehensive and relevant information. The Principal emphasized the importance of honest and thorough self-assessment to drive continuous improvement. The committee approved the forms after a detailed review and suggested minor revisions to enhance clarity and completeness. This process is expected to contribute significantly to faculty development and institutional growth.

The committee decided on the circulation and deadlines for the self-appraisal forms for the academic years 2020-2021 and 2020-2022. The forms for 2020-2022 are to be filled out and submitted by March 10, 2022, while those for 2020-2021 are to be completed by March 31, 2022. Members discussed the logistics of distributing and collecting the forms to ensure a smooth and efficient process. The Principal emphasized the need for timely submission to facilitate the annual performance review and planning process. The committee agreed to send reminders to faculty members to ensure compliance with the deadlines. This initiative aims to streamline the evaluation process and enhance overall institutional efficiency.

Discussion on Agenda 3

Planning and Support for the Upcoming Webinar on Academic Writing and Publication:

The meeting concluded with a discussion on the upcoming webinar on Academic Writing and Publication, scheduled for February 26, 2022. Members expressed their support for the initiative and discussed the logistics of organizing the event. The Principal highlighted the importance of such webinars in enhancing the academic and research capabilities of the faculty. The committee agreed on the topics to be covered and potential speakers to invite. Members volunteered to assist in various aspects of the webinar, including promotion, technical support, and participant coordination. This initiative is expected to provide valuable insights and skills to faculty members, promoting a culture of research and scholarly publication.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.

Date	March 17, 2022	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Discussion on the Conduct of Merit Day
2. Finalization of Award Categories for Merit Day
3. Collection of Student, Faculty, and Curriculum Feedback via Google Forms

Proceedings of the Meeting

The Principal welcomed all the members and highlighted the significance of the upcoming Merit Day celebration. He emphasized the importance of meticulous planning and collaboration to ensure the event's success. The Principal encouraged members to actively participate in the discussions and provide valuable inputs for smooth execution. With the Principal's encouraging words, the meeting proceeded to the agenda items.

Discussion on Agenda 1


Discussion on the Conduct of Merit Day:

The committee discussed the various steps necessary to ensure the smooth conduct of Merit Day. This included logistical arrangements such as the venue setup, program schedule, and coordination with different departments. Members shared their insights and suggestions to enhance the event's efficiency and impact. The Principal emphasized the need for a detailed action plan to manage the event seamlessly. It was agreed that regular follow-up meetings would be held to track progress and address any emerging issues. The discussion highlighted the collective effort required to make Merit Day a memorable event for all participants.

Discussion on Agenda 2

Finalization of Award Categories for Merit Day

The meeting moved on to finalizing the different categories of awards to be given on Merit Day. It was decided that awards would be presented in categories such as academic excellence, sports achievements, cultural contributions, and community service. Specific awards for faculty and staff contributions were also discussed. The Principal stressed the importance of recognizing a wide range of achievements to motivate and inspire the college community. Members proposed


Principal
Mahatma Gandhi College
Thiruvananthapuram

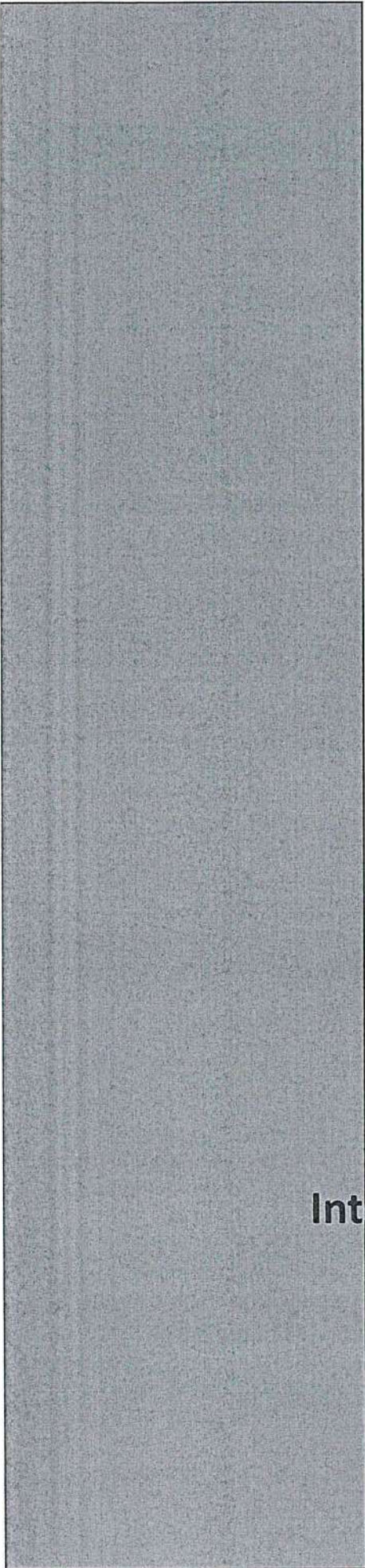
various criteria for selecting award recipients to ensure fairness and inclusivity. The finalized categories were approved, and the committee agreed to prepare a detailed list of awardees.

