



EKNM GOVERNMENT COLLEGE ELERITHATTU

(Established in 1981, Affiliated to Kannur University)

Accredited by NAAC with 'B' Grade

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DOCUMENTARY EVIDENCE FOR

6.5.2. Quality assurance initiatives of the institution include:

Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented

MINUTES AND ACTION TAKEN REPORTS OF IQAC



DETAILS OF QUALITY INITIATIVES BROUGHT FORTH BY IQAC DURING THE PERIOD 2018-2023

ACADEMIC YEAR	QUALITY INITIATIVES
2018-2019	<ul style="list-style-type: none"> • Formalisation of academic planning process • Academic seminars and workshops including Academic Writing workshop • Standardisation of documentation of processes • Centralisation of internal examinations • Constitution of Academic Monitoring Committee
2019-2020	<ul style="list-style-type: none"> • Formal Result Analysis Sessions • Online collection of student feedback using Google Form • Formation of DQACs • Formation of student IQAC • INFLIBNET subscription for the General Library • Capacity building initiative on 'Smart Classroom Management'
2020-2021	<ul style="list-style-type: none"> • Installation of MOODLE in the college website and promotion of its usage by teachers • Preparatory works for the Online Class Management during COVID 19 lockdown • Surveys on the efficacy of online classes • Solution to digital divide through K-FONE subscription for uninterrupted internet connection
2021-2022	<ul style="list-style-type: none"> • Optimum utilisation of MOODLE platform • Revival of add-on courses after COVID-19 pandemic • Academic workshops and seminars including those on research methodology • Capacity building programme for non-teaching staff on E-governance • Academic and Administrative Audit initiated
2022-2023	<ul style="list-style-type: none"> • Sensitisation on National Education Policy • Collaborative quality enhancement activities with Nirmalagiri College • Collaborative quality enhancement activities with Navjyothi College • Department visits for verification of documentations • Special focus on Indian Knowledge System • Increase in the number of Add-on courses

A meeting of the QAC was held on
Till-2018 at 3.30 PM in the QAC room.

Agenda: 1) MOPE

2) QAC reconstitution.

3) Other matters

Members Present:

1. Dr. M. Kaminakaran
2. Santhosh C
3. Babu - C
4. Annesan D

Decisions:

1. Decided to speed up the MOPE preparation work and to complete all the PWD works pending.
2. Decided to reconstitute the QAC in the following way:
 - 1) Dr. Mary Joseph (Principal) - Chairman.
 - 2) Sri. Santhosh C. - Coordinator.
 - 3) Dr. H. Kaminakaran - member
 - 4) Sri. Babu C - "
 - 5) Sri. Aravind Arany - "
 - 6) Sri. Biji Jose - "
 - 7) Sri. Annesan D - "
 - 8) Sri. Biji. M. Sebastian - "
 - 9) Dr. Susan V Joseph - "
 - 10) Sri. Deepak K T - "
 - 11) Sri. Kaminakaran (Local Rep.) - "
 - 12) Sri. Perry's Abraham (Alumni Rep) - "
 - 13) Sri. J.S. M. Jais (Industry Rep.) - "
 - 14) Mr. Sureshbabu. K.V. (Parent Rep.) - "

Minutes of ~~the~~ Meeting held on 22.10.2018
at 2 pm in the Music Room.

Agenda: 1) NAAC
2) Other matters.

Members present:

1. Dr N. Kalyanasan
2. Srinathar
3. Babu C
4. Biji John
5. Grace Antony
6. A. Jagan V. Joseph
7. Saji M Sebastian
8. Manojan - DA
9. Deepak - b-7
10. Karunakaran - 10
11. Scanya Abraham
12. Sreedharan
13. Jiss M Jeeb

Decisions:

1. Decided to see all the stakeholders of the College including College Sponsoring Committee, Alumni, PTA and other officials and persons to ensure their presence on the date of NAAC Visit.

Minutes of NABAC purpose Convened meeting
of NABAC on 5th January 2019 at 10 AM in the
NABAC room:

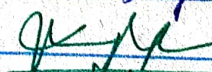
Agenda: 1) Reception to NABAC
2) Other NABAC matters.

Members Present:

1. Dr. N. Kashnakelam.
2. Sri. Sankar C.
3. Dr. Jason V Joseph.
4. Sri. Manesan D.A.
5. Sri. Sujit M. Sebastian.
6. Smt. Anay Antony.
7. Sri. Deepak K.D.
8. Smt. Biji Jose.
9. Sri. Sreedhar K.V.
10. Sri. Karunakar.
11. Sri. Sangeetha.

Resolutions:

1. Decided to follow the Committee structure formulated by the NABAC Facilitator Committee for engaging activities in connection with NABAC.
2. Decided to arrange video and photo gallery to make documentation of the entire NABAC visit programmes.


