



EKNM GOVERNMENT COLLEGE ELERITHATTU
(Established in 1981, Affiliated to Kannur University)

Accredited by NAAC with 'B' Grade

Elerithattu(PO), Nileshwar (Via), Kasaragod (Dist.), Kerala-671314, Ph: 04672245833, 9188900213

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DOCUMENTARY EVIDENCE FOR

1.1.1. The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

ACADEMIC MONITORING COMMITTEE MINUTES



Minutes of the Academic Monitoring Committee meeting held online on 12 May 2020 at
10.30 AM

Agenda

1. Academic Calendar
2. Online class management for 2020-21
3. Review of academic activities 2019-20
4. Other matters

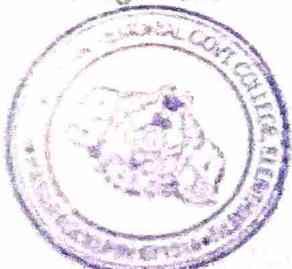
Members Present

1. Vijayan K, HoD Hindi
2. Johnson K A, HoD Economics
3. Dr. Josna Jacob, HoD Malayalam
4. Ganesan D A, HoD, Political Science
5. Jince Joseph, HoD, Commerce
6. Jaison V Joseph, IQAC Co-ordinator
7. Namratha Manoharan, HoD, English

Note: Committee members who were present in the meeting signed in the Minutes Book Maintained by AMC

Decisions Taken

1. Decided to entrust the duty of preparing the academic calendar for the year 2020-2021 with Soji Sebastian, Assistant Professor of Commerce. Further decided to finalize the draft academic calendar after detailed discussion on 18 May 2020.
2. In view of the COVID-19 lockdown and impossibility of regular classes in the academic year 2020-21, it is decided to make necessary arrangements for managing classes online. The duty of coordinating online classes is entrusted with Babu C, Assistant Professor of Economics under the supervision of IQAC.
3. A detailed review of the academic activities conducted in 2019-20 is made and following observations found to be worth recording;
 - i. Remedial coaching system needs to be strengthened as there is a downward trend in pass percentage especially in Hindi and Physics departments.
 - ii. The internal assessment process is found to be satisfactory.
 - iii. The internal examinations need a more formal scheduling with adequate time for preparations by the students.
4. Decided to strengthen the MOODLE learning management system through increasing the course content.
5. Decided to conduct a survey on student preferences regarding online class management.



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Minutes of the Academic Monitoring Committee meeting held online on 18 May 2020 at
11 AM

Agenda

1. Academic Calendar finalisation
2. Preparedness for online class management
3. UG and PG Admission 2020
4. Other matters

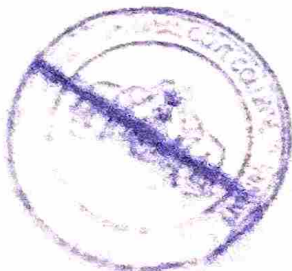
Members Present


1. Vijayan K, HoD Hindi
2. Johnson K A, HoD Economics
3. Dr. Josna Jacob, HoD Malayalam
4. Ganesan D A, HoD, Political Science
5. Jince Joseph, HoD, Commerce
6. Jaison V Joseph, IQAC Co-ordinator
7. Namratha Manoharan, HoD, English

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Decisions Taken

1. Decided to finalise the academic calendar draft prepared by Soji Sebastian with minor corrections reported by the members.
2. The preparedness for the online class management is reviewed and found following actions as urgent,
 - i. Creation of WhatsApp group for each class.
 - ii. Creation of Telegram group for the college as a whole, including students, teachers and non-teaching staff.
 - iii. A training session to teachers on MOODLE platform.
 - iv. Familiaring Google Meet and Zoom platforms to the students.
3. A review of admission process is made and found satisfactory.
4. Decided to improve the facilities available in the ORICE room for supporting the online content creation.




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Minutes of the Academic Monitoring Committee meeting held online on 17 June 2020 at

3 PM

Agenda

1. Review of online class management
2. SOP for internal assessment online
3. Other matters

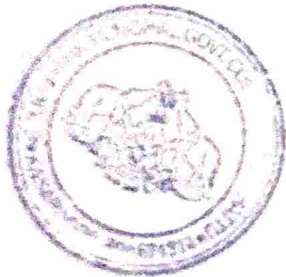
Members Present


1. Vijayan K, HoD Hindi
2. Johnson K A, HoD Economics
3. Dr. Josna Jacob, HoD Malayalam
4. Ganesan D A, HoD, Political Science
5. Jince Joseph, HoD, Commerce
6. Jaison V Joseph, IQAC Co-ordinator
7. Namratha Manoharan, HoD, English

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Decisions Taken

1. The online class management was reviewed and found following issues for urgent action;
 - i. 8 students across different departments do not have smart phones for accessing online classes.
 - ii. 13 students reported poor network connection as a severe challenge.
2. Decided to report the issues before the college council for immediate solutions.
3. Decided to entrust the duty of drafting a Standard Operation Procedure for online internal assessment of the students with Tessymol George, Assistant Professor of Economics.