Discussion on Agenda 3

Collection of Student, Faculty, and Curriculum Feedback via Google Forms

The IQAC decided to implement the collection of feedback from students, faculty, and on the curriculum using Google Forms. Departments would be responsible for encouraging students to complete the feedback promptly. Members discussed the importance of collecting comprehensive and honest feedback to drive continuous improvement. The Principal highlighted the role of feedback in shaping the institution's academic and administrative policies. The committee agreed on the format of the feedback forms and the timeline for their distribution and collection. This initiative aims to gather valuable insights that can be used to enhance the overall quality of education and institutional effectiveness.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.



2022 - 23

Proceedings of Meetings

Internal Quality Assurance Cell

Mahatma Gandhi College

Thiruvananthapuram

Preface

It is with great pleasure that I present the proceedings of the Internal Quality Assurance Cell (IQAC) for the academic year 2022-23 at Mahatma Gandhi College. This document highlights our continuous efforts to foster the holistic development of our students through the effective utilization of academic, sports, and cultural activities.

At Mahatma Gandhi College, our mission is to cultivate an environment that supports the all-round development of our students. We believe in providing opportunities that extend beyond the classroom, encouraging students to excel in academic, athletic, and cultural arenas. Our initiatives are thoughtfully designed to ensure that our students achieve excellence not only within the college but also at higher levels, including university platforms.

The proceedings documented here reflect the collective commitment of our faculty, staff, and students to maximize the resources available to us. By integrating comprehensive academic programs, engaging sports activities, and vibrant cultural events, we have created an environment where students can thrive and showcase their talents.

Our academic endeavors are supported by strong systems and continuous quality improvement measures, ensuring that our students receive a well-rounded and enriching education. The sports and cultural activities we organize play a crucial role in fostering a spirit of healthy competition, teamwork, and perseverance. These events have seen enthusiastic participation, with many students achieving notable success at various university-level competitions.

As we look back on the achievements of this year, we reaffirm our commitment to providing an inspiring and supportive environment for our students. We will continue to strive for excellence in all our efforts, ensuring that Mahatma Gandhi College remains a leader in quality education and holistic student development.

I extend my heartfelt gratitude to all members of the IQAC, faculty, staff, and students for their unwavering dedication and hard work. Together, we will continue to uphold the high standards of Mahatma Gandhi College and inspire our students to reach new heights.

Principal
Mahatma Gandhi College

Date	June 10, 2022	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Outlining the action plan by the IQAC.
2. Collecting feedback from Students and other Stakeholders.

Proceedings of the Meeting

Discussion on Agenda 1

Outlining the action plan by the IQAC.

The meeting began with the confirmation of the minutes from the previous meeting held on March 17, 2022. The minutes were reviewed, and members were invited to provide any corrections or amendments. The accuracy of the recorded decisions and discussions was confirmed by the attendees. No corrections were proposed, and the minutes were unanimously approved.

The committee focused on developing a comprehensive plan of action for the upcoming academic year. This involved setting strategic objectives that align with the institution's mission and vision. Members proposed various initiatives aimed at enhancing academic programs, fostering research, and improving student support services. The plan of action also included specific timelines and assigned responsibilities to ensure effective implementation. The committee emphasized the need for continuous monitoring and periodic reviews to track progress and make necessary adjustments.

The IQAC Coordinator gave a detailed presentation of the proposed action plan for the 2022-2023 academic year. The plan included initiatives such as conducting value-added and add-on courses, utilizing online opportunities to enhance research culture among faculty, and implementing peer tutoring and remedial coaching during zero hours. Members discussed and provided suggestions to improve the plan, emphasizing the importance of workshops and awareness programs in both academic and non-academic areas. The coordinator highlighted the need for an organized methodology for documentation and internal communication to streamline the implementation process.


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Discussion on Agenda 2

Collecting feedback from Students and other Stakeholders.

The meeting discussed the importance of collecting feedback from students to assess the effectiveness of teaching methods, course content, and overall student satisfaction. A structured feedback mechanism was proposed to gather insights on various aspects of the academic experience. The committee agreed to develop and implement online surveys to facilitate the collection of this feedback. Analyzing student feedback will help identify areas for improvement and ensure that the institution remains responsive to student needs. This initiative aims to foster a culture of continuous improvement based on student input.

The participants expressed optimism about the college's potential to reach higher levels of quality and excellence. With the right strategies and diligent efforts in place, it was agreed that Mahatma Gandhi College could aspire to achieve the highest standards of academic excellence. The collective commitment of the faculty and administration to this goal was reaffirmed, setting a positive tone for the future initiatives of the IQAC.

Date	July 18, 2022	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Initiatives related to Self-Study Report Preparation and Submission
2. Task Force Formation.

Proceedings of the Meeting

The Principal's opening remarks emphasized the importance of the meeting in setting the direction for the institution's strategic initiatives. The agenda for the meeting was introduced, highlighting key areas for discussion. The Principal's leadership aimed to foster a collaborative and focused environment for the proceedings.

