

**DEVASWOM BOARD COLLEGE, THALAYOLAPARAMBU,
Kottayam-686 605, Kerala, India**



INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meetings 2021-2022

IQAC meeting held on 3/06/2021 at 3PM

Agenda:

1. Approval of minutes of previous meeting
2. Preparation and uploading of academic calendar for the academic year 2021-22
3. Review of preparation of AQAR 2019-20.
4. Conduct of green audit, energy audit and environmental audit.
5. Refresher course in association with UGC- MHRD -STRIDE, MG university
6. Add on/value added in all departments.
7. Day celebrations, like Yoga day, environmental day and reading week during June and July 2021
8. Programs based on human values, ethics, gender equity etc
9. Review of qualitative and quantitative matrices in SSR
10. Feedback from different stake holders
11. Action plan 2021-22

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 first week of July. The collection of action plan from various departments and the compilation of Academic calendar was entrusted to Dr. Lajna P Vijayan, Assistant Professor, department of physics



3. Meeting reviewed the progress in the preparation AQAR 2019-20. Data collected through DQAC was analysed. Decided to conduct online meetings with the criteria coordinators and members to review the data compilation.
4. Decided to conduct green audit , energy audit and environmental audit when the academic sessions will be in the offline mode. MOU should be signed for the same, with selected agency. The formalities for the conduct of the Audit should be reviewed by IQAC and criteria VII members.
5. It was decided to submit application to UGC- STRIDE, MG university Kottayam for the conduct of Refresher course in online mode.
6. IQAC and department of chemistry DB college will conduct the Refresher course in association with UGC- STRIDE, MG university Kottayam. Dr. Deepa C S, IQAC Coordinator, Ms. Saritha K M, IQAC member and Dr. Remalakshmy Poduval, HoD, department of chemistry will be the Coordinators of the online refresher program
7. It was decided that new value added/add on course must be conducted by all UG departments
8. It was decided to entrust departments and clubs to organize training programs, activities and webinars on yoga day, environmental day and reading week in online mode.
9. The criteria VII team must take steps to coordinate the conduct of commemorative days programs based on human values & ethics etc by NCC, NSS and other clubs.
10. Decided to conduct gender awareness program
11. Criteria VII team members were instructed to take initiative to sign MOU with 'VYDYUTHI' Energy Services Nalanchira P O, Thiruvananthapuram. For the conduct of environmental, green and energy audit
12. Decided to conduct online meeting with criteria teams to discuss the qualitative and quantitative matrices in AQAR and SSR.
13. Revised feed back form for SSS, and various stake holders were analysed. It was decided to instruct the feedback committee to conduct the feedback analysis by circulating g-forms in student, alumni and employer whatsapp groups.
14. The data collected by the feed committee should be handed over to Criterion I, team. The criterion I team must prepare the report of the feedback from stakeholders and submit it before the principal.
15. The Feedback from the stake holders must be analysed by Principl, IQAC and college council and action should be taken on the suggestions obtained from the feedback.

IQAC meeting held on 26/07/2021 at 3.30 PM

Agenda :

1. Approval of minutes of previous meeting
2. Refresher course in association with UGC-STRIDE, MG university
3. Induction Program for I UG students
4. Conduct various capacity building programmes for administrative and teaching staff
5. Mentoring and personal counselling
6. Remedial, bridge courses
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. The IQAC coordinator detailed the schedule of the sessions for the fourteen day online refresher course in environmental science She informed that the RC will be inaugurated by Honorable Minister of Higher Education Dr. R Bindu.
3. The speakers for the sessions were finalized. The inauguration of the refresher course will be done by Dr R Bindu Honorable Minister for Higher Education, Kerala.
4. The members congratulated coordinators of the refresher course
5. Decided to conduct webinars/seminars focusing on topics like IPR, gender sensitization, tax planning and E-filing
6. Induction program for I UG shall be conducted department wise (online) on the day of commencement of classes.
7. It was decided that the department HoD should brief about the course and academic facilities in the college. Faculties in the department should brief about the cocurricular and extra curricular activities in the college via PPT presentation. The IQAC will coordinate the induction program. The duty for the preparation of ppt about, college which includes academic facilities, code of conduct, clubs, NSS, NCC was handed to Smt. Saritha K M., Assistant Professor Dept of Chemistry.
8. Decided to organize an induction program for BA, B Sc and B Com first UG students under the auspice of IQAC. The two topics selected for the induction program was 'Human values' and 'Life maximization'
9. Departments must conduct bridge course about 10-15 or 20 hours duration when the admissions are about 75 % complete. The departments should prepare the syllabus of the bridge course must be on the basis of feed back from the IUG students.
10. It was decided to strengthen the mentoring. Mentors must contact their mentees regularly via whatsapp chat or voice calls. The mentors must motivate the students to overcome the stress the students face during online classes.
11. Personal counselling must be extended to students on the basis of instruction from their mentors.
12. Reviewed the progress of AQAR 2019-20. It was decided to compile the data of AQAR 2019-20 by 15/08/2021 and upload in the NAAC site and submit by 30/08/2021

