

**No: IQAC-M/20170807**

**Minutes of the meeting of IQAC of Sree Keralavarma College, Thrissur held on 07.08.2017 at 02:30 pm**

**Agenda**

1. Suggestions from first semester teachers in charge for smooth functioning of the classes.
2. Various measures to improve the result
3. Conducting orientation classes for first semester
4. Any other matter

**Members present**

Sl.No.	Name	Signature
1	C.K. Vincy	Sd/-
2	Reshma Ashok	Sd/-
3	Dr. K.P. Biju	Sd/-
4	Dr. L. Devika	Sd/-
5	M. Shijitha	Sd/-
6	Dr. Preetha Nair	Sd/-
7	Dr. Usha Bhagirathan	Sd/-
8	Dr. Bindu Krishnan	Sd/-
9	Dr. K.N. Jayageetha	Sd/-
10	Tinoj Thomas	Sd/-
11	Dr. N.K. Prameela	Sd/-
12	K.N. Kannan	Sd/-
13	Dr. C. Adarsh	Sd/-
14	Dr. Abitha Balagopalan	Sd/-
15	Dr. C.B. Prasanth	Sd/-
16	Dr. T.D. Simon	Sd/-
17	Prof. C.M. Latha	Sd/-

**Following points were discussed and decisions were taken:**

1. Dr. T.D. Simon, IQAC Co-ordinator welcomed all first semester teachers in charge and explained briefly the objectives of this meeting, and solicited the various measures for the smooth functioning of the classes and to improve the result of the students.
2. Dr. Bindu Krishna of Physics Department lamented about the tendency of mass class bunking among the first year students when a programme is going on the college. It is comparatively a new tendency in the college. This occurred when Baniamin's literary programme and the film festival were conducted in the campus.

3. Dr. Adarsh shared his experience that he had tried to control the mass class bunking when the students wanted to go for 'Anti-War Campaign'. According to him, the students can go for this type of programme only during free hours. He opined that the attendance of participants of NCC, NSS and other activities should be reported to class teacher in proper format on the same day he/se return to the class. All departmental programmes should be intimated to sharing departments at least one day prior to the programme so that classes can be effectively arranged.
4. Dr. Abitha Balagopalan had reported the same type of mass class bugging, when the students went for 'Ooty visit' during class time, even though there were free hours in that particular day.
5. Dr. N.K. Prameela of Hindi Department was anxious about getting enough free time and proper class rooms for conducting the programmes like Scholar Support Programme, Walk With the Scholar Programme, Remedial Coaching, etc. More consideration must be given in this regard. Similarly, conducting the internal examinations and providing internal marks must also be given due importance. The intensive of mobile phones in the campus also must be controlled.
6. Prof. M. Shijitha reported there is a tendency among the students to come late in the first hour itself and this tendency spreads to other classes also and it hinders them from their studies.
7. Dr. Biju spoke about the importance of giving proper official orientation to the students as early as possible. Internal evaluation system must also be done more seriously. Parents must also be invited to the orientation classes.
8. Principal underlined the importance of orientation classes and it must be done with proper schedule of First Year UG students. She also suggested that active steps should be taken for the betterment of university evaluation results. It was decided to conduct the orientation course separately to three streams, i.e., Social Sciences, Languages and the Sciences. The university exams in between the courses also adversely affect the classes.
9. It was decided to enquire about the possibilities of a centralized online attendance system. Faculties of Computer Application Department has been assigned the same.
10. Any sort of leaves from Teaching Staff shall be intimated before regular working time, so that classes can be arranged and students will be engaged. It can be done through

departmental arrangement of teachers. A common telephone number shall be provided to send SMS to report leave.

11. The conduct of both internal exam should be done in a centralized way.
12. The mark list of the examination must be submitted to the Principal.
13. PTA meeting must be conducted for both the internals.
14. Proper measures to be taken to continue the programme 'Thought of the day'.
15. HoDs must be informed of inter-departmental programme in advance so that he/she could arrange the class properly.
16. It was decided to enquire about the possibilities of checking the conduct of the classes through the student representatives under the guidance of class teachers.

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## **Action Taken Report**

**on the decisions of the IQAC meeting held on 07.08.2017**

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

<b>Decision</b>	<b>Action taken</b>
Attendance of participants of NCCC and NSS	The attendance of participants are given in proper forms with specified dates, duly signed by the Teachers concerned.
Prior information about the programmes	All departmental programmes are intimated to sharing departments at least one day prior to the programme so that classes can be effectively arranged.
Centralised online attendance system	The work of the centralized online attendance system is progress under the guidance of Department of Computer Applications. They have given project works to the students on the specified topic and they are successfully completing.
Conduct of internal exams	The internal examinations were done in centralized way.
PTA meeting	The PTA meetings are regularly conducted by the departments.

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**