The committee conducted a thorough analysis of the progress made on the decisions from previous meetings. Each action item was reviewed to assess its current status and identify any obstacles encountered. Members discussed both achievements and areas where further effort was needed. This analysis helped ensure accountability and provided a clear picture of how well the institution was meeting its strategic goals. The review also offered an opportunity to make necessary adjustments to improve future outcomes.

Discussion on Agenda 1

Initiatives related to Self-Study Report Preparation and Submission

The committee discussed the urgent need to expedite the preparation and submission of the Self Study Report (SSR) for NAAC accreditation. The Principal stressed the importance of adhering to deadlines and maintaining high-quality documentation. Members brainstormed strategies to accelerate the process, including assigning specific tasks and deadlines to various departments. The discussion underscored the critical role of timely SSR submission in achieving a favorable accreditation outcome. Plans were made to hold regular follow-up meetings to monitor progress and address any issues promptly.


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The committee recognized the necessity of developing a criteria-wise strategic plan to enhance the institution's effectiveness and compliance with accreditation standards. Each criterion would be addressed with specific goals, actions, and timelines to ensure comprehensive coverage and accountability. Members discussed the benefits of this approach, including improved focus and clearer guidance for departments. The strategic plan would serve as a roadmap for achieving both short-term and long-term objectives, aligning with the institution's mission and vision.

To streamline the implementation of IQAC initiatives, it was decided that each IQAC member would oversee two departments. This supervision would involve monitoring progress, providing support, and ensuring adherence to quality standards. The allocation aimed to distribute responsibilities evenly and ensure that each department received adequate attention and guidance. This approach was expected to enhance coordination and foster a more cohesive effort towards institutional goals.

Discussion on Agenda 2

Task Force Formation.

A comprehensive list of required documents and files was to be prepared and circulated to all departments. This list would serve as a guideline to ensure that all necessary records are maintained systematically. The aim was to standardize documentation practices across the institution, facilitating easier access and better organization. Clear instructions on the types of documents needed and the format for maintaining them were also discussed. This initiative was crucial for enhancing transparency and accountability in departmental operations.

Each IQAC member was assigned a specific NAAC accreditation criterion to oversee. This division of responsibilities was intended to ensure that all criteria were thoroughly addressed and that specialized attention was given to each area.

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. The committee decided that specialized training would be provided to the Criteria Convenors to help them effectively assess the progress of their assigned work. Additionally, a task force consisting of 10 faculty members would be formed for each criterion to assist departments in managing their tasks. This support system aimed to enhance collaboration, ensure comprehensive coverage of all criteria, and improve the overall efficiency of the accreditation process. Regular progress assessments and feedback sessions were planned to keep the process on track.

It was decided to post an Alumni Registration Form on the website for the formation of Alumni Association/Groups at the department level. The committee discussed the benefits of active alumni networks, including mentorship opportunities, resource sharing, and enhanced institutional reputation. The registration form would be promoted through various channels to encourage widespread participation.

The committee emphasized the importance of maintaining and expanding the electronic resources available in the college library. This included updating digital databases, acquiring new e-books and journals, and improving access to online research tools. Enhancing e-resources was seen as critical to supporting both faculty and student research activities. The discussion highlighted the need for ongoing investment in digital infrastructure to keep pace with technological advancements and academic demands.



**Principal
Mahatma Gandhi College
Thiruvananthapuram**

Date	August 31, 2022	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Review of progress under various NAAC criteria
2. Utilization of accumulated PD fund for purchasing computers
3. Collection and documentation of Scholarship and Freeship Data
4. Alumni engagement and data collection
5. Financial assistance initiatives
6. Faculty Training Programs
7. Implementation of Online Administration Facilities
8. Proposal for Energy Audit
9. Documentation of Extension Activities

Proceedings of the Meeting

The meeting began with the confirmation of the minutes from the previous meeting. Members reviewed the recorded decisions and discussions to ensure accuracy. Any discrepancies or omissions were noted and corrected. The approval of these minutes was crucial to validate the actions taken since the last meeting. This process also served to remind members of ongoing initiatives and commitments. The committee unanimously approved the minutes, setting a clear foundation for the current meeting.

Discussion on Agenda 1

Review of Progress under Various NAAC Criteria

Each criterion under NAAC was reviewed to assess progress and identify any issues. An IQAC member provided updates on Criterion 3, highlighting key accomplishments and ongoing tasks, while another discussed activity related to Criterion 4, including the work of the task force. For Criterion 5, the need for better documentation of scholarships and alumni data was mentioned, and members reporting on Criteria 6 and 7 suggested new initiatives and improvements. This

comprehensive review ensured that all criteria were being adequately addressed and allowed for adjustments where necessary.

Discussion on Agenda 2

Utilization of Accumulated PD Fund for Purchasing Computers

IQAC Members raised the possibility of using the accumulated PD fund to purchase new computers. The Principal confirmed that this was feasible and beneficial for enhancing the institution's technological infrastructure. This initiative aimed to support both administrative and academic functions. The committee discussed the budget allocation and prioritization of this expenditure. Members agreed that upgrading technology would significantly improve efficiency and resource availability. A detailed plan for the purchase was to be developed and implemented promptly.