5/1/19

No: IQAC-M/20190712

Minutes

1st Meeting of IQAC, EKNM Government College, Elerithattu

Date: 12.07.2019 Day: Friday Time: 2.00 PM Venue: Chamber of the Principal

Agenda

- Composition of IQAC
- Result analysis
- CBCSS Programme
- Bridge course
- Centralised internal Exam
- Formation of DQAC
- Alumni Meeting
- Any other matter

Members: Present

Sl.No	Name		Signature
1	Dr. Mercy Joseph	Principal (Chairperson)	Sd/-
2	Dr. N Karunakaran	Vice Principal	Sd/-
3	Dr. Jaison V Joseph	IQAC Coordinator	Sd/-
4	Smt. Gracy Antony	Teacher Member	Sd/-
5	Sri. Vijayan K	Teacher Member	Sd/-
6	Sri. Soji M Sebastian	Teacher Member	Sd/-
7	Sri. Babu C	Teacher Member	Sd/-
8	Smt. Biji Jose	Teacher Member	Sd/-
9	Sri. Ganesan D A	Teacher Member	Sd/-
10	Sri. Bijy M C	Senior superintendent	Sd/-
11	Ms. Sreesurabhi M	Student Representative	Sd/-

Members: Absent

1	Sri. Scaria Abraham	Representative of Local Community	
2	Sri. K Karunakaran	Representative of Alumni	
3	Sri. Jiss M Jacob	Industrialist	

Special Invitee

- Sri. Jince Joseph (HoD, Department of Commerce)
- Smt. Tessymol George (CBCSS Coordinator)

Following points were discussed and decisions were taken:

The Chairperson welcomed all the Members especially the new IQAC Coordinator Dr. Jaison V Joseph and the new member Sri. Vijayan K. The Coordinator placed the explanatory notes on each item of the Agenda in the Committee.. After the introductory remarks, the following agenda items were taken up for discussions and decisions were taken.

- Evaluated the results of the whole programmes in the college and directed all the departments to take necessary measures to improve the results.
- Decided to provide awareness about the anti-ragging in the college.
- Decided to launch the website of the college and be functioning in full swing before September 30.
- Decided to formulate Department level Quality assurance Cell (DQAC) and directed to prepare an action plan for 2019-20.
- Decided to present the plan of action for the first term by each department and submit the same to IQAC.
- Decided to conduct entry level examinations to identify the competency level of students.
- Directed the Departments to introduce Bridge course for the first year students and complete the course before 10th August 2019.
- Admission committee should ensure transparency in the admission process.
- Decided to conduct an orientation programme for the first year students about CBCSS on 29th July 2019 in discussion with the special invitee.
- A centralised internal examination is scheduled on 1st August onwards for the Third and Fifth semester students of UG and PG programmes
- Requested the faculty to use the Smart Boards in the Teaching learning process

- Remedial coaching and tutorial classes should be effectively arranged to enhance the capability of slow and weak learners.
- Decided to conduct mentoring session to all students in an effective manner
- Special Invitee explained the endowment distribution by the Alumni of Commerce Department and the interaction programme with students.
- Directed all departments to update their database on academic and non-academic matters of 2018-19 to submit AQAR on time.
- Decided to print the college calendar from the Government Press.

The meeting concluded with the vote of thanks by Dr. N Karunakaran.

Jaison V

**The IQAC Co-ordinator
Dr. Jaison V Joseph
Assistant Professor
Principal
of Economics**



Mercy Joseph

Chairperson of the IQAC

**Dr. Mercy Joseph
PRINCIPAL
E. K. N. M. GOVT. COLLEGE
ELERITHATTU
ELERITHATTU P. O.
KASARAGOD DT., PIN: 671 314**

No: IQAC-R/20190712

ACTION TAKEN REPORT

On the decisions of the IQAC meeting held on 12.07.2019

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sl. No	Decision	Action taken
1	Updating college website	The website committee is formulated in the college and web space is given by the DCE, Government of Kerala. The committee is in final stage of the website updating process.
2	Awareness about the anti-ragging in the college.	Our college has formed an anti-ragging squad with sufficient teachers. Announcements at intervals, about the consequences of ragging are being carried out. Posters against ragging inside the college, as per and strictly in accordance with UGC specifications, have been displayed at various places inside campus.
3	Entry level examinations	An entry level examination is conducted for all the first year students (174) to analyse their of competency and their result is maintained in the department.
4	Bridge course	Bridge course is conducted in all departments and identified slow learners and advanced learners
5	DQAC	All the departments are formed the DQAC and prepared their action plan of 2019-2020 and presented and submitted their action plan of first term.
6	CBCSS Programme	Conducted the orientation programme for first year students.
7	Admission process	The Kannur University is providing the list of students to be admitted in the college according to the centralised allotment process. The supporting documents submitted by the students to be admitted in the college is verified and scrutinised by the admission committee in a three tier basis- Department level, Office Level and the Admission Committee level. In the vacant seats, spot admission is allowed by inviting application and preparing the rank list by the University. Here to satisfy the reservation norms, many of the students who are previously admitted on reservation basis is transferred to general merit and thus vacant seats may arise in the reservation category. But due to the lack of sufficient applicants in the reservation category, these seats are converted into general category. Due to this the number of students admitted in the General quota is more than the seats allowed and the

		number of students admitted in the reservation quota are less than the seats earmarked. This is due to our commitment to maintain transparency in the admission process.
8	Internal examination	Centralised internal examination is conducted from 1 August onwards from 1.30 pm to 3.30. pm
9	Smart board	Majority of the teachers are using the Smart boards. But the teachers expressed the difficulty in its use due to frequent power failures.
10	Tutorial Classes	Tutorial classes were arranged in all days for slow and weak learners
11	Endowment distribution	Endowment arranged by the Commerce Alumni association is distributed. An inter action programme is conducted
12	College Calendar	Calendar is ready in electronic form and is seeking permission to print in the government press.
13	Mentoring session	Mentoring session started with proper file

This report is to be presented in the IQAC meeting for its approval and feedback.

