

2014 - 15

2/6/2014

Members of IQAC met on 2/6/2014 under the Chairmanship of the new principal Sr. Shyji PD to discuss the annual Plan of Action for IQAC for the academic year 2014 - 15. The following members are present.

Chairperson : Sr. Shyji PD (Principal) Sr. Shyji
Members : Mrs. P. Mangai Veni Mayan P
(Faculty) Ms. D.A. Ramesh D. A. Ramesh
Dr. M. Sai Leela Indulekha
Dr. Y. Fatima Rani Y. Fatima Rani
Mrs. E. Harini E. Harini
Dr. P. Sarada P. Sarada

Members : Sr. Mary Sr. Mary. K. C
(Administrative) Sr. Daisy
Mrs. K. V. Usha K. V. Usha

Student Members : Ms. Kiran Parmar
Ms. B.S.S. Janaki

Agenda : Developing IQAC annual Plan of Action along with institutional annual plan.

Venue : Seminar Hall

Minutes of the meeting held on 2/6/2014
to chalk out IQAC annual Plan of Action for
2014 - 15.

1. To start PG programme in Home Science
2. To launch SAP training to students in the month of June
3. To start 2 new General Electives (Self Defence and Man & microbes) and a certificate course in Acting.
4. To harness solar energy by installing solar panels.
5. To start the 3rd NSS Unit of the College. sept.
6. To initiate 4 new clubs namely - literary, NOV Theatre, Culture and Quizzing Club in the college.
7. To conduct a National seminar on 'Value Addition to Plants and Plant Products' in the month of July
8. To start Research lab in Chemistry sept
9. To seek financial support from APCoST to celebrate National Science Day. Aug
10. To conduct a 1 day Entrepreneurship Orientation Programme to III yr students in consonance with NSIC Nov
11. Organise HEALTH workshop for tribal students Dec
12. Revive and rejuvenate ROTARACT Club of the college. Dec
13. To restart the IGNOU Centre in the College Campus.
14. To expand Canteen facilities NOV
15. To seek UGC support for conducting national Conferences in Zoology & Mathematics.
16. Initiate an online accessory assessment in

CASE Programme for School Children	Sept 1st & 2nd weeks
Start 3 rd NSS Unit of the College	September
End Semester Exams for III & V sems	3 rd ^{and} last week of Sept.
Chemistry Research lab inaugural	last week of Sept.
Dussehra Vacation	Oct 1 st to 9 th
ESE for I Sem	2 nd & 3 rd weeks of Oct.
Even Semesters (IV, VI) begin from	3 rd week of Nov
EOP (NSIC) for III yr students	1st week of Nov
Health in Your Hands workshop for tribal students	December
MSE for II, IV, VI Semesters	Last week of Dec
Christmas Holidays	24, 25, 26 th Dec.
Pongal Vacation	12 th to 18 th Jan ²⁰¹⁵
ESE for II, IV and VI Sems (Th & Fr)	2 nd week of March

S. Shyji

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Computer Science and Economics.

17. Encourage Economics, Hindi and Chemistry departments ^{faculty} to apply for UGC-Minor Research Projects.

18. To launch VDP in III & IV Semesters for UG students and as per University guidelines for PG students.

Institutional Annual Plan

2014 - 15

Reopening of College for 2014-15	02-06-2014
Orientation Programme for fresh faculty	04-06-2014
I Intermediate students start coming from	06-06-2014
I Degree students start coming from	16-06-2014
Placement Test for Streaming in English	30-06-2014
Orientation Work Shop on PTP/VDP	2 nd week of July
Nominating and Introducing Student Council	2 nd week of July
College Inaugural Function - Solar Plant	22-07-2014
National Conference in Bot	24 & 25 July
Launching SAP training	4 th week of July
Classes Commencement for M.Sc Home Sc.	4 th week of July
World Breast Feeding Awareness Week	1-8 Aug 2014
Parent-Teacher Partnership Meetings	
for Parents of Intermediate & Degree Students	Aug 1 st week 2014
Proposal for National Science Day Celebration	Aug 3 rd week
Research Committee Meeting (APCOST)	Last week of Aug.
Mid Semester Exams for I Sem.	Last week of Aug
Celebrating National Nutrition week	Sept 1 st week

1-9-2014

Action Taken Report for I Quarter

College Timings have been changed to 9-00am to 3-30 pm
Orientation Programme for fresh faculty
Induction Programme for I Inter and I Degree students,
Placement Test for Streaming in English,
Orientation Workshop on PTP, VDP, College Inaugural Function,
Solar Plant Inaugural, UGC National Conference in Botany,
Launch of SAP Training and PG programme in Home Science have been successfully conducted.
World Breast Feeding Awareness Week has been celebrated.
PTP meetings have been conducted on 2 days.
Research Committee meeting has been conducted and the Dr. P. M. Jayalakshmi's Minor Research Project Proposal has been forwarded.

NBD Celebration Proposal ~~to~~ APCOST could not be sent

P. Sreedh

2-9-2014

IQAC members met on 2-9-2014 for reviewing Progress matters and for Chalking out Plan of Action for II Quarter of 2013-14.

