

DEVASWOM BOARD COLLEGE THALAYOLAPARAMBU
INTERNAL QUALITY ASSURANCE CELL



Minutes of IQAC meetings 2020-2021

IQAC meeting held on 12 /06/2020 at 3PM

Agenda:

1. Approval of minutes of previous meeting
2. Preparation and uploading of academic calendar for the academic year 2020-21
3. Preparation for the uploading of AQAR 2019-20
4. Implementation of add on/value added in all departments.
5. Yoga day, environmental day and reading week
6. Induction programme and bridge course for the new batch of students
7. Conduct of online sessions to train students and teaching staff on online teaching tools like moodle, google class rooms, google forms.
8. Diploma course in yoga and logistics under UGC - NSDC
9. Feed back from different stake holders
10. Action plan 2020-21

Members Present

- | | |
|-------------------------|-----|
| 1. Dr. Deepa C S | Sd/ |
| 2. Dr. Lajna P Vijayan | Sd/ |
| 3. Dr. Nisha A | Sd/ |
| 4. Mr. Asish Martin Tom | Sd/ |
| 5. Mr. Vijayakumar M | Sd/ |
| 6. Smt. Saritha K M | Sd/ |
| 7. Sri Anilkumar G | Sd/ |
| 8. Dr. R Anitha | Sd/ |

Discussed the matters in agenda and following decisions were taken

Decisions:

1. Previous minutes read and approved
2. Decided to prepare and upload the academic calendar by second week of June
3. Meeting discussed the preparation of AQAR 2019-20. Data collection for AQAR should be done through department quality assurance cell and criteria team members
4. It was decided to commence value added/add on course in all UG departments



5. It was decided to celebrate yoga day, environmental day and reading week in online mode.
6. Decided to apply for diploma courses in Yoga and Logistics under UGC-skill development scheme
7. College will sign MoU with Pranav Yogasram and Kairali infotech for the conduct of diploma course in Yoga and Logistics
8. Dr. Harinarayanan G, Asst Professor Dept of Chemistry entrusted to conduct online sessions to train teaching faculties and students on online teaching tools and LMS like Moodle, google class rooms etc
9. Induction programme for I UG shall be conducted department wise on the day of commencement of classes. Bridge course of about 10-15 hours should be conducted by the department soon after the induction programme
10. Feed back from various stake holders should be analysed by Criteria I team members and IQAC and also decided to take actions based on the report.

IQAC meeting held on 16/07/2020 at 3.30 PM

Agenda :

1. Approval of minutes of previous meeting
2. Conduct of green audit , energy audit and environmental audit
3. Conduct various capacity building programmes for administrative and teaching staff
4. Webinars on topics like, Covid-19 testing, EIA, sustainable environment etc
5. Mentoring and personal counselling
6. FDP and training programmes on new normal mode for teaching fraternity
7. Any other matters

Members Present

- | | |
|-------------------------|-----|
| 1. Dr. Deepa C S | Sd/ |
| 2. Dr. Lajna P Vijayan | Sd/ |
| 3. Dr. Nisha A | Sd/ |
| 4. Mr. Asish Martin Tom | Sd/ |
| 5. Dr. Vijay Kumar M | Sd/ |
| 6. Smt. Saritha K M | Sd/ |
| 7. Sri. Anilkumar G | Sd/ |
| 8. Dr. R Anitha | Sd/ |

Discussed AQAR and other matters in detail and following decisions were taken

Decisions:

1. Minutes of the previous meeting approved
2. Decided to conduct Green, energy and environmental audit when college reopens full fledged.
3. Decision taken to conduct an FDP on new normal mode for teaching fraternity in

association with UGC-HRDC, University of Kerala

4. Decided to conduct webinars/seminars focusing on topics like IPR, gender sensitization and workshop on spark
5. Decided to extend personal counselling and mentoring and tutorial sessions in online mode

IQAC meeting held on 17 /09/2020 at 12.30 PM

Agenda :

1. Approval of minutes of previous meeting
2. Data collection and evaluation of 2019-20 AQAR.
3. NET Coaching
4. Career awareness programmes for students
5. Conduct of Soft skill, yoga and life skill classes for students
6. Progress of implementation of action plan 2020-21
7. Any other matters