YANOMU

The IQAC Co-ordinator
Dr. Jaison V Joseph
Assistant Professor
Principal
of Economics

[Handwritten Signature]

Chairperson of the IQAC

Dr. Mercy Joseph
PRINCIPAL
E. K. N. M. GOVT. COLLEGE
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No: IQAC-M/20190725

Minutes

2nd Meeting of IQAC, EKNM Government College, Elerithattu

Date: 25.07.2019 Day: Thursday Time: 2.00 PM Venue: Chamber of the Principal

Agenda

1. Scholarships
2. Tabulation of Feedback forms
3. OBC, SC/ST Cell & Minority Cell Programmes
4. Discipline Committee Activities
5. Day Celebrations
6. Any other matter

Members: Present

Sl.No	Name		Signature
1	Dr. Mercy Joseph	Principal (Chairperson)	Sd/-
2	Dr. N Karunakaran	Vice Principal	Sd/-
3	Dr. Jaison V Joseph	IQAC Coordinator	Sd/-
4	Smt. Gracy Antony	Teacher Member	Sd/-
5	Sri. Vijayan K	Teacher Member	Sd/-
6	Sri. Soji M Sebastian	Teacher Member	Sd/-
7	Sri. Babu C	Teacher Member	Sd/-
8	Smt. Biji Jose	Teacher Member	Sd/-
9	Sri. Ganesan D A	Teacher Member	Sd/-
10	Sri. Biji M C	Senior superintendent	Sd/-
11	Ms. Sreesurabhi M	Student Representative	Sd/-

Members: Absent


1	Sri. Scaria Abraham	Representative of Local Community	
2	Sri. K Karunakaran	Representative of Alumni	
3	Sri. Jiss M Jacob	Industrialist	

Following points were discussed and decisions were taken:


The Chairperson welcomed all the Members and the Coordinator placed the explanatory notes on each item of the Agenda in the Committee.. After the introductory remarks, the following agenda items were taken up for discussions and decisions were taken.

1. Decided to conduct an orientation programme for first year students about the various scholarships provided by the central and state government and other autonomous organisations.
2. Decided to tabulate the feed back forms collected from the last year students (2018-19) and decided to take necessary correction steps.
3. Decided to convene SC/ST cell, OBC cell and Minority cell meeting to create an awareness about the various programmes, awards, scholarships etc which are introduced by various bodies.
4. Decided to register Swach bharath Programme according to approval received by the College council.
5. Decided to give direction to the Disciplinary Committee to be more vigilant in connection with all programmes conducted in the college in the wake of the dstarting up of first year classes.
6. Hindi department informed the conduct of Premchand Day celebrations on 30th july 2019
7. English department informed the organisation of Two Day Film festival and IQAC requested to open the film festival for public too.

The meeting concluded with the vote of thanks by Smt. Gracy Antony


The IQAC Co-ordinator
Dr. Jaison V Joseph
Assistant Professor
Principal
of Economics




Chairperson of the IQAC
Dr. Mercy Joseph
PRINCIPAL
E. K. N. M. GOVT. COLLEGE
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No: IQAC-R/20190725


ACTION TAKEN REPORT

On the decisions of the IQAC meeting held on 25.07.2019

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken


Sl. No	Decision	Action taken
1	Orientation programme	In the first week of August 2019, orientation programme for the first year students about CBCSS is conducted.
2	Awareness about the scholarship schemes	The Scholarship Cell of the college conducted an awareness programme for all the first year students about the various scholarship schemes of the central and State governments and various NGOs. The SC/ST cell, Minority Cell and OBC cell also conducted the meeting to motivate the corresponding students and gave preliminary idea about the mode of application of various schemes.
3	Day Celebrations	The college celebrated the Onam by conducting various programmes including 'Pookkalam", and entertainment games by the active participation of all the students. The Premchand day and NSS day is observed in the college

This report is presented in the IQAC meeting for its approval and feedback.


The IQAC Co-ordinator
Dr. Jaison V Joseph
Assistant Professor
of Economics

Chairperson of the IQAC




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No: IQAC-M/20190725

Minutes

3rd Meeting of IQAC, EKNM Government College, Elerithattu

Date: 23.09.2019 Day: Monday Time: 3.40 PM Venue: Chamber of the Principal

Agenda

1. IQAC Progress
2. IQAC Seminar
3. Seminar for students – Career prospects
4. Seminar for non teaching staff
5. Hindi Day – Future steps
6. Any other matters

Members: Present

Sl.No	Name		Signature
1	Dr. N Karunakaran	Principal in Charge (Chairperson)	Sd/-
2	Dr. Jaison V Joseph	IQAC Coordinator	Sd/-
3	Smt. Gracy Antony	Teacher Member	Sd/-
4	Sri. Vijayan K	Teacher Member	Sd/-
5	Sri. Soji M Sebastian	Teacher Member	Sd/-
6	Sri. Babu C	Teacher Member	Sd/-
7	Smt. Biji Jose	Teacher Member	Sd/-
8	Sri. Ganesan D A	Teacher Member	Sd/-
9	Sri. Bijy M C	Senior superintendent	Sd/-
10	Ms. Sreesurabhi M	Student Representative	Sd/-

Members: Absent

1	Sri. Scaria Abraham	Representative of Local Community	
2	Sri. K Karunakaran	Representative of Alumni	
3	Sri. Jiss M Jacob	Industrialist	

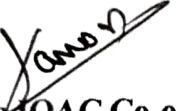
Following points were discussed and decisions were taken:

The IQAC coordinator welcomed all the Members and Principal in charge placed the explanatory notes on each item of the Agenda in the Committee. The Minutes of the Meeting of 25th July, 2019 was read and confirmed unanimously The Action taken Report of the meeting on 12.07.2019 was presented in the meeting and no clarifications and corrections were required by

the committee. After the introductory remarks, the following agenda items were taken up for discussions and decisions were taken.


