



DEVASWOM BOARD COLLEGE
THALAYOLAPARAMBU
(Affiliated to Mahatma Gandhi University, Kottayam)

CRITERION I
Curricular Aspects

Submitted to
The National Assessment and Accreditation Council
(NAAC)
February 2024



Midayikunnu P.O.Thalayolaparambu, Kottayam, Kerala - 686605

Minutes of college level Monitoring committee ~~was~~ held on
10/7/2022

The meeting was held on 10/7/2022. at 3PM in Principals chamber. The meeting mainly focussed on the syllabus completion of UG and PG batches. The departments has completed the revision classes for UG 2020-2023 batch for their third semester examination on July 13th 2022. The UG 2020-2023 batch were let off for their study holidays. Departments has completed UG second semester portion of 2021-24 batch. and are conducting revision classes for their upcoming 1st semester examinations. PG departments should complete the fourth semester portions for 2020-22 batch as their IVth sem exams will be held during last week of August. HoD's briefed about their action plans for 2022-23 and the activity report of 2021-22. The meeting and ~~the~~ principal congratulated the chemistry and trade departments for securing ranks for BSc 2019-22 & BA 2019-22 batch. Principal informed that an orientation program will be conducted by ASAP for the third year UG students. The department heads discussed about the dates of internal examinations and the dates decided will be handed over to SGAC for preparing the academic calendar.

Decisions taken:

- 1) To complete the feed back analysis of students by 10/2021-22 august.
- 2) The departments should conduct more co-curricular activities along with curricular aspects.

After the above discussions meeting ended by 4pm

Members present:

Dr R. Anthe

Beenamol k. P.

Dr Nisha

Indu. K. S

Dr Deepa kumar

Dr Hari Narayan G

Dr. Deepa C-S

Dr Jayasree

~~Dr. B. G. G. G.~~ G. G. G.

Mrs Liny Mathur

Anthe
 B. P.
 Nisha
 Indu
 Deepa
 Hari
 Deepa
 Jayasree
 G. G. G.
 Liny Mathur

Minutes of College Level Monitoring Committee held on
10/7/2021

The first CLMC for the academic year 2021-2022 was held on 10/7/2021 at 2:30 PM.

The department heads briefed about the conduct of classes and internal exam for II UG (2020 admission) and IV sem u.c. They discussed about the project and practical examination schedule of 2018-2021 u.c. students. The departments submitted the annual report of 2020-21 and action plan of 2021-2022 to SGAC. PG departments briefed about the progress of IV semester portions. Most departments have completed the PG portions and student were engaged in their project work. PG Science departments have finished the lab work and conducted the internal examinations. The second internal for IVth sem u.c. students will be conducted during last of week of July. The departments conducted revision and remedial classes for II u.c. & IV u.c. students. The internal marks for u.c. students must be calculated based on the internal examination marks, assignment & seminar. Attendance must not be considered while computing their internals.

Principal instructed HOD's about the P.O. purchase. She suggested that departments must complete the stock verification by the end of July and submit the requirements to the office by first week of August.

The meeting decisions taken during the meeting

- 1) PG departments should prepare the internal forms for IV sem. by last week of July.
- 2) VI sem. practicals and project will start by

July third week. The department should conduct model exams for lab and internal exams for viva and project.

3). The internal forms for VI sem UG must be prepared by last week of July.

4) Departments should utilize time for the preparation of NAAC files.

5). The departments should conduct the DTA for II sem UG & IV sem UG students by first week of August -

After taking the above decisions meeting ended
4 pm

Members present.

Dr. R. Anitha Att

Dr. V. KALA VK

Dr. Deepa. C.S

Dr. Anithy M.S. A ~~AS~~

Beeenam. K.P B

Girija G Gm

Asa G Menon Asg

Indu. K.S Ih

Dr. Ramalekshy R

Mrs. King Mathew Kingmathew

MINUTES OF ACADEMIC REVIEW MEETING ON 6/7/20

The academic review meeting was held as google meet on 6/7/20 at 2 p.m.

The meeting began with the reporting of the heads of the department. Due to the existing conditions of Covid, the classes are being carried out in online mood. The heads mentioned about the difficulties faced by students who are not having android phones. The progress of classes were mentioned by them.