Members Present

- | | |
|-------------------------|-----|
| 1. Dr. Deepa C S | Sd/ |
| 2. Dr. Lajna P Vijayan | Sd/ |
| 3. Dr. Nisha A | Sd/ |
| 4. Mr. Asish Martin Tom | Sd/ |
| 5. Dr. Vijay Kumar M | Sd/ |
| 6. Smt. Saritha K M | Sd/ |
| 7. Sri.AnilkumarG | Sd/ |
| 8. Dr. R Anitha | Sd/ |

According to the discussion and the evaluation the following decisions were taken

Decisions:

1. Decided to collect DQAR data from various departments and clubs.
2. PG departments were instructed to provide NET coaching on online mode
3. Strengthening the activities of career guidance cell and organising job oriented training programmes to the students

IQAC meeting held on 27 /11/2020 at 3.45 PM

Agenda :

1. Approval of minutes of previous meeting
2. Setting up of Rain water harvesting unit
3. Conduct of job fair



4. Follow up of DQAR data collection
5. Any other matters

Members Present

1. Dr. Deepa C S Sd/
2. Dr. Lajna P Vijayan Sd/
3. Dr. Nisha A Sd/
4. Mr. Asish Martin Tom Sd/
5. Sri Anilkumar G Sd/
6. Dr. Vijay Kumar M Sd/
7. Smt. Saritha K M Sd/
8. Dr. R Anitha Sd/

1. Decided to consolidate data of 2019-20 AQAR and upload it by during the month of May 2021
2. Job fair scheduled on April 2020 to be postponed to February 2021 academic year 2020-2021 as it could not be organized due to the outbreak of Covid-19.
3. Decided to construct rainwater harvesting unit during summer vacations
4. Discussed on pending DQAR data and reports of various clubs

IQAC meeting held on 24/01/2021 at 3.45 PM

Agenda :

1. Approval of minutes of previous meeting
2. E-waste, chemical waste disposal
3. Health camp for I UG and I PG students
4. Training for students on First aid
5. Conduct of Medha webinars
6. Annual academic presentations and Annual academic audit by IQAC
7. Collection of feed back from stake holders and SSS in online mode
8. Any other matters

Members Present

1. Dr. Deepa C S Sd/
2. Dr. Lajna P Vijayan Sd/
3. Dr. Nisha A Sd/
4. Mr. Asish Martin Tom Sd/
5. Sri Anilkumar G Sd/
6. Dr. Vijay Kumar M Sd/
7. Smt. Saritha K M Sd/

As per the discussion and evaluation following decisions were taken

Decisions:

1. Criteria VII team members were instructed to put up notice for the disposal of e-waste and chemical waste
2. Decision taken to conduct a health camp for I UG And I PG students when classes start on offline mode.
3. Decided to provide First aid training for students as part of Institute distinctiveness drive. This program to be named as 'SUKRUTHAM'.
4. Departments instructed to conduct Medha webinars before June 2021
5. Decided to conduct annual academic presentations during third week of March
6. It was decided to conduct the internal annual academic audit under the chairman ship of Principal Dr. R Anitha and IQAC team members
7. Decided to modify the feed back forms for various stake holders and collect the feed back in online mode
8. Decided to conduct SSS in online mode

IQAC meeting held on 2/04/2021 at 4 PM

Agenda :

1. MEDHA webinar series
2. Any other matters
3. Collection of Annual Report

Members Present

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|-------------------------|-----|
| 1. Dr. Deepa C S | Sd/ |
| 2. Dr. Lajna P Vijayan | Sd/ |
| 3. Dr. Nisha A | Sd/ |
| 4. Mr. Asish Martin Tom | Sd/ |
| 5. Sri Anilkumar G | Sd/ |
| 6. Dr. Vijay Kumar M | Sd/ |
| 7. Smt. Saritha K M | Sd/ |
| 8. Dr. R Anitha | Sd/ |

The meeting held in 'g' meet took the following decisions.

Decisions:

1. Decided to conduct MEDHA webinar series in association with nine departments
2. Decided to review the progress of data collection of AQAR 2019-2020
3. It was decided to collect the annual report of 2020-21 and action plan for 2021-22 from departments, NSS, NCC and clubs during first week of June 2021.



Dr. R. ANITHA
Principal
Devaswam Board College
Thalajyolaparambu