

No: IQAC-M/20161207

Minutes of the meeting of IQAC of Sree Keralavarma College, Thrissur held on 07.12.2016 at 11:30 am

Agenda

1. Evaluation of Remedial Coaching
2. Any other matter

Members present

Sl.No.	Name	Signature
1	C.M. Latha	Sd/-
2	Dr. T.D. Simon	Sd/-
3	Dr. P.L. Lekshmi	Sd/-
4	Dr. K.P. Biju	Sd/-
5	K.S. Jayan	Sd/-
6	Dr. N.R. Nithya	Sd/-
7	Dr. S. Bini	Sd/-
8	P.V. Rajasekharan	Sd/-
9	K.M. Geetha	Sd/-
10	T.K. Ramakrishnan	Sd/-

Following points were discussed and decisions were taken:

1. Remedial Coaching Co-ordinator Dr. P.L. Lekshmi explained the working progress of the Cell.
2. Dr. P.L. Lekshmi lamented the unavailability of the funds from the government. If it was available more actions could have been taken like providing books, photocopies, etc.
3. Planned to prepare the entire time table for the period 2016-17.
4. It was decided to divide the class hours as 192 hours for PG and 112 hours for UG programmes.
5. Maintain the proper register for the remedial coaching classes specifying the details of students with signatures, name of teachers handling the class, subject taken and hours.
6. Maximum priority should be given to the SC, ST, OBC and OEC categories.

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Action Taken Report

on the decisions of the IQAC meeting held on 28.07.2017

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sl.No.	Decision	Action taken
1	Preparing time table for remedial coaching classes.	An annual time table has been prepared. English language classes are taken in Mondays, Second languages on Tuesday, Complementary classes on Wednesday and core subjects on Thursdays and Fridays.
2	Fixing of permanent display board for Anti Ragging Cell	A register is maintained for remedial coaching classes, in which the details of students with signatures, name of teachers handling the class, subject and hours taken are entered
3	Maximum priority should be given to the SC, ST, OBC and OEC categories	Maximum participation of SC, ST, OBC and OEC students in the remedial classes has been assured.
4	Expanding the functions of the Cell.	It is decided to expand the functions of remedial coaching associating with Tutorial System in the college.

This report is to be presented in the next IQAC meeting for its approval and feedback.

**The IQAC Co-ordinator
Dr. T.D. Simon
Assistant Professor of
Economics**

**Chairperson of the IQAC
Prof. C.M. Latha
Principal**