Discussion on Agenda 3

Collection and Documentation of Scholarship and Freeship Data

The need for accurate documentation of scholarship and freeship data was emphasized. IQAC Members suggested extracting this data from the office and providing it to departments. This would ensure transparency and proper record-keeping. The committee discussed the format and process for collecting this data. It was agreed that regular updates and audits would be necessary to maintain accuracy. This initiative aimed to support students better and align with NAAC requirements for data documentation.

Discussion on Agenda 4

Alumni Engagement and Data Collection

IQAC Members proposed circulating a Google form among alumni to collect job details, including salary information. This would help in maintaining up-to-date records of alumni achievements and career progressions. The committee discussed the importance of strong alumni networks for mentoring and support. Collecting this data would also help in showcasing the institution's impact on graduates' careers. Regular updates and engagement activities were planned to strengthen alumni relations. The initiative was seen as crucial for long-term institutional development.


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Discussion on Agenda 5

Financial Assistance Initiatives

IQAC Members suggested the introduction of deposit schemes for students to encourage savings and financial literacy. Additionally, he proposed providing financial assistance from the PTA to both students and faculty. The committee discussed various models for these schemes and their potential benefits. They agreed that such initiatives would support academic and personal development. A sub-committee was formed to develop detailed plans and present them at the next meeting. This initiative aimed to enhance financial support mechanisms within the institution.

Discussion on Agenda 6

Faculty Training Programs

IQAC Members recommended organizing training sessions for faculty members on handling counseling sessions, potentially in collaboration with external agencies like NIMS. He suggested that this initiative could be projected as one of the institution's best practices. He also highlighted the need for an induction program for new faculty members as an IQAC initiative. The committee discussed the benefits of such programs in improving faculty performance and student support. They agreed to implement these initiatives and evaluate their impact regularly. A schedule for these training sessions was proposed to ensure maximum participation.

Discussion on Agenda 7

Implementation of Online Administration Facilities

The Principal informed the meeting that the college would implement online administration facilities. This would include provisions for uploading faculty achievements annually. The initiative aimed to streamline administrative processes and improve efficiency. The committee discussed the benefits of digitalizing administrative tasks, including better record-keeping and faster communication. They agreed to invest in necessary software and training for staff to ensure a smooth transition. Continuous evaluation and improvement of these online systems were emphasized to maximize their effectiveness.

Discussion on Agenda 8

Energy Audit Proposal

The Principal indicated that a college-level energy audit could be conducted in association with an external agency. This audit would help identify areas where energy consumption could be reduced, leading to cost savings and a smaller environmental footprint. The committee discussed potential partners for this initiative and the benefits of adopting energy-efficient practices. They agreed to form a task force to oversee the audit and implement recommendations. Promoting energy conservation awareness among students and staff was also suggested as part of this initiative.

Discussion on Agenda 9

Documentation of Extension Activities

It was decided that services provided by faculty members outside the campus, including invited talks and consultancy activities, would be treated as extension activities. These activities need to be documented as per NAAC guidelines to reflect the institution's commitment to community engagement and professional development. The committee discussed the importance of accurately recording these activities and agreed to develop a standardized format for documentation. Regular updates and audits would ensure compliance. This initiative aimed to highlight the faculty's contributions and enhance the institution's reputation.


Principal
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Date	September 27, 2022	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Review of progress under various NAAC criteria
2. Coordination meeting with department-level criterion convenors
3. Preparation for key indicators under various criteria

Proceedings of the Meeting

The meeting began with the confirmation of the minutes from the previous meeting. Members reviewed the recorded decisions and discussions to ensure accuracy. The minutes were approved without any amendments, setting a clear foundation for the current meeting's agenda.

Discussion on Agenda 1

Review of Progress under Various NAAC Criteria:

NAAC Criterion coordinators briefed the activities carried out by their respective teams and presented the progress achieved. They highlighted key accomplishments and ongoing tasks for each criterion, ensuring that all areas were adequately addressed. Specific challenges were discussed, and solutions were proposed to overcome any obstacles. The comprehensive review allowed for necessary adjustments and improvements to be made, reinforcing the institution's commitment to continuous quality enhancement.

Discussion on Agenda 2

Coordination Meeting with Department-Level Criterion Convenors:

It was decided to conduct a meeting of criterion coordinators with department-level criterion convenors. The purpose of this meeting is to ensure alignment and coordination in the preparation required under various key indicators. The committee discussed the agenda for this upcoming meeting and agreed on the importance of clear communication and collaboration among departments. This coordination is crucial for maintaining consistency and quality in documentation and reporting.

Discussion on Agenda 3

Preparation for Key Indicators under Various Criteria:

The committee emphasized the need for thorough preparation for key indicators under each criterion. This involves gathering relevant data, documenting activities, and ensuring compliance with NAAC guidelines. Members discussed strategies to streamline this preparation process, including regular check-ins and support from the IQAC. The goal is to ensure that all departments are adequately prepared for the upcoming assessment.