Date of Meeting : 2-9-2014 Time : 2-30 pm

Place : Seminar Hall

Agenda : ① Chalking out IQAC initiatives for II Quarter

② Reviewing Action Taken in the I Quarter

③ Drafting AQAR 2013-14 in the new format

The following members were present:

Principal : Sr. Shyji

Members : Ms. DA Ramani

~~Dr.~~ P. Mangal Veni

Dr. M. Sai Leela

Dr. Y. Fatima Ram

Mrs. E. Harini

Dr. P. Sarada P. Sadas

Sr. Shyji
Dr. Ramani

Mangal P

Sai Leela

Y. Fatima Ram

E. Harini

Student members : Kiran Parmar
B.S.S. Janaki

Minutes of the meeting held on 2/9/2014.

It has been decided to pursue the activities in accordance with the IQAC - POA chalked out at the beginning of the academic year. The inability to start 2 new interdisciplinary electives has been accepted and ratified. The modalities for starting 4 new clubs have been worked out. It has been decided to nominate Mrs. E. Harini as PO for 3rd Unit and Dr. P. Manga Veni for Unit I. It has also been agreed upon to hasten the process of procuring Research lab equipment and plan to inaugurate the lab in the month of September itself. It has been decided to entrust the task of drafting AQAR for 2013-14 to Dr. P. Sarada and Ms. DA Ramani.

Dr. S. Thyji

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20/10/2014

Actions

Members of IQAC met on 20/10/2014 to discuss the impact of HUDHUD cyclone on the institution and to plan for intervention strategies.

Date of Meeting : 20/10/2014 Time : 10.00am

Venue : Seminar Hall

Agenda : Intervention strategies to mitigate HUDHUD cyclone effect

The following members were present.

Principal : Sr. Shyji PD

Faculty Members : Ms. DA Ramani

Dr. P. Manga Veni

Dr. M. Sai Leela

Dr. Y. Fatima Rani

Mrs. E. Harini

P. Srada

Sr. Shyji

DA Ramani

P. Manga Veni

M. Sai Leela

Y. Fatima Rani

E. Harini

P. Srada

Minutes of the meeting held on 20/10/2014

The meeting decided to highlight the loss suffered by the institution in the print media as well as on the Internet. It was also decided to rope in alumni of the college in the fund raising initiatives. Local MLA, MP and other philanthropists of the city should also be approached. Contributions from employees as well as students of the college to be sought. Various fund raising initiatives should be undertaken inside the college with internal resources. All the faculty members, supporting staff and all the NSS and NCC volunteers of the college to be involved in clearing the debris. It was also been decided to reschedule ESE Theory and Practical Exams.

Sa. Thyji

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11/12/2014

Action Taken Report for II Quarter

4 New Clubs for students have been started for encouraging co and extracurricular activities. 3rd NSS unit has been started. Proposals for conducting EOP and Health in your hands workshop have been sent and EOP has been conducted. Chemistry Research lab has been inaugurated. 'Helping Hands' fund raising fest conducted. Saturday full day with compensatory time table. ROTARACT and IGNOU have been revived. Canteen facilities expanded.

P. Swade

2/12/2014

IQAC members met on 2/12/2014 to review progress of matters with reference to IQAC-POA and chalk out action strategies for III Quarter.

Date : 2-12-2014 Time : 3-30 pm

Venue : Seminar hall

Agenda : ① Review of II Quarter initiatives
② Progress of Cyclone Relief Measures
③ Academic Audit

The following members were present

Principal : Sr. Shyji PD

Members : Ms. DA Ramani

Dr. P. Manga Veni

Mrs. E. Harini

Dr. P. Sarada

Sr. Shyji

DA Ramani

Manga P.

E-Harini

P. Sarada

Student Members : Kiran Parmar

B.S.S. Juroki

Minutes of the meeting held on 2/12/2014.

Implementation of IQAC - POA was found to be satisfactory.

HUDHD Cyclone Relief and Rehabilitation measures in progress.

Academic audit coordinating team has been formed and entrusted with the responsibility of ensuring the smooth conduct of the process. Health in your Hands workshop programme schedule and distribution of duties has been chalked out.

P. ?

Action Taken Report for III Quarter

Academic Audit has been successfully facilitated. RGNIXD sponsored Workshop on Health in your Hands has been successfully completed conducted. Compensatory Saturday afternoon classes continued. Committee to develop College calendar for 2015-16 academic year has been nominated.

Dr. Shyji
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IV Quarter

9-4-15

IQAC members met on 9-3-2016 to discuss strategies to improve student enrolment. Measures to be taken for the successful conduct of Degree various exams in holidays formed the agenda of the meeting.

Date: 9-4-16

Time: 2:30 pm

Venue: Principal's Chamber

Agenda: As mentioned above

The following members were present

Principal: Sr. Shyji PD

Sr. Shyji

Faculty Members: Ms. DA Ramani

Dr. Ramesh

Dr. P. Manga Veni

Meagan P.

Dr. M. Sai Leela

Indeela

Dr. P. Bhushanarathi

P. Bhushanarathi

Dr. P. Sarada

P. Sarada

Mrs. E. Harini

E. Harini

Dr. Y. Fatima Rani

Y. Fatima Rani

POA for IV Quarter

Minutes of the Meeting: Implementation of IQAC POA for III Quarter found to be satisfactory. Faculty members (aided) to take turns and be present at reception desk to facilitate admission process. Faculty members responsible for the conduct of examinations and remedial classes have been identified.

Action Taken Report

5/6/15

The Plan of action chalked out for IV Quarter of the academic year 2014-15 has been successfully implemented and outcome found to be satisfactory.