Principal addressed the meeting by giving motivation to the teachers to conduct online classes and also appreciated the teachers for doing a great service to the society as well as to the students. In order to facilitate the students without having technical support, the college along with teachers have to work hard.

The other various decisions taken by the meeting are as follows.

1. To ask for the help of guest teachers to engage classes conditionally by getting a paper signed that they will not claim salary from college but shall engage classes.
2. To start 5th sem classes - open course, immediately as the list was ready.

3. To take report of taking classes taken in the previous week.

After taking the above decisions, the meeting ended at 3 p.m.

Members present:

1. Dr. V. KALA V.K.
2. Beenu Mol.K.P. B.A.
3. Ganesh Chaudas ganesh
4. Dr. Anshu M.S. MS
5. Ganga G. GM
6. Dr. R. Aniltha aniltha
6. Asa G. Menon Asa
7. Indu.K.S. Indu
8. Dr. Deepa.C.S. Deepa
9. Dr. Hemalakshmy Hemalakshmy

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MINUTES OF
ACADEMIC REVIEW MEETING HELD ON 8/7/19

The academic review meeting was held on 8/7/19 at 12.30 p.m in the NAAC room.

The meeting began with the reporting of the heads of the department. They mentioned about the progress of classes. The need to conduct PTA meeting was stressed in the meeting. The departments presented the report of the activities of 2018-19. They also proposed an action plan for the current academic year.

Principal reported about the meeting held at Travancore devarswom Board Trivandrum. Board stressed on making PGT classes hitch with their assistance. The vacancies of teaching non teaching staff will be filled with immediate effect. The discussion over canteen & multi purpose indoor stadium was thrust in the meeting with the management.

The creative discussion among HOD's and Principal has led to the following decisions.

1. I DC tutors should check about the attendance of students in second language classes.
2. If child comes late, let her/she enter the class

3. Before the academic review meeting, department meeting should be conducted
4. HOD's must check whether portions are covered
5. HOD's should maintain the leave register of teachers in the department.
6. Departmental alumni should be strengthened
7. ID cards are compulsory for teachers and students
8. To upload PG 2nd sem internals
9. To maintain a common format for result analysis.
10. Collaboration and consultancy services should be enhanced
11. Departments should keep a record of mail id's of students, Aadhar number, phone no. of parents etc.

After taking the above decisions, the meeting ended at 1:30 p.m.

Members present:

Dr. R. Anthe

Dr. Remalakshmy Poduvai.

Mrs. Girija G.

Dr. Arathy M.S.

Dr. Asa G.

Dr. Ambika A.

Dr. Maya P.

Dr. Beenamol K.P.

Dr. Kala.

Mrs. Indu K.S.

Dr. Deepa.C.S

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MINUTES OF ACADEMIC REVIEW MEETING ON 3/10/18

The academic review meeting was held on 3/10/2018 at 11.45 a.m in the NAAC room.

The department heads reported the activities planned for the academic year. They mentioned about the progress of portions. The need to fix a date for internal exams was mentioned by them.

Principal at first expressed anxiety due to the recent flood in Kerala. It affected a whole lot of families and many of them have not recovered from the panic. The student community of the college, as most of them belong to financially backward background have suffered a lot. So the students need to be supported mentally.

The number of working days in the semester has to be compensated as per the govt. decision. Extra classes should be taken to compensate it. The internals of the 3rd year UOI should be completed by October last.

The following decisions were taken in the meeting.

1. Identify the students who faces serious hardships after the flood.
2. Extra classes should be engaged to compensate for lost class hours.
3. To conduct internals of 5 sem.

After taking the above decision, the meeting ended at 1 p.m.

Members present:

Dr R. Anitha	<u>Anil</u>
Dr Lalimol. S.	<u>Las</u>
Mrs Beenamol. K.P.	<u>B</u>
Mrs Indu K.S.	<u>Indu</u>
Dr Kala. V.	<u>KV</u>
Mrs Asa G.	<u>Asa</u>
Dr Deepa. C.S.	<u>Deepa</u>
Mrs Girija G.	<u>Gm</u>
Dr Nisha A.	<u>Nisha</u>