13. The departments must adhere to the academic calendar and conduct the CIE within the stipulated time.

IQAC meeting held on 17/9/2021 at 2.30 PM

Agenda :

1. Approval of minutes of previous meeting
2. Webinar AQAR matrices
3. Coaching for competitive examinations and NET
4. Conduct of Soft skill, life skill classes for students.
5. Grievance Redressal mechanism
6. Result and progression of students
7. Progress of implementation of action plan 2021-22
8. Any other matters

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. Dr. Vijay Kumar M | Sd/ |
| 6. Smt. Saritha K M | Sd/ |
| 7. Sri. Anilkumar G | Sd/ |
| 8. Dr. R Anitha | Sd/ |

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

Decisions:

1. IQAC coordinator presented the minutes of the previous meeting and same was approved
2. As per the request from the criteria team members it was decided to conduct a webinar on AQAR matrices during the month of November.
3. Faculties might discuss about, learning out comes, course outcomes, program outcomes and program specific outcomes etc in UG and PG classes
4. Departments were instructed to conduct the remedial and revision classes when the college reopens after covid. Mentors must identify the students who need special support and care in academics.
5. Departments were instructed to circulate study materials in the students whatsapp group
6. Departments must refer the grievance of students about internals, facilities in the campus, or any other relevant matter to the concerned departments. The grievance must be addressed within five days.
7. It was decided to prepare question banks for each course with the help of students. The

- question banks thus prepared should be discussed in the class.
8. Departments should focus on student centric methods of teaching as per the instructions based on implementation of OBE
 9. In order to improve the student progression departments and clubs should conduct webinars and soft skill programs for students.
 10. The departments were instructed to conduct curricular and co-curricular activities as per the action plan submitted to IQAC during the month of June 2021

IQAC meeting held on 15/12/2021 at 4.15 PM

Agenda :

1. Approval of minutes of previous meeting
2. Setting up of Rain water harvesting unit
3. DQAR data collection
4. SWASTHYAM : health check up initiative for students
5. Request letter to Travancore Board for purchase of biogas plant and other initiatives specified in criterion VII
6. Strategic plan for the renovation of buildings prior to the NAAC visit
7. Any other matters

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/ |

1. The minutes of previous meeting was read and approved
2. Decided to submit a proposal to TDB for purchase and installation biogas plant and implementation of green initiatives prescribed in Criteria VII
3. Decided to collect the DQAR data from the departments, NCC, NSS and clubs based on the revised AQAR matrices.
4. Decision was taken to submit a request letter to the Principal, Govt Nursing School, Ernakulam through proper channel for the conduct of "SWASTHYAM" camp for students
5. Reviewed the activities of ICC, anti harassment committee, anti ragging cell etc.
6. It was decided to prepare a strategic plan for the renovation of buildings and labs and submit it to Travancore Devaswom Board by the month of March 2022
7. Decided to construct rainwater harvesting unit by advancing fund from college PTA

IQAC meeting held on 15/02/2022 at 4 PM

Agenda :

1. Approval of minutes of previous meeting
2. E-waste, chemical waste disposal
3. SUKRUTHAM : First Aid Training for students
4. Conduct of Medha webinars
5. Data collection for 2020-21 AQAR
6. Annual academic presentations and Annual academic audit by IQAC
7. Meeting of criteria team members
8. Conduct of FDP on Outcome based education
9. Any other matters

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/ |

As per the discussion and evaluation following decisions were taken

Decisions:

1. Minutes of the previous meeting was approved
2. Criteria VII team members were instructed to take initiative to sign MOU with Ecofriendly Solutions Limited to collect the E waste, scrap and chemical waste
3. Decision was taken to conduct 'SUKRUTHAM'- First aid training for students when classes during the month of february
4. Departments were instructed to conduct Medha webinars before June 2021
5. Decided to conduct FDP on outcome based education in association with UGC-STRIDE, M G University, Kottayam during the month of April 2022
6. Decided to conduct annual academic presentations during third week of March
7. Reviewed the data collection for AQAR 2020-21

IQAC meeting held on 15/03/2022 at 4 PM

Agenda :

1. FDP on outcome based education



2. Collection of Annual Report
3. Internal Annual Academic Audit
4. Annual report of 2021-22
5. Action plan of 2022-23
6. Any other matters

Members Present

1. Dr. Deepa C S
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. Meeting reviewed the initiatives taken by IQAC for the conduct of FDP, in association with UGC- MHRD STRIDE, M G University Kottayam
2. Decided to conduct of internal AAA on 23/03/2022
3. Decided to collect to annual report and action plan of 2022-23 from departments and clubs during the last week of May
4. It was decided to publish the circular pertaining to the conduct of Annual academic presentation.

31/05/2022



Handwritten signature of Dr. R. Anitha and a stamp reading: Dr. R. ANITHA, principal, Devaswom Board College, Thalapparambu.