

**IQAC- SREE KERALA VARMA COLLEGE, THRISSUR**

**Minutes of the IQAC core members' meeting held at Principal's office  
room on 25/07/2019, 4.00 PM**

**Agenda**

1. Activities of IQAC during June-July 2019
2. Other IQAC related matters

**Presence:**

1. Dr. A. P. Jayadevan
2. Dr. T. D. Simon
3. Mr. Pramod. P
4. Dr. Nithya N. R
5. Dr. Bipin G
6. Dr. Aiswarya S Babu
7. Dr. Jayanisha K
8. Dr. Sudheendran. K
9. Mr. Gopalakrishnan

**Decisions of the meeting**

1. AQAR reports for the years 2018 and 2019 need to be collected and uploaded to the website soon.
2. The committee has decided with the consent of the principal to assign presently operating IQAC room exclusively for IQAC activities.
3. It is decided to renew the internet connection for IQAC room
4. It is decided to create and maintain a common database involving teachers, students and finance matters
5. Decided to initiate NIRF related activities very soon.
6. The committee sees that a database incorporating the total finance and accounts of the college, Students' success rates in percentage, placement details, particular information of students, etc need be made available and discussed its importance in accessibility of the data as and when required. It is decided to create a common platform for the same.
7. Several categories were seen left unclaimed and unfilled during the last NAAC evaluation scheme. This should be carefully dealt with and such a lapse should be avoided in the next chance.
8. A student database should be created by using google forms. Their feedback is important, and it is decided to collect the feedback soon after the first internal examinations.

9. IQAC has discussed the possibility of including a few student details to be collected at the college office, the whole of which may be accessed by the IQAC as and when required.

10. It is decided that each and every department must hand over a copy of the program details and flyers or notices to the IQAC, and that each department has to fill a particular form for this and submit it to the IQAC.

11. Dr. Bipin G and Mr. Pramod P are assigned the duty to collect the student details and create a student database.

12. Dr. T D. Simon is assigned the duty of collection and compilation of the finance and accounts details of the college. The information on programs conducted in the college shall be collected by Dr. Nithya N R

13. The responsibility of NIRF is assigned to Dr. Sudheendran K

14. The responsibility of collecting the feedback from students is assigned to Dr. Aiswarya S Babu, and this will be supervised by Dr. Jayanisha K.

End of meeting at 5 PM

#### **Actions Taken – Report - 05/09/2019, 3.00 PM**

1. AQAR reports of earlier years were uploaded in the website.
2. A separate room was allotted to IQAC for ease of functioning and record keeping.
3. The framework of the common database was decided
4. The NIRF process was started by Dr.Sudheendran
5. The lapses in earlier reports were identified and measures were taken to address it.
6. The process fo collating the student details was started.

**IQAC- SREE KERALA VARMA COLLEGE, THRISSUR**  
**Minutes of the IQAC core members' meeting held at IQAC office room on**  
**05/09/2019, 3.30 PM**

**Agenda**

IQAC related matters

**Presence:**

1. Dr. A. P. Jayadevan
2. Dr. T. D. Simon
3. Dr. Jayanisha K
4. Dr. Sudheendran. K
5. Dr. Bindu R
6. Dr. Aiswarya S Babu
7. Dr. Bipin G

**Decisions of the meeting**

1. The Fund of IQAC for daily activities has to be released.
2. The last date for the submission of department wise AQAR is on or before 09/09/2019.
3. The review meeting will be held on 17/09/2019

End of meeting

**Actions Taken - Report - 19/09/2019, 09.30 AM**

1. A request was made to the office to release the working fund for IQAC
2. Departments were asked to expedite the final draft of AQAR reports

**IQAC- SREE KERALA VARMA COLLEGE, THRISSUR**  
**Minutes of the IQAC core members' meeting held at IQAC office room on**  
**19/09/2019, 10.00 AM**

**Agenda**

1. Regarding compilation of AQAR
2. Regarding department-wise AQAR reports
3. Regarding internet connection and an office room for IQAC activities
4. Other IQAC related matters

**Presence:**

1. Dr. A. P. Jayadevan
2. Dr. T. D. Simon
3. Dr. Jayanisha K
4. Dr. Sudheendran. K
5. Dr. Bindu R
6. Dr. Aiswarya S Babu
7. Dr. Bipin G

**Decisions of the meeting**

1. AQAR reports need to be collected from the individual departments ASAP.
2. Only three departments have submitted their AQAR on time, the rest of them should be contacted and be asked to submit the report at the earliest.
3. Requested the Principal to appoint IQAC-department coordinators in order to facilitate the IQAC activities.
4. Requested the principal for the availability of internet facilities and a proper office room for IQAC activities.
5. Compilation of AQAR documents and submission of the same should be done within a week. IQAC has decided to take proper actions regarding the same.

End of meeting

**Actions Taken - Report - 09/12/2019, 2.00 PM**

1. Departments were asked to expedite the reports.
2. The Principal appointed department coordinators in consultation with the respective departments
3. The requested room with internet facility was allotted to IQAC and the office was moved there.

**IQAC- SREE KERALA VARMA COLLEGE, THRISSUR**  
**Minutes of the IQAC core members' meeting held at IQAC board room on**  
**09/12/2019, 2.00 PM**

**Agenda**

1. Regarding orientation program to be held on 11-12-2019
2. Awareness class for students of the college
3. Future activities of IQAC
4. Other IQAC related matters

**Presence:**

1. Dr. A. P. Jayadevan
2. Dr. Bindu R
3. Dr. Jayanisha K
4. Dr. Aiswarya S Babu
5. Dr. T. D. Simon
6. Dr. Nithya N R

**Decisions of the meeting**

1. IQAC discussed the details and the plan of actions of the orientation program to be held on 11/12/2019
2. Decided to conduct an awareness program for the college students and the plan of actions was discussed
3. Discussed on possible programs to be conducted for the faculties
4. IQAC has decided to conduct a program on SPARK in the month January 2020.
5. The next meeting shall be held in next week (Thursday).

End of meeting

**Actions Taken – Report- 14/12/2019, 2pm**

1. IQAC discussed the plans for the programs decided and proposed to come up with a course of action after the winter holidays.