Principal
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Date	November 1, 2022	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Proposal for conducting feedback and academic audit
2. Utilizing feedback and result analysis for SWOT Analysis
3. Guidelines for feedback analysis
4. Timely data collection and consolidation for AQAR 2021-22
5. Coordination and departmental visits by IQAC Team
6. Planning and execution of a technical session on Intellectual Property Rights

Proceedings of the Meeting

The meeting began with the confirmation of the minutes from the previous meeting held on [insert date]. Members carefully reviewed the minutes to ensure all previous decisions and discussions were accurately recorded. No amendments were proposed, and the minutes were unanimously approved. This step confirmed that all members were aligned with the past meeting outcomes and set a clear foundation for the current discussions. The Principal emphasized the importance of this review process to maintain transparency and accountability. The confirmed minutes were then officially recorded.

Discussion on Agenda 1

Proposal for Conducting Feedback and Academic Audit

The committee discussed the proposal to shift feedback collection and academic audits to an online mode. Members considered the benefits of this approach, such as improved efficiency, accessibility, and ease of data management. The Principal highlighted the need for a reliable online platform to facilitate this process. The committee agreed to explore various digital tools and software options to ensure a smooth transition. This proposal aimed to modernize and streamline the feedback and audit processes, making them more effective and user-friendly.

Discussion on Agenda 2

Utilizing Feedback and Result Analysis for SWOT Analysis

It was proposed that the feedback collected and result analysis should be used to prepare a comprehensive SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis. Members discussed how this analysis would provide valuable insights into the institution's performance and areas for improvement. The committee emphasized the importance of accurately interpreting feedback to inform strategic planning. This approach would ensure that the institution's strengths are leveraged, weaknesses are addressed, opportunities are explored, and potential threats are mitigated. The SWOT analysis would be integrated into the broader strategic planning framework.

Discussion on Agenda 3

Guidelines for Feedback Analysis

The committee outlined the guidelines for conducting feedback analysis. IQAC will provide a set of general questions applicable to all departments, while individual departments can include additional questions relevant to their specific branches. This approach allows for both standardized and customized feedback collection. Members discussed the importance of framing questions that would elicit actionable insights. The guidelines aim to ensure that feedback is comprehensive, relevant, and effectively used to improve academic and administrative functions.

Discussion on Agenda 4

Timely Data Collection and Consolidation for AQAR 2021-22

The meeting emphasized the need for timely data collection and consolidation for the Annual Quality Assurance Report (AQAR) for 2021-22. Members discussed strategies to ensure that data collection is conducted efficiently and within the stipulated timeframe. It was agreed that the IQAC team should visit departments as needed to assist with data collection and address any challenges. This collaborative approach aims to ensure the completeness and accuracy of the data. Timely submission of AQAR is critical for maintaining accreditation standards and showcasing the institution's commitment to quality.

Discussion on Agenda 5

Coordination and Departmental Visits by IQAC Team


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To facilitate the data collection process for AQAR, the committee decided that the IQAC team would conduct visits to various departments whenever required. These visits would provide hands-on support and ensure that departments are well-prepared for the data submission. Members discussed the schedule and logistics for these visits. The aim is to foster better coordination and support between the IQAC and departmental staff. This initiative underscores the collaborative spirit and commitment to quality assurance within the institution.

Discussion on Agenda 6

Planning and Execution of a Technical Session on Intellectual Property Rights

The committee decided to conduct a technical session on Intellectual Property Rights (IPR) on November 16, 2022. The session aims to educate faculty and students on the importance of IPR and its implications for academic and research activities. Members discussed potential speakers and the content to be covered in the session. This initiative reflects the institution's commitment to fostering a culture of innovation and awareness about intellectual property. The technical session is expected to be a valuable addition to the institution's academic programs.

Date	January 1, 2023	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Briefing on the preparation of AQAR 2021-22
2. Analysis of progress on scheduled activities for the current academic year
3. Reminder for department heads regarding activity completion deadlines
4. Strategies to ensure timely completion of academic and administrative activities

Proceedings of the Meeting

The meeting commenced with the confirmation of the minutes from the previous meeting held on [insert date]. Members reviewed the documented decisions and discussions to ensure they were accurately recorded. No amendments were proposed, and the minutes were unanimously approved. This step confirmed that all members were aligned with the past meeting outcomes and set a clear foundation for the current discussions. The Principal emphasized the importance of this review process to maintain transparency and accountability. The confirmed minutes were then officially recorded.

Discussion on Agenda 1

Briefing on the Preparation of AQAR 2021-22

The IQAC Coordinator provided an update on the progress in preparing the Annual Quality Assurance Report (AQAR) for 2021-22. The briefing included an overview of the data collected so far, highlighting key areas where information is still pending. The Coordinator emphasized the importance of timely and accurate data submission from all departments to ensure the report's completeness. Members discussed strategies to expedite the data collection process, including setting internal deadlines and regular follow-ups. The Principal reiterated the significance of the AQAR in maintaining accreditation standards and demonstrating the institution's commitment to quality assurance.