- Decided to conduct one day national workshop for teachers and research scholars on the topic "Technical problems and prospects of Academic publications and Research writings" during the first week of October 2019
- Decided to conduct one day seminar for the final year students upon the career prospects
- Decided to conduct one day seminar for the non teaching staff of the college during October
- Decided to display one Hindi word in the notice board with its meaning in Malayalam and English
- Student representative of the IQAC in every year should be the Chairman/Chairperson of the college union
- Decided to conduct PTA sponsored programmes by all major departments by the month of December.

The meeting concluded with the vote of thanks by Sri. Soji M Sebastian.


The IQAC Co-ordinator
Dr. Jaison V Joseph
Assistant Professor
of Economics

Chairperson of the IQAC
Dr. N. Karunakaran




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No: IQAC-R/20190923

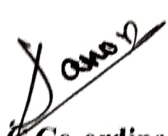
ACTION TAKEN REPORT

On the decisions of the IQAC meeting held on 23.09.2019


To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sl. No	Decision	Action taken
1	IQAC Workshop	The IQAC of the college conducted one day National workshop on 4 th October 2019
2	DQAC	DQAC conducted the department level meeting and started extension programmes
3	Carreer prospects	The department of Commerce conducted one day workshop upon the career opportunities of the commerce students on
4	Hindi day	A Hindi word with its pronunciation, with meaning in English and Malayalam is displayed in the notice board and conducted Hindi word competition for the students and teachers of other departments and the non teaching staff in every month
5	NSS	NSS conducted various programmes to ensure national consciousness

This report is presented in the IQAC meeting for its approval and feedback.


The IQAC Co-ordinator
Dr. Jaison V Joseph
Assistant Professor
of Economics

Chairperson of the IQAC


PRINCIPAL
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No: IQAC-M/20191118

Minutes

4th Meeting of IQAC, EKNM Government College, Elerithattu

Date: 18.11.2019 Day: Monday Time: 3.40 PM Venue: Chamber of the Principal

Agenda

1. Extension activities
2. One day seminar of physics department
3. DQAC progress
4. Three day work shop of the department
5. Any other matter

Members: Present

Sl.No	Name		Signature
1	Dr. N Karunakaran	Principal in Charge (Chairperson)	Sd/-
2	Dr. Jaison V Joseph	IQAC Coordinator	Sd/-
3	Smt. Gracy Antony	Teacher Member	Sd/-
4	Sri. Vijayan K	Teacher Member	Sd/-
5	Sri. Soji M Sebastian	Teacher Member	Sd/-
6	Sri. Babu C	Teacher Member	Sd/-
7	Smt. Biji Jose	Teacher Member	Sd/-
8	Sri. Ganesan D A	Teacher Member	Sd/-
9	Sri. Biji M C	Senior superintendent	Sd/-
10	Mr. Aswin P	Student Representative	Sd/-

Members: Absent

1	Sri. Scaria Abraham	Representative of Local Community	
2	Sri. K Karunakaran	Representative of Alumni	
3	Sri. Jiss M Jacob	Industrialist	


Following points were discussed and decisions were taken:

The Chairperson welcomed all the Members and made a special mention upon Mr. Aswin P, the new IQAC member and the Coordinator placed the explanatory notes on each item of the Agenda in the Committee. The Action taken Report of the meeting on 25.07.2019 was

presented in the meeting and no clarifications and corrections were required by the committee. The Minutes of the Meeting of 23.09.2019 was read and confirmed unanimously. After the introductory remarks, the following agenda items were taken up for discussions and decisions were taken.

- ✓ Decided to conduct at least one extension programme by all the major departments and NSS units and requested to submit its report before 31 December 2019.
- ✓ Decided to conduct one day seminar in the Physics department upon the topic the environmental and social impact of global warming and climate change during November
- ✓ Decided to conduct three day national workshop by Department of Economics upon the topic Application of Econometrics in social science research during November
- ✓ Decided to submit the report of all PTA sponsored programmes before 31st December 2019.
- ✓ Decided to convene a meeting of DQAC in all major departments before 31st December to review the performance of the department.
- ✓ Decided to observe national unity day on October 31st

The meeting concluded with the vote of thanks by Sri. Babu C


The IQAC Co-ordinator
Dr. Jaison V Joseph
Assistant Professor
Principal
of Economics

Chairperson of the IQAC
Dr. N karunakaran


PRINCIPAL
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No: IQAC-R/20191118

ACTION TAKEN REPORT

On the decisions of the IQAC meeting held on 18.11.2019

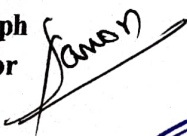
To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sl. No	Decision	Action taken
1	Extension activities	All the major departments and NSS have conducted extension activities and submitted its report on time. A brief sketch of the programme is attached: The Department of physics conducted a programme on LED bulb assembling for kudumbasree members along with the students support. The Department of English conducted a programme named <i>Ekalavya</i> which provides communication class for LP school students of the nearby village by the students of the college. The Commerce department provides practical classes with certain tips upon the online purchase and online banking for kudumbasree members of the nearby locality. The Economics department conducted a water literacy survey of the panchayath and provides a better insight upon the quality of the water that we are using. The NSS undertakes the roof top cultivation and blood donation camp in the college and it develops an awareness among the society towards the need for organic farming and the need for blood donation. To improve the status of Hindi language in Kerala, the Hindi department conducted <i>naya dhin naya shabd</i> programme.
2	One day seminar	The Physics department conducted one day seminar on 20.11.2019
3	Three Day workshop	The Economics department conducted three day national workshop on 21.11.2019 to 23.11.2019
4	Days observed	Observed national Unity day on October 31 st .
5	PTA sponsored programmes	All the major departments conducted various programmes. It included LED bulb assembling workshop. Workshop on SPSS, Edward Said memorial lecture, Career opportunities for Hindi students, Career opportunities for Commerce students etc


This report is presented in the IQAC meeting for its approval and feedback.

