

MINUTES OF THE MEETING OF IQAC held on 03/06/2022

Meeting of the Manager, Principal, IQAC co-ordinator and NAAC members held on 3.6.2022 at conference hall.

Meeting was presided over by the Principal.

Meeting time : 10:30 AM

Agenda:

- 1) Review the activities of IQAC
- 2) Cheking the improvement in NAAC procedures.
- 3) Conduction of faculty development programmes.
- 4) Monitoring various club activities and day celebrations
- 5) conducting orientation on different topics
- 6) Deciding date to visit special school
- 7) Supervision of value added and self study courses.
- 8) Improving facilities in the college.

Members attended:

1. Pramod S , Chairperson
2. Shemi C , co-ordinator
3. Manjula.U , member of faculty
4. Vineetha.K , "
5. Nisha.T , "
6. Sajitha.E , "
7. Reshmi.N.C , "
8. Dr. P.C. Aleyamma , "
9. Ramachandran.K.M , "
10. Sandeep , Management representative
11. Athira.P.R , Alumni member
12. Bhavya Vijay , "

13. Mohanan. M , Nominee from employer

14. Chithra. S , "

Chithra

Decisions :

- Principal addressed the meeting and welcomed all faculty members.
- It is decided to celebrate all the national and international days of importance through morning assembly.
- It is decided to give orientation classes for the students related to K-TET, self study, value added courses.
- It is decided to buy new books to the library.
- It is decided to conduct a seminar on role of Experiments in Science 13/06/2022 by Mrs. Shemi C, Assistant professor in Natural Science.
- It is decided to conduct a seminar on Modern trends in the educational technology on 13/06/2022 by Mrs. Manjula U, Assistant professor in Physical Science.
- It is decided to visit HKCM model school for Blind on 15/06/2022
- It is decided to conduct a faculty development program titled as expert talk on 21st century teachers on 29/07/2022. The session was decided to handle by Dr. Renuka PCV
- It is decided to conduct a workshop on digital lesson plan on 10/08/2022 by Mr. Ranjith Kumar M.
- It is decided to conduct a skill development program on capability to develop a seminar paper on 13/08/2022 by Mrs. Manjula U, Assistant professor in Physical Science.
- It is decided to conduct a skill enhancement program critical understanding of ICT on 22/08/2022 by Mr. Ranjith Kumar M
- It is decided to conduct a career guidance session on

15/09/2022 titled as Discussion on career and personal counseling. The session was decided to handle by Mr. Ranjithkumar M, Assistant professor in social science and Mrs. Shemi C, Assistant professor in Natural Science.

- It is decided to conduct a seminar on impact of discourses in language learning 16/09/2022 by Mrs. Sajitha E, Assistant professor in English.
- It is decided to conduct a faculty development program titled as familiarizing new examination and evaluation system on 15/10/2022 by Sri Pramod S, Principal of SNCTE Kottappuram
- It is decided to conduct a faculty development program titled as Discussion on curriculum construction 18/11/2022 by Mr. Vinod Kumar K K, Teacher Educator in SNITE

The meeting concluded at 12:00 pm

Report:

As decided, the institution celebrated various national and international days of significance through morning assemblies. These celebrations included educational talks, cultural presentations, and activities that highlighted the importance of each occasion. The events were well-received by both students and faculty, creating an atmosphere of awareness and inclusivity. Orientation classes focusing on KTEF preparation, self-study techniques, and value-added courses were successfully conducted. The sessions provided students with practical strategies to enhance

their academic performance and prepare for competitive exams. New academic and reference books were added to the library to support the updated curriculum and enhance learning resources. The books cater to various subjects and were selected based on faculty recommendations and student needs. A seminar was conducted on 13/06/2022 by Mrs. Shem. C, Assistant Professor in Natural Science, focusing on the role of experiments in science education. The session highlighted the importance of practical learning and hands-on activities in their classrooms.



MINUTES OF THE MEETING OF IQAC HELD ON 06/01/2023

Meeting of the Manager, Principal, IQAC co-ordinator and NAAC members held on 06/01/2023 at conference hall. Meeting was presided over by the principal.

Meeting time : 11.00 AM

Agenda :

- 1) Supervision of various club activities and day celebrations
- 2) Supervision of value-added course and self-study courses.
- 3) Ensuring the welfare of staff and students
- 4) Enhancing KTET orientation structure
- 5) Review of NAAC activities.

Members attended :

1. Pramod . S , chairperson
2. Shemi . G , co-ordinator
3. Manjula . U , Member of faculty
4. Vineetha . K , "
5. Nisha . T , "
6. Sajitha . E , "
7. Reshmi . N . C , "
8. Dr. P . C . Aleyamma , "
9. Ramachandran . K . M , "
10. Sandeep , Management representative
11. Athira . P . R , Alumni member
12. Bhavya Vijay , , "
13. Mohanan . M , Nominee from employees
14. Chithra . S , , "

Decisions:

- Principal addressed the meeting and welcomed all faculty members.
- It is decided to celebrate all the national & international days of importance through morning assembly.
- It is decided to give orientation classes for the students.
- It is decided to buy necessary equipment for the classroom, laboratories, libraries.
- It is decided to celebrate the birthday, Mom to be and bride to be function of both the staff and students.
- It is decided to speed up the NAAC activities.

The meeting concluded at 12:30 pm

Report:

The committee decided to celebrate all significant National and international days through morning assemblies. These events aim to highlight the importance of each occasion, fostering awareness and promoting cultural & social values among students.

It was agreed to conduct orientation classes aimed at guiding students in key areas such as academic improvement, competitive exam preparation and skill development. ~~these~~ meeting highlighted the need to update & enhance the resources available in classrooms, laboratories, and the library. To build sense of community and celebrate personal milestones, the institution will continue organizing events to honor birthdays, Mom-to-be, and bride-to-be.