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Discussion on Agenda 2

Analysis of Progress on Scheduled Activities for the Current Academic Year

The meeting included a thorough analysis of the progress made on activities scheduled for the current academic year. Each department's achievements and pending tasks were reviewed to ensure alignment with the institution's strategic goals. Members discussed challenges faced in completing certain activities and proposed solutions to overcome them. The Principal stressed the importance of adhering to the activity timelines to ensure a smooth academic year. This analysis provided a clear picture of the institution's progress and areas needing immediate attention. The committee agreed to monitor progress regularly and offer support where needed.

Discussion on Agenda 3

Reminder for Department Heads Regarding Activity Completion Deadlines

The Principal informed the committee about his plan to convene a meeting with department heads to remind them of the activities that need to be completed before March 31. This meeting aims to reinforce the importance of meeting deadlines and ensuring all scheduled activities are completed on time. The Principal emphasized the role of department heads in driving their teams towards timely completion of tasks. Members discussed the agenda for this upcoming meeting and agreed on the need for clear communication and accountability. The committee highlighted the benefits of this proactive approach in maintaining academic and administrative efficiency.

Discussion on Agenda 4

Strategies to Ensure Timely Completion of Academic and Administrative Activities

The committee discussed various strategies to ensure the timely completion of all academic and administrative activities. Suggestions included setting clear internal deadlines, regular progress reviews, and providing necessary resources and support to departments. Members emphasized the importance of collaboration and open communication in achieving these goals. The Principal proposed the implementation of a tracking system to monitor the progress of all scheduled activities. This system would provide real-time updates and help identify potential delays early. The committee agreed that these strategies would enhance the institution's ability to meet its objectives and maintain high standards of performance.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.



Principal
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Date	February 8, 2023	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Briefing on scheduled activities for the academic year
2. Review of progress on scheduled activities
3. Planning for upcoming workshops and training programs
4. Establishing a monitoring system for NAAC preparation

Proceedings of the Meeting

The meeting commenced with the confirmation of the minutes from the previous meeting and the Members reviewed the recorded decisions and discussions to ensure they were accurately captured. The minutes were unanimously approved, with no amendments suggested. This confirmation step is crucial for maintaining continuity and ensuring that all members are on the same page regarding past decisions. The Principal emphasized the importance of this review process to maintain transparency and accountability. With the minutes confirmed, the meeting proceeded to the next agenda items.

Discussion on Agenda 1

Briefing on Scheduled Activities for the Academic Year:

The IQAC Coordinator provided an overview of the activities planned for the current academic year. The briefing highlighted key initiatives aimed at enhancing the academic environment and supporting student development. Members were informed about various programs, workshops, and training sessions scheduled throughout the year. The Coordinator emphasized the significance of these activities in aligning with the institution's strategic goals. This comprehensive briefing set the stage for a detailed discussion on the progress and execution of these initiatives. The committee acknowledged the thorough planning involved and prepared to discuss the progress made so far.

Discussion on Agenda 2

Review of Progress on Scheduled Activities:

The committee conducted a detailed review of the progress on the scheduled activities. Each member shared updates on the initiatives they were responsible for, highlighting achievements and identifying any challenges faced. The discussion focused on ensuring that all activities were on track and aligned with the overall goals of the institution. The Principal stressed the importance of timely execution and adherence to the planned timelines. Members proposed solutions to overcome any obstacles and enhance the effectiveness of the activities. This review provided a clear picture of the institution's progress and areas needing additional focus.

Discussion on Agenda 3

Planning for Upcoming Workshops and Training Programs:

The meeting then turned to planning for upcoming workshops and training programs. It was decided to organize a workshop on the New Education Policy (NEP) to inform faculty and students about its implications. An awareness program on conserving traditional knowledge was also planned, aiming to preserve and promote cultural heritage. Additionally, a life skill training program was scheduled to equip students with essential skills for personal and professional success. The committee also discussed offering coaching for competitive exams and physical training for armed forces entry exams. These initiatives were seen as crucial for enhancing student preparedness and overall development.

Discussion on Agenda 4

Establishing a Monitoring System for NAAC Preparation:

To ensure thorough preparation for NAAC accreditation, the committee decided to implement a weekly monitoring system. This system will involve regular sessions conducted by the IQAC to review progress and address any issues promptly. Members discussed the logistics of these monitoring sessions, emphasizing the need for consistent oversight and timely interventions. The Principal highlighted the importance of maintaining high standards and meeting all NAAC criteria. This proactive approach aims to ensure that the institution is well-prepared for the accreditation process. The committee agreed that regular monitoring would help identify and resolve potential challenges early, ensuring smooth progress towards accreditation.


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The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.