The IQAC Co-ordinator

Dr. Jaison V Joseph
Assistant Professor
of Economics



Chairperson of the IQAC



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No: IQAC-M/20200104

Minutes

5th Meeting of IQAC, EKNM Government College, Elerithattu

Date: 04.01.2020 Day: Saturday Time: 4.00 PM Venue: Chamber of the Principal

Agenda

- Inauguration of the science block
- Annual report of 2019-2020
- Starting of new courses
- Any other matter

Members: Present

Sl.No	Name		Signature
1.	Dr. N Karunakaran	Vice Principal	Sd/-
2.	Dr. Jaison V Joseph	IQAC Coordinator	Sd/-
3.	Smt. Gracy Antony	Teacher Member	Sd/-
4.	Sri. Vijayan K	Teacher Member	Sd/-
5	Sri. Jiss M Jacob	Industrialist	Sd/-
6	Sri. Scaria Abraham	Representative of Local Community	Sd/-
7	Sri. Ganesan D A	Teacher Member	Sd/-
8	Sri. Bijy M C	Senior superintendent	Sd/-
9	Mr. Aswin P	Student Representative	Sd/-

Members: Absent


1	Sri. K Karunakaran	Representative of Alumni	
2	Sri. Soji M Sebastian	Teacher Member	Sd/-
3	Sri. Babu C	Teacher Member	Sd/-
4	Smt. Biji Jose	Teacher Member	Sd/-

Following points were discussed and decisions were taken:

The Chair welcomed all the members and the coordinator placed the explanatory notes on each item of the agenda in the Committee. The minutes of the meeting of 18.11.2019 was read and confirmed unanimously. After the introductory remarks, the following agenda items were taken up for discussions and decisions were taken.

- ✓ Decided to inaugurate the new science block on 17th January 2020.
- ✓ Decided to give memorandum to MLA and other officials in connection with the starting up of new courses and for the post creation in physics department
- ✓ Decided to prepare annual report of each department before 15th march 2020.
- ✓ Decided to conduct traffic awareness class for students of the college on 16.01.2020
- ✓ Decided to conduct women empowerment programme for all students before March 20

The meeting concluded with the vote of thanks by Smt. Gracy Antony


The IQAC Co-ordinator
Dr. Jaison V Joseph
Assistant Professor
of Economics





Chairperson of the IQAC
Dr. N Karunakaran
Principal

PRINCIPAL
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No: IQAC-R/20200104

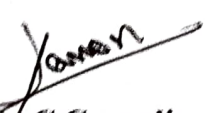
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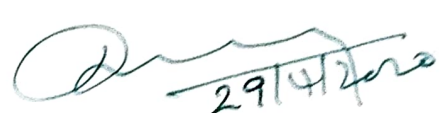
On the decisions of the IQAC meeting held on 04.01.2020

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sl. No	Decision	Action taken
1	Science block inauguration	The newly built science block inaugurated by the Honourable MLA Sri. Rajagopal M on 17.01.2020
2	Starting new courses	Submitted the memorandum for starting new courses and the post creation in the physics department. Government sanctioned new degree course Political Science and two posts created in physics department
3	Annual report	All the major departments prepared and submitted the annual report on 20 th march 2020
4	Traffic awareness class	Conducted the traffic awareness class for students by the RTO
5	DQAC	All the departments are formed the DQAC and prepared their action plan of 2019-2020 and presented and submitted their action plan of first term.
6	Women empowerment programme	Women oriented programmes like interaction, lecturea were conducted for women in all classes

This report is to be presented in the next IQAC meeting for its approval and feedback.

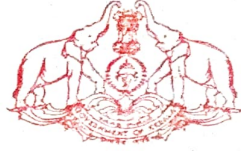

The IQAC Co-ordinator
Dr. Jaison V Joseph
Assistant Professor
of Economics


Chairperson of the IQAC
Dr. N Karunakaran
Principal

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KASARAGOD DISTRICT,

PIN : 671 314

Phone No. 0467-2241345

E-mail :

Dated.....

No. IQAC-R/20200617

ACTION TAKEN REPORT

On the decisions of the IQAC Meeting held on 17/06/2020

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sl.No	Decision	Action taken
1	AQAR Presentation	The AQAR of the 2018-19 presented before the council after making modifications suggested by the IQAC on 30 th January 2021
2	Orientation classes	All the major departments conducted orientation programmes through online mode about the precautions and modalities followed while attending the online classes
3	Training for teachers	Conducted an online training programme for teachers while presenting classes through the online platform



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Dated.....

