

## **Minutes and Compliance to the resolutions taken in the IQAC meetings 2020-21**

### **[1] IQAC Meeting held on 18/12/2020, 12:30 pm**

Agenda: Online teaching and learning

Members Present:

1. Dr. Govind Raj K
2. Dr. Dhanaraj P V
3. Dr. Ninitte Rolance
4. Mrs. Saigeetha S
5. Dr. Santhosh S
6. Mr. Anup Antony
7. Dr. Sachin P James
8. Dr. Sreejith M Nair
9. Dr. Shinoy Jesinth
10. Dr. Biju Mathew
11. Dr. Sheeba P S
12. Dr. Godwin Samraj D P

#### **Minutes:**

- Discussed on the procedure to collect inputs from the departments for the online submission of AQAR 2019-20.
- IQAC Coordinator, Dr. Sreejith M Nair briefed about the SAAC implemented by the state government and the SAAC accreditation procedure and the structure of SAAC SSR.

### **[2] IQAC Meeting held on 01/02/2021 12:30 pm**

Agenda: SAAC Accreditation

Members Present:

1. Dr. Govind Raj K
2. Dr. Ninitte Rolance
3. Mrs. Saigeetha S
4. Dr. Santhosh S
5. Mr. Anup Antony
6. Dr. Sachin P James
7. Dr. Sreejith M Nair
8. Dr. Shinoy Jesinth
9. Dr. Sheeba P S

10. Dr. Godwin Samraj D P

**Minutes:**

- Decided to participate in the Higher education survey by Kerala state higher education council.
- The feedback collection and analysis from Students, Teachers, Alumni and Parents must be completed before March 2021
- Department visit by IQAC scheduled on 05/02/2021

**[3] IQAC Meeting held on 06/02/2021 12:00 pm**

Agenda: SAAC Accreditation

Members Present:

1. Dr. Dhanaraj P V
2. Dr. Ninitte Rolance
3. Mrs. Saigeetha S
4. Dr. Santhosh S
5. Dr. Govind Raj K
6. Dr. Sachin P James
7. Dr. Shinoy Jesinth
8. Dr. Sheeba P S

**Minutes:**

- Detailed review of the status of SAAC SSR preparation.
- Reporting of Department visit of IQAC on 05/02/2021

**[4] IQAC Meeting held on 15/02/2021 11:30 pm**

Agenda: SAAC Accreditation

Members Present:

1. Dr. Biju Mathew
2. Dr. Ninitte Rolance
3. Mrs. Saigeetha S
4. Dr. Santhosh S
5. Mr. Anup Antony
6. Dr. Sachin P James
7. Dr. Sreejith M Nair
8. Dr. Shinoy Jesinth
9. Dr. Sheeba P S

10. Dr. Govind Raj K

**Minutes:**

- Criteria-wise report presented by the criterion coordinators.
- Decided to conduct a formal function for the award of certificates related to Diploma and Certificate courses
- Decided to conduct an IPR related seminar.

**[5] IQAC Meeting held on 06/03/2021 12:30 pm**

Agenda: SAAC SSR and NAAC AQAR Preparation

Members Present:

1. Dr. Biju Mathew
2. Dr. Ninitte Rolance
3. Mrs. Saigeetha S
4. Dr. Godwin Samraj D P
5. Mr. Anup Antony
6. Dr. Sachin P James
7. Dr. Sreejith M Nair
8. Dr. Shinoy Jesinth
9. Dr. Sheeba P S
10. Dr. Govind Raj K

**Minutes:**

- Decided to conduct the alumni meeting before March 2021.
- Decided to collect the softcopies of research article, popular article, project reports and books published by the faculty members.
- Members requested to conduct a half yearly review of the academic calendar.