Date	February 17, 2022	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Verification of progress on scheduled activities for the academic year
2. Review of adherence to peer team recommendations from the III Cycle of NAAC Visits
3. Assignment of tasks to Criterion Coordinators
4. Planning an inter-department add-on course on green initiatives

Proceedings of the Meeting

The meeting began with the confirmation of the minutes from the previous meeting held on [insert date]. Members reviewed the documented decisions and discussions to ensure they were accurately captured. No amendments were proposed, and the minutes were unanimously approved. This step was crucial to validate the actions taken since the last meeting and to set a clear foundation for the current discussions. The Principal emphasized the importance of maintaining accurate records for transparency and accountability. With the minutes confirmed, the meeting moved on to the next agenda items.

Discussion on Agenda 1

Verification of Progress on Scheduled Activities for the Academic Year

The IQAC verified the progress of various activities scheduled for the current academic year. Each department provided updates on their respective initiatives, highlighting both completed tasks and ongoing projects. Members discussed any challenges faced and proposed solutions to address them. The Principal reiterated the importance of adhering to the timelines and achieving the set goals. This verification process helped ensure that all activities were aligned with the institution's strategic objectives. The committee expressed satisfaction with the progress made and identified areas needing further attention.


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Discussion on Agenda 2

Review of Adherence to Peer Team Recommendations from the III Cycle of NAAC Visits

The committee reviewed how well the institution's activities adhered to the recommendations made by the NAAC peer team during the III Cycle of visits. Members discussed the implementation status of various suggested improvements and identified areas where further action was required. The Principal stressed the importance of following these recommendations to enhance institutional quality and performance. The discussion included strategies to better align future activities with the peer team's suggestions. This review aimed to ensure continuous improvement and readiness for future accreditation cycles.

Discussion on Agenda 3

Assignment of Tasks to Criterion Coordinators

Several tasks were assigned to Criterion Coordinators to streamline the data collection and reporting process. The Criterion I Coordinator was tasked with collecting details of new add-on courses introduced during the 2022-23 academic year. The Criterion 3 Coordinator was assigned to gather information on seminars, conferences, and workshops focusing on IPR, research methodology, and entrepreneurship. These assignments were made to ensure comprehensive documentation and to highlight the institution's efforts in these key areas. The coordinators were expected to provide detailed reports at the next meeting.

Discussion on Agenda 4

Planning an Inter-Department Add-On Course on Green Initiatives

The committee decided to conduct an inter-departmental add-on course focusing on green initiatives. The task of identifying suitable departments, preparing the syllabus, and selecting students was entrusted to the IQAC Coordinator. Members discussed the potential impact of such a course on promoting environmental awareness and sustainability. The Principal emphasized the importance of integrating green initiatives into the academic curriculum. The course was seen as an opportunity to foster interdisciplinary collaboration and engage students in meaningful environmental projects. A timeline for developing and launching the course was agreed upon.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.

Date	March 16, 2023	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Briefing on the progress of various activities by IQAC members
2. Rescheduling of the life skill program
3. Physical verification of departmental files

Proceedings of the Meeting

The meeting commenced with an address by the Principal who welcomed all the members and emphasized the importance of the IQAC's role in ensuring continuous quality improvement within the institution. The Principal highlighted the significance of timely execution of planned activities and adherence to NAAC guidelines. He also reiterated the importance of collaboration and collective effort to achieve the institution's strategic goals. The address set a positive tone for the meeting, encouraging active participation and constructive discussions. With the Principal's motivating words, the meeting proceeded to the agenda items.

Discussion on Agenda 1

Briefing on the Progress of Various Activities by IQAC Members

Each IQAC member provided an update on the activities entrusted to them. Dr. Adhira reported on the progress of the life skill program, noting the need for rescheduling based on the availability of the Mahindra Team. Other members shared updates on their respective initiatives, highlighting both accomplishments and challenges faced. The Principal commended the members for their efforts and encouraged them to continue working diligently. This session ensured that all members were informed of the overall progress and could provide support where needed. The committee discussed strategies to overcome any obstacles and enhance the effectiveness of the activities.


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Discussion on Agenda 2

Rescheduling of the Life Skill Program:

IQAC Members proposed rescheduling the life skill program to April, depending on the availability of the Mahindra Team. The committee discussed the logistics and agreed that rescheduling was necessary to ensure the program's success. Members emphasized the importance of coordinating with external partners to finalize the new dates. The Principal stressed the need for timely communication with all stakeholders involved. The committee agreed on a tentative timeline and tasked Dr. Adhira with confirming the availability of the Mahindra Team. This rescheduling aims to ensure that the program runs smoothly and meets its objectives.

Discussion on Agenda 3

Physical Verification of Departmental Files

The meeting decided to conduct the first round of physical verification of departmental files from March 20-24, 2023. This verification aims to ensure that all records are accurate, up-to-date, and compliant with institutional and NAAC guidelines. The schedule for the visits was discussed and approved by the committee. Members emphasized the importance of thorough verification to maintain transparency and accountability. The Principal encouraged departments to prepare adequately for the verification process. The committee agreed to provide any necessary support to departments to facilitate a smooth and efficient verification.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.