No: IQAC- M / 20200625

Minutes

2nd Meeting of IQAC, EKNM Govt. College, Elerithattu

Date: 25.06.2020 Day : 25.06.2020 Thursday 3.30 P M Venue: Chamber of the Principal

Agenda:

- ✓ Webinars
- ✓ Admission related works
- ✓ Alumni oriented programmes
- ✓ Conduct an online survey about online teaching
- ✓ Any other matters

Members Present

Sl.No	Name	Designation	Signature
1	Dr. Solji K Thomas	Principal (Chairperson)	Sd/-
2	Dr. Jaison V Joseph	IQAC Coordinator	Sd/-
3	Sri. Rethesh P K	Teacher Representative	Sd/-
4	Smt. Gracy Antony	Teacher Representative	Sd/-
5	Sri. Sunil P	Teacher Representative	Sd/-
6	Sri. Vijayan K	Teacher Representative	Sd/-
7	Sri. Soji M Sebastian	Teacher Representative	Sd/-
8	Sri. Ganesan D A	Teacher Representative	Sd/-
9	Sri. Johnson K A	Teacher Representative	Sd/-
10	Dr. Josna Jacob	Teacher Representative	Sd/-
11	Sri. Babu C	Teacher Representative	Sd/-

Following points were discussed and decisions were taken:

The chairperson welcomed all the members to the meeting and by keeping the Covid protocol only a brief introduction of the agenda to be discussed is done by the IQAC Coordinator. Following decision were taken up.

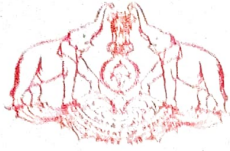
1. Decided to conduct at least two webinars by each department in this academic year
2. Decided to conduct Alumni meeting of the college through online mode to discuss the steps to be taken to strengthen the Alumni
3. Decided to conduct an online survey among the students to understand the difficulties faced by them in the online classes
4. Decided to conduct the admission process as more transparent
5. Decided to conduct the PTA meeting through the online mode

The meeting ends at 4. Pm with the vote of thanks by Sri. Johnson K A



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PIN : 671 314

Phone No. 0467-2241345

E-mail :

No. IQAC-R /20200625

Dated.....

ACTION TAKEN REPORT

On the decisions of the IQAC Meeting held on 25/06/2020

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sl.No	Decision	Action taken
1	Webinars	All the departments conducted webinars at least two in the academic year. NSS conducted number of webinars to the volunteers in the regard
2	Alumni Meeting	Alumni strengthened by conducting an online interaction among the members through Google meet platform

3	Online Survey	An online survey was conducted among students and noticed that more than 20 students do not have an own phone and nearly 40 percent faces the net work issues due to coverage problem and electricity issues. Most of the students demanded the recorded classes.
4	PTA meeting	All the major departments conducted online PTA meeting and parents raised their concerns about examination and network issues.

5	Admission Process	<p>The admission work started little bit late due to the delay in the declaration of result of Plus two. However the admission process is time bound and transparent as prescribed by the Kannur University.</p> <p>The Kannur University is providing the list of students to be admitted in the college according to the centralised allotment process. The supporting documents submitted by the students to be admitted in the college is verified and scrutinised by the admission committee in a three tier basis- Department level, Office Level and the Admission Committee level. In the vacant seats, spot admission is allowed by inviting application and preparing the rank list by the University. Here to satisfy the reservation norms, many of the students who are previously admitted on reservation basis is transferred to general merit and thus vacant seats may arise in the reservation category. But due to the lack of sufficient applicants in the reservation category, these seats are converted into general category. Due to this the number of students admitted in the General quota is more than the seats allowed and the number of students admitted in the reservation quota are less than the seats car marked. This is due to our commitment to maintain transparency in the admission process.</p>
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E-mail,

Date/

No: IQAC- M / 20200625

Minutes

3rd Meeting of IQAC, EKNM Govt. College, Elerithattu

Date: 28.07.2020 Day: Tuesday 1.30 P M Venue: Chamber of the Principal

Agenda

- AQAR preparation 2019-2020
- Website updation
- Screening the placement proposals
- Preparation of Questionnaire for the online survey about online teaching

Members Present

Sl No	Name	Designation	Signature
1	Dr. Solji K Thomas	Principal (Chairperson)	Sd/-
2	Dr. Jaison V Joseph	IQAC Coordinator	Sd/-
3	Sri. Rethesh P K	Teacher Representative	Sd/-
4	Sri. Sunil P	Teacher Representative	Sd/-
5	Sri. Vijayan K	Teacher Representative	Sd/-
6	Sri. Soji M Sebastian	Teacher Representative	Sd/-
7	Sri. Ganesan D A	Teacher Representative	Sd/-

8	Sri. Johnson K A	Teacher Representative	Sd/-
9	Dr. Josna Jacob	Teacher Representative	Sd/-
10	Sri. Babu C	Teacher Representative	Sd/-

Following points were discussed and decisions were taken:

The chairperson welcomed all the members to the meeting and by keeping the Covid protocol only a brief introduction of the agenda to be discussed is done by the IQAC Coordinator. Following decision were taken up.

1. Decided to circulate the templates for to all the teachers for the preparation of AQAR 2019-2020
2. Decided to circulate templates to all Heads of the Department to collect the details for the preparation of AQAR.
3. Decided to inform the website coordinator to update the website as the general transfer of the college is completed.
4. Decided to screen the placement proposals submitted by the teachers on time
5. The questionnaire prepared for conducting the online survey is presented.

The meeting ends at 2.15 PM by proposing the vote of thanks by Dr. Josna Jacob



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No. IQAC-R /20200728

ACTION TAKEN REPORT

On the decisions of the IQAC Meeting held on 28/07/2020

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sl.No	Decision	Action taken
1	AQAR preparation 2019-2020	Collected and compiled the templates from teachers and Heads on time
2	Website Updation	As there is no computer teacher in the college, the website updation depends upon faculties of other colleges. Due to Pandemic situation the updating work is not reached in its full fledged manner

3	Placement proposals of the teachers	The placement proposals received from the teachers were screened and scrutinized. After the verification by the subject expert appointed by the University and Govt. of Kerala, the proposals were submitted for further process to DCE
4	Online survey	Conducted the online survey



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No: IQAC- M / 20210119

Dated.....

