

No: IQAC-M/20171213

Minutes of the meeting of IQAC of Sree Keralavarma College, Thrissur held on 13.12.2017 at 1:30 pm

Agenda

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

Members present

Sl.No.	Name	Signature
1	Dr. P.L. Lekshmy	Sd/-
2	P.V. Rajasekharan	Sd/-
3	Dr. T.D.Sobha	Sd/-
4	A.K. Ravikrishnan	Sd/-
5	Aiswarya S. Babu	Sd/-
6	Dr. C. Adarsh	Sd/-
7	V.N. Harish	Sd/
8	Dr. S. Maya	Sd/
9	Narayana Menon	Sd/
10	C.K. Hariharan	Sd/-
11	Dr. T.D.Simon	Sd/
12	Viswas V. Nadh	Sd/
13	C.M. Latha	Sd/

Following points were discussed and decisions were taken:

1. The draft of the AQAR is ready. It will be submitted once the remaining details are received from the concerned departments.
2. The convenor of the Equal Opportunity Cell, P.V. Rajasekharan informed the meeting about the working of the cell. Two disabled friendly toilets – one newly constructed and one modified at the ladies hostel and near the Co-operative Society – have been constructed. Rs. 20000 allotted for awareness programmes have to be spent before March.
3. The Department of Economics needs a smart room to conduct Fourth Semester Classes. A request has been made to the college in this regard.

4. The IQAC Co-ordinator requested a person may be given charge as an Assistant IQAC Co-ordinator. A.K. Ravikrishnan recorded dissent and informed the committee that the work should be delegated between the members equally. He suggested that a group of people to help to help the co-ordinator should be arranged.
5. The Physical Education Department has been performing very well in the intercollegiate and interuniversity tournaments.
6. Entry into Service Cell – Motivation classes and talks need to be conducted for the student and awareness programmes have to be conducted. Dr. C. Adarsh will be organizing collaborative programmes in association with the Equal Opportunity Cell.
7. Malayalam Department will be organizing a national workshop, funded and supported by Jamia Milia Islamia, “Ethnography Research Methodology” under the co-ordination of Dr. C. Adarsh.
8. Anti-ragging cell – A display board about the regulations against ragging has to be placed in the campus. The PTA will be taking care of the matter. The Principal suggested that Prof. N.M. Narayanan may be given charge.
9. The Department of Chemistry is planning to conduct a workshop on Goussia Software.
10. Discipline Committee Convenor Viswas V. Nadh spoke about the social media issues after the election. No major scuffles occurred in this period. The Board has given an order banning night stay at the college.
11. The Curriculum Committee Convenor informed the Committee that a cell that is newly convened with C.K. Hariharan as in charge to address complaints about internal examinations and related issues.
12. R and NET coaching are conducted by the Department of Statistics with the support of old students association. The Department also requested for a lab so that a certificate course can be offered to the students on R.
13. Computer Applications Department is organizing an IT fest late January or early February.
14. Website Committee convenor V.N. Harish spoke about the modifications to be carried out in the alumni link He informed the Committee about the hindrances faced due to the lack of support of the consultancy.

15. A consultancy has approached the college about an alumni portal for the college. If approved by the college, the proposal of “fourth ambit” could be considered.
16. The Department of Mathematics will be conducting an OSA meeting in February.
17. C.K. Hariharan spoke about the activities of the Student Grievance Redressal Cell. A complain by Naveen Namboodiri has been addressed and possible redressal carried out.
18. Dr. Lekshmi spoke about the remedial coaching classes and requested the details of the work done to be submitted to her at the earliest. Dr. Lekshmi and Dr. K. Rajeswary has been conducting tutorial classes from this academic year. The classes are stated at the convenience of the respective department.
19. The History Department is going ahead with the Historical Museum plan and support from the staff and well wishes are sought for the successful completion of the project.
20. V.N. Harish informed the meeting about the successful completion of the internal examinations for the academic year.
21. A.K. Ravikrishnan spoke about the need for the web-committee and the IQAC Committee to work as an organize group with all members contributing to the working of these committees.
22. As the NAAC Co-ordinator, A.K. Ravikrishnan requested that the minutes of the meetings of the all committees and IQAC presentation for NAAC needs to be ready by the end of January.
23. Women’s Cell has conducted two programmes this year. Yoga, tailoring classes and health club is working well.
24. Dr. S. Maya updated the Committee about the activities of the Department of Philosophy. The students of Philosophy are planning to start a cultural and academic group.
25. Department of Zoology conducted a talk in association with STEC for Science Week. ‘Urjakiran’- a programme under the initiative of Dr. K. Sheenaja has been conducted at three constituencies. The four members of the Department with the support of STEC have started student projects. The department is also starting vermicompost project, fish culture and butterfly garden in the near future.
26. HEPSN is conducting PSC coaching and spoken English classes for the students weekly. The students need the Co-ordinators every morning and discuss the main events of the day, listen to the main news of the day and update the teacher-in-charge about this

academic progress. A computer literacy class is about to be arranged from this semester onwards.

27. Dr. Lakshmi informed the Committee about the need for a common study room for the ladies hostel. The Principal answered her that the facilities will be arranged from the next academic year.

No: IQAC-R/20171213

Action Taken Report

on the decisions of the IQAC meeting held on 13.12.2017

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

Sl.No.	Decision	Action taken
1	AQAR submission	The AQAR for the year 2016-17 was successfully completed and sent to NAAC on 30.12.2017
2	Smart room in Economics Department	Room No. 28 of Economics Department (Final Year BA students) was converted to a smart class room with LCD projector.
3	Display board for Anti Ragging Cell	Different boards pertaining to anti ragging have been displayed in the campus
4	Conduct of IT fest	IT fest named ASPERA was conducted by Computer Applications Department on 5 th February, 2018
5	Conduct of OSA meeting	OSA meeting was conducted by Department of Mathematics on 11 th March 2018.
6	Modification of historical museum	Historical Museum of History Department was modified.

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**