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Minutes of the Academic Monitoring Committee meeting held online on 11 August 2020 at

10 AM

Agenda

1. Review of syllabus completion
2. Review of internal assessment
3. Result analysis of 2017-2020 batch
4. Other matters

Members present


1. Vijayan K, HoD Hindi
2. Johnson K A, HoD Economics
3. Dr. Josna Jacob, HoD Malayalam
4. Ganesan D A, HoD, Political Science
5. Jince Joseph, HoD, Commerce
6. Jaison V Joseph, IQAC Co-ordinator
7. Namratha Manoharan, HoD, English

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Decisions Taken

1. Review of syllabus completion was made and found that the speed of syllabus completion is low due to the absence of regular offline sessions.
2. Decided to share simplified notes to students through the class WhatsApp groups.
3. Review of online internal assessment is made and found satisfactory. The faculty members follow the standard operating procedure satisfactorily.
4. Decided to schedule the first internal exam in the last week of August 2020.




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Minutes of the Academic Monitoring Committee meeting held on 9 December 2020 at

11.30 AM

Agenda

1. Restart of offline classes
2. Review of syllabus completion
3. Review of internal assessment
4. Other matters

Members present


1. Vijayan K, HoD Hindi
2. Johnson K A, HoD Economics
3. Dr. Josna Jacob, HoD Malayalam
4. Ganesan D A, HoD, Political Science
5. Jince Joseph, HoD, Commerce
6. Jaison V Joseph, IQAC Co-ordinator
7. Namratha Manoharan, HoD, English

Note: Committee members who were present in the meeting signed in the Minutes Book Maintained by AMC

Decisions Taken

1. Preparedness to restart offline classes is reviewed and found that ICT facilities in the classes need minor repairs.
2. Review of syllabus completion was made and found satisfactory.
3. Decided to complete the internal assessment process of odd semesters by 15 December 2020.




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**Minutes of the Academic Monitoring Committee meeting held on 10 December 2021 at
11.30 AM**

Agenda

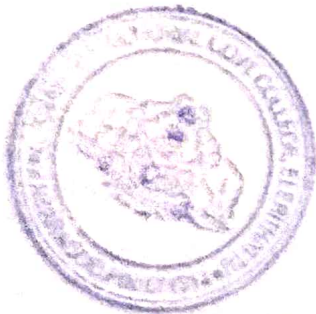
1. Review of syllabus completion
2. Review of internal assessment
3. Other matters

Members present

1. Vijayan K, HoD Hindi
2. Johnson K A, HoD Economics
3. Dr. Josna Jacob, HoD Malayalam
4. Ganesan D A, HoD, Political Science
5. Jince Joseph, HoD, Commerce
6. Jaison V Joseph, IQAC Co-ordinator
7. Namratha Manoharan, HoD, English

Decisions Taken

1. The syllabus completion is found to be satisfactory.
2. The internal assessment process is found to be progressing satisfactorily.
3. Decided to complete the internal assessment process of odd semesters by 20 December 2021.




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Minutes of the Academic Monitoring Committee meeting held on 10 June 2020 at

11 AM

Agenda

1. Academic plan formulation
2. Academic Calendar
3. Other matters

Members present

1. Vijayan K, HoD Hindi
2. Johnson K A, HoD Economics
3. Dr. Josna Jacob, HoD Malayalam
4. Ganesan D A, HoD, Political Science
5. Jince Joseph, HoD, Commerce
6. Jaison V Joseph, IQAC Co-ordinator
7. Namratha Manoharan, HoD, English

Decisions Taken

1. Decided to entrust the duty of preparing the academic calendar in conformity with the university calendar with Sri. Johnson K.A
2. Decided to formulate annual academic diary for the teachers.
3. Decided to conduct entry level examinations for the first-year batches.



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20/05/20

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Minutes of the Academic Monitoring Committee meeting held on 2 June 2022 at

3 PM

Agenda

1. Academic calendar 2022-2023
2. Planning of academic activities for 2022-23
3. Other matters

Members present

1. Vijayan K, HoD Hindi
2. Johnson K A, HoD Economics
3. Sasi C T, HoD History
4. Ganesan D A, HoD, Political Science
5. Jince Joseph, HoD, Commerce
6. Jaison V Joseph, IQAC Co-ordinator
7. Namratha Manoharan, HoD, English

Decisions Taken

1. The duty of preparing the academic calendar for the year 2022-23 was entrusted with Ms. Nithya V. The discussion on the draft of the calendar is scheduled on 10 June 2022.
2. Decided to organize an orientation programme on New Education Policy 2021.
3. Decided to consider the attendance report generated from the Collegemate for the purpose of submitting the Attendance Progress Certificate of students.



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