Minutes

4th Meeting of IQAC, EKNM Govt. College, Elerithattu

Date: 19.01.2021 Day: Tuesday 9.30 AM Venue: Chamber of the Principal

Agenda:

- AQAR presentation (Modified)
- Any other matter

Members Present

Sl.No	Name	Designation	Signature
1	Dr. Solji K Thomas	Principal (Chairperson)	Sd/-
2	Dr. Jaison V Joseph	IQAC Coordinator	Sd/-
3	Sri. Rethesh P K	Teacher Representative	Sd/-
5	Sri. Jince Joseph	Teacher Representative	Sd/-
6	Sri. Soji M Sebastian	Teacher Representative	Sd/-
7	Sri. Ganesan D A	Teacher Representative	Sd/-
8	Sri. Johnson K A	Teacher Representative	Sd/-
9	Smt.Namratha Manoharan	Teacher Representative	Sd/-
10	Sri. Antony Joseph Thoppil	Senior Supdt.	Sd/-

Following points were discussed and decisions were taken:

The chairperson welcomed all the members to the meeting and invite the IQAC Coordinator to present the AQAR of 2018-19. Following decision were taken up.

1. All the members unanimously accepted the AQAR of 2018-19 and decided to present before the college Council on January 30, 2021.
2. Decided to Present the AQAR before all teaching, non-teaching staff and students representatives.

The meeting ends at 10.30AM by proposing the vote of thanks by Sri. Rethesh P K



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Dated.....

No. IQAC-R /20210119

ACTION TAKEN REPORT

On the decisions of the IQAC Meeting held on 19.01.2021

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sl.No	Decision	Action taken
1	AQAR presentation 2018-19	Presented before the All teaching and Non-teaching staff on 19/01/2021 at 3.30 PM. The same was presented before the college council on 30 th January and later uploaded to NAAC



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Minutes of the IQAC Meeting Held on 01 June 2021 at 1.30 PM

Agenda:

1. Academic plan preparation 2021-22
2. Other matters

Members Present

1. Johnson K A
2. Karunakaran N
3. C T Sasi
4. Babu C
5. Vijayan K
6. Jince Joseph
7. Dr. Josna Jacob
8. Ganesan D A
9. Rethesh P K

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

Decisions

1. Decided to conduct webinars and seminars on research methodology by each department at least once in a semester.
2. Decided to update the Mentor-Mentee register.
3. Decided to conduct regular visits by IQAC team to each department to motivate the departments in connection with NAAC visit of 2023-24.
4. Decided to conduct internal examinations and frequent class tests.
5. Decide to give more attention to extra-curricular activities with the financial support of PTA.
6. Decided to conduct remedial teaching for those who failed in semester examinations.
7. Decided to strengthen the activities of the Alumni Association.
8. Decided to take steps to improve the transportation facilities to the college.
9. Decided to impart ethical values to the students by conducting various programmes.
10. Decided to offer add-on courses after identifying the needs of the student community.

IQAC Co-ordinator



Principal 17/04/24

PRINCIPAL
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Minutes of the IQAC Meeting Held on 9 August 2021 at 3.45 PM

Agenda:

1. AQAR presentation 2019-20
2. Other matters

Members Present

1. Karunakaran K
2. Rethesh P K
3. Dr. Jaison V Joseph
4. Johnson K A
5. C T Sasi
6. Soji M Sebastian
7. Ganesan D A
8. Babu C
9. Scaria Abraham

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

Decisions

1. The AQAR 2019-20 is presented before the members. The committee members raised questions regarding the poor academic results and expressed their concerns. Discussions were made on the ways and means for improving the academic performance.
2. Modifications needed in the prepared AQAR are finalized and decided to present the modified AQAR 2019-20 before the stakeholders on 18 August 2021.

IQAC Co-ordinator



Principal
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Minutes of the IQAC Meeting Held on 16 August 2021 at 2.30 PM

Agenda:

1. AQAR presentation 2019-20
2. Other matters

Members Present

1. Dr. Jaison V Joseph
2. C T Sasi
3. Babu P
4. Jinesh P V
5. Dr. Rohith M
6. Tessymol George
7. Soji M Sebastian
8. Namratha Manoharan
9. P K Prabhakaran
10. James V M
11. Karunakaran K
12. Jince Joseph
13. Retheesh P K
14. Soman G
15. Annie K
16. Vineetha M
17. Dr. Jija J
18. Adonne Francis

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

Decisions

1. The AQAR 2019-20 is presented by the IQAC co-ordinator before the stakeholders. Decided to improve the placement programmes of the college by incorporating various companies.
2. Unanimously accepted the AQAR 2019-20 and decided to upload the same in NAAC portal.

IQAC Co-ordinator



Principal
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Minutes of the IQAC Meeting Held on 17 March 2022 at 1.30 PM

Agenda:

1. AQAR presentation 2020-21
2. Academic matters
3. Other matters

Members Present

1. Johnson K A
2. Ganesan D A
3. Soji M Sebastian
4. C T Sasi
5. Babu C
6. Josna Jacob
7. Jince Joseph
8. Vijayan K
9. Jaison V Joseph
10. Scaria Abraham
11. Bhagya K
12. T G Saseendran
13. Harikumar M

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

Decisions

1. The AQAR 2020-21 is presented and discussed. Members suggested some changes and modifications are finalized.
2. Decided to present the AQAR before the College Council on 18 March 2021.
3. Decided to inform all HoDs to complete the documents in connection with the AQAR 2021-22.
4. Decided to take corrective steps to improve the academic results.
5. Decided to present memorandum to the Hon. Higher Education Minister of Kerala for sanctioning new programmes.
6. Decided to insist the HoDs to organize more webinars in the forthcoming months.

