

No: IQAC-M/20170728

Minutes of the meeting of IQAC of Sree Keralavarma College, Thrissur held on 28.07.2017 at 2:30 pm

Agenda

1. Review of the functioning of the various cells/committees
2. Future programmes of each cell/committee
3. Any other matter

Members present

Sl.No.	Name	Signature
1	Prof. Viswas V. Nadh	Sd/-
2	Prof. K.M. Geetha	Sd/-
3	Dr. T.D. Sobha	Sd/-
4	Dr. S. Bini	Sd/-
5	Dr. K. Rajeswari	Sd/-
6	Prof. Dhanya V. Mukundan	Sd/-
7	Dr. K.J. Arun	Sd/-
8	Prof. V.N. Harish	Sd/-
9	Dr. M. Sindhu	Sd/-
10	Dr. T.D. Simon	Sd/-
11	Prof. C.M. Latha	Sd/-
12	Dr. Johns K. Mangalam	Sd/-

Following points were discussed and decisions were taken:

1. IQAC Co-ordinator Dr. T.D. Simon welcomed all members for the first meeting of the IQAC, in the academic year 2017-18.
2. Prof. A.K. Ravikrishnan, NAAC Co-ordinator, informed that website has a key role in NAAC assessment. RTI page including 16 points should be specified in the website which should be self explanatory to convey address/contact details of persons of various sections whom one can approach.
3. Dr. T.D. Sobha informed that posters against ragging, strictly in accordance with UGC specifications are displayed at various places inside campus. Fixing of a permanent board is in progress.
4. Prof. K.M. Geetha of Differently Abled Service Cell reported the arrangement of spoken English classes. PSC coaching class and computer class are in progress. The cell is in need of more volunteers from students/teachers to support HEPSN activities.
5. Prof. Viswas V. Nadh held one meeting in this academic year to discuss the application given by a new students organization, Fraternity Movement. Decision is still pending as it is a new organization so that proper enquiry will take atleast one week.

6. Prof. Viswas V. Nadh of Curriculum Monitoring Committee reported the modification of time table was proposed in this academic year. But due to difficulty raised by Laboratory departments like Physics, Chemistry and Botany to restructure lab time table. Modification should be implemented only after ensuring sufficient lab- attenders.
7. Prof. Dhanya V. Mukundan reported that the Walk With the Scholar activities of 2016-17 were successfully completed. Classes, mentoring, and tour were conducted. Walk With the Scholar Programme in this academic year has not started yet.
8. Dr. K. Rajeswari, SC/ST Grievance Cell Co-ordinator informed about the conduct of PSC coaching classes. Books were distributed to students. Motivation class is planned. Leaders for various sections are under consideration.
9. Prof. C.M. Latha pointed out the low rate of attendance of the Lakwadweep students. She suggested that parent-teacher meeting should be conducted to solve the problems.
10. Dr. M. Sindhu, Girls Hostel Warden demanded more infrastructure facilities in the hostel. Programmes for hostel students to be implemented.
11. Prof. V.N. Harish of website committee reported the progress of website committee work. The Cell has provided institutional email to all college faculty. A new registration form for old students has been created in the website address, and 12 students have registered in it so far. More measures to be implemented to extend the idea of registering the old students in the website. Feedback system has also to be improved. The webpage named skvcsurvey.info, created by Prof. A.K. Ravikrishnan, can be used for getting feedback from the students, and the same link can be provided in college website.
12. Dr. C. Adarsh is appointed as the Co-ordinator for the Entry into Service Cell. More coaching to the students in co-operation with Career Guidance Cell can be carried out. The orientation classes to students for various job opportunities and various courses can be carried out.
13. Dr. S. Bini, the Co-ordinator of Scholar Support Programme reported that the all programmes were completed successfully by March 2017. For the current academic year, it has not been started yet due to the administrative delay. The books for Rs. 30000 were purchased last year.
14. Tutorial systems to be implemented effectively.

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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

Decision	Action taken
Updating college website	RTI window has been updated. The webpage named skvcsurvey.info, created by Prof. A.K. Ravikrishnan, has been linked with college website for getting feedback from the students.
Fixing of permanent display board for Anti Ragging Cell	The order for the permanent board for Anti Ragging Cell has been placed.
Arrangement of spoken English class for differently abled students	Dr. Archana has begun the spoken English classes for differently abled students. Prof. K.V. Seema and Dr. I.V. Vidya have come forward as volunteers for differently abled students.
Decision regarding the new students organization named Fraternity Movement	Granted conditional permission. Offered support to Election Committee for smooth conduct of College Union Election.
Modification in the time table	Work is going on. Splitting of common batches is on progress.
Attendance progress of Lakshwadweep students	Dr. C.R. Promod and Prof. C. Anila have been assigned for conducting the meeting with Lakswadweep students regarding their study progress.
More coaching to the students (Entry into Service Cell)	The classes on videography, photography and editing have been planned after Onam holidays.
Progress in SSP	Even though Government of Kerala has stopped financial

	assistance for the Scholar Support Programme, some teachers are still engaging classes for the students for this purpose.
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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