

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/-

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.