IQAC Co-ordinator



Principal

17/04/24
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Minutes of the All-Faculty Meeting Held by IQAC on 18 March 2022 at 2 PM

Agenda:

1. AQAR presentation 2020-21

Members Present

1. Johnson K A
2. Ajesh C R
3. Soji M Sebastian
4. Tessymol George
5. Sreekumar K V
6. Chandy P V
7. Anwar Sadiq P
8. Jinesh P V
9. Harikumar M
10. Jince Joseph
11. Retheesh P K
12. Nithya V
13. Vijayan K
14. Aysha Fida
15. C T Sasi
16. Josna Jacob
17. Ganesan D A
18. P K Prabhakaran
19. Babu C
20. Jaison V Joseph
21. Scaria Abraham
22. Bhagya K
23. T G Saseendran
24. Adone Francis
25. Sharlet Mathew
26. Prakashan K
27. Saleem Paramban
28. Mohammad Shakeel
29. Manjusha
30. Vismaya Priyadarsini

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

Decisions

1. The AQAR 2020-21 is presented and decided to upload in the NAAC portal.

IQAC Co-ordinator



Principal
17/04/22
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ACTION TAKEN REPORT OF IQAC 2021-2022


IQAC Meeting Held on 01 June 2021 at 1.30 PM	
Decisions Taken	Actions Taken
Decided to conduct webinars and seminars on research methodology by each department at least once in a semester.	Each department has been actively organizing webinars and seminars on research methodology at least once per semester. Faculty members have been coordinating these sessions to provide students with valuable insights and practical guidance on research techniques and methodologies relevant to their respective disciplines.
Decided to update the Mentor-Mentee register.	The Mentor-Mentee register has been updated to ensure accurate records of mentorship relationships between faculty members and students.
Decided to conduct regular visits by IQAC team to each department to motivate the departments in connection with NAAC visit of 2023-24.	The Internal Quality Assurance Cell (IQAC) team has been conducting regular visits to each department to motivate faculty members and students in preparation for the NAAC visit scheduled for 2023-24.
Decided to conduct internal examinations and frequent class tests in increased frequency.	Internal examinations and frequent class tests are being conducted as per the decision made. These assessments play a crucial role in evaluating students' understanding of course materials and reinforcing learning outcomes.
Decide to give more attention to extra-curricular activities with the financial support of PTA.	Attention to extracurricular activities has been heightened with the financial support of the Parent-Teacher Association (PTA). Funds provided by the PTA were utilized to organize a diverse range of extracurricular events and activities, enriching students' overall learning experiences and promoting holistic development.
Decided to conduct remedial teaching for those who failed in semester examinations.	Remedial teaching sessions have been organized for students who failed in semester examinations. Faculty members are providing additional support and guidance to help these students improve their academic performance and overcome challenges in their studies.
Decided to strengthen the activities of the Alumni Association.	Alumni engagement initiatives, including networking events, mentorship programs, and career development workshops, were organized to leverage



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	the expertise and resources of alumni for the benefit of students and the institution.
Decided to impart ethical values to the students by conducting various programmes.	Programmes aimed at imparting ethical values to students are being conducted regularly. Workshops, seminars, and awareness campaigns on ethical principles and moral values are organized to instill a strong sense of integrity, responsibility, and ethical conduct among students.
Decided to offer add-on courses after identifying the needs of the student community.	Surveys and consultations with students were conducted to assess their interests and preferences, enabling the college to offer relevant and beneficial add-on courses to supplement their academic pursuits.
IQAC Meeting Held on 15 June 2021 at 3.45 PM	
Decided to take corrective steps to improve the academic results.	Corrective steps to improve academic results have been implemented. Remedial classes, mentoring programs, and academic support services are being offered to students to improve their performance and overall academic outcomes.
IQAC Meeting Held on 17 March 2022 at 1.30 PM	
Decided to present memorandum to the Hon. Higher Education Minister of Kerala for sanctioning new programmes.	A memorandum outlining the need for sanctioning new programs has been prepared and presented to the Honourable Higher Education Minister of Kerala. The memorandum highlights the demand for new academic programs to meet the evolving needs of students and the community. It emphasizes the college's commitment to excellence in higher education.
Decided to encourage the HoDs to organize more webinars in the forthcoming months.	Heads of Departments have been strongly encouraged to organize more webinars in the forthcoming months.




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Minutes of the IQAC Meeting Held on 25 August 2022 at 3 PM

Agenda:

1. Plan for the academic year 2022-23
2. Result analysis
3. Other matters

Members Present

1. Johnson K A
2. Ganesan D A
3. Lt. Aravindan S S
4. Nithya V
5. Tessymol George
6. Soji M Sebastian
7. Scaria Abraham
8. K Janardhanan
9. Dr. Ashraf P C

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

Decisions

1. Decided to design academic calendar.
2. Decided to focus on institutional, social and outreach activities.
3. Decided to issue guidelines to the departments for the preparation of department level plan of action.
4. Decided to conduct seminars and invited talks.
5. Decided to take initiatives for making the campus ecofriendly.
6. Decided to monitor and evaluate the teaching, learning activities.
7. Decided to