Date	March 20, 2023	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Discussion regarding the conduct of Merit Day scheduled on March 27, 2023
2. Decisions on awards and honors for Merit Day
3. Finalization of cash prizes in consultation with PTA Committee

Proceedings of the Meeting

The meeting commenced with an address by the Principal who welcomed all the members and highlighted the significance of the upcoming Merit Day event scheduled for March 27, 2023. The Principal emphasized the importance of recognizing and rewarding students' achievements to motivate them and foster a culture of excellence. He also stressed the need for meticulous planning to ensure the event's success. The Principal encouraged active participation and collaboration among all members to make the Merit Day a memorable occasion. His address set a positive and motivating tone for the meeting.

Discussion on Agenda 1

Discussion Regarding the Conduct of Merit Day Scheduled on March 27, 2023

The committee discussed the detailed planning and execution of the Merit Day event. Various aspects such as the venue, program schedule, guest invitations, and logistical arrangements were deliberated upon. Members shared their ideas and suggestions to enhance the event's impact and ensure smooth execution. The Principal emphasized the importance of timely preparation and coordination among different teams involved. It was agreed that a detailed checklist and timeline would be prepared to track progress and ensure nothing is overlooked. The discussion underscored the collective effort required to organize a successful Merit Day celebration.

Discussion on Agenda 2

Decisions on Awards and Honors for Merit Day

Several key decisions were made regarding the awards and honors to be presented on Merit Day. It was decided that cash prizes would be given to University Rank Holders, Class Toppers, and those with national-level achievements in sports, NCC, and NSS. Winners of the university youth


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festival, recipients of poster/oral awards in national/international conferences, and those who have qualified GATE/NET/JRF would be honored with medals or shields. Additionally, Ph.D. awardees, including both research scholars and faculty members, would be recognized during the event. These decisions aim to celebrate a wide range of academic and extracurricular achievements.

Discussion on Agenda 3

Finalization of Cash Prizes in Consultation with PTA Committee

The committee discussed the importance of determining appropriate cash prize amounts for the various categories of awards. It was agreed that the final amounts would be decided after a thorough discussion with the PTA Committee. This consultation would ensure that the prizes are meaningful and reflective of the institution's commitment to recognizing excellence. The Principal emphasized the need for transparency and consensus in this decision-making process. Members were tasked with preparing a proposal for the PTA Committee meeting. The aim is to finalize the cash prizes well in advance of the Merit Day event to facilitate smooth distribution.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review progress and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.

Date	March 24, 2023	Time	2.30 PM
Venue	IQAC Room		

Agenda for the Meeting

1. Assessment of the preparation for Merit Day Celebration
2. Finalization of the list of honorees for Merit Day
3. Finalization of cash prizes and awards for various categories

Proceedings of the Meeting

The meeting began with an address by the Principal, who welcomed all members and underscored the importance of the upcoming Merit Day Celebration. He emphasized the need to honor academic and extracurricular achievements to inspire students and faculty alike. The Principal highlighted the significance of thorough preparation to ensure the event's success. He encouraged the committee to focus on both logistical arrangements and the meaningful recognition of honorees. His remarks set an enthusiastic tone for the meeting, fostering a spirit of collaboration and commitment.

Discussion on Agenda 1

Assessment of the Preparation for Merit Day Celebration:

The committee assessed the progress made in organizing the Merit Day Celebration. Each member provided updates on their respective tasks, including venue arrangements, invitations, and program schedule. The discussion also covered any remaining preparations and identified areas needing immediate attention. The Principal stressed the importance of timely completion of all tasks to ensure a seamless event. Members shared suggestions for enhancing the celebration's impact, ensuring that all logistical details were covered. The assessment aimed to ensure that the event would proceed smoothly and be a fitting tribute to the achievers.

Discussion on Agenda 2

Finalization of the List of Honorees for Merit Day

The meeting moved on to finalizing the list of students and faculty members to be honored during the function. The committee reviewed nominations and achievements to ensure all deserving individuals were included. This list comprised University Rank Holders, Class Toppers, National-


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level sports participants, NCC and NSS achievers, University Youth Festival winners, Ph.D. awardees, and recipients of Best Paper Awards at national and international conferences. The Principal emphasized the importance of recognizing a broad spectrum of achievements to motivate the entire college community. The finalized list was approved unanimously, reflecting the institution's commitment to excellence.

Discussion on Agenda 3

Finalization of Cash Prizes and Awards for Various Categories

The committee then finalized the amount of cash prizes and awards for the various categories of achievers. It was decided that University Rank Holders (both UG and PG) and Class Toppers would receive a cash prize of Rs 1000, along with a certificate and a medal. National-level sports participants and NCC/NSS achievers would also receive a cash prize of Rs 1000. Winners of the University Youth Festival and Ph.D. awardees would be honored with medals, as would recipients of Best Paper Awards at national and international conferences. The Principal highlighted the importance of these awards in recognizing and rewarding hard work and dedication. The amounts and types of awards were agreed upon to ensure that the honors were both meaningful and motivating.

The meeting concluded with a commitment to follow up on the discussed initiatives and ensure their timely implementation. The next meeting was scheduled to review final preparations and address any emerging issues, reinforcing the institution's dedication to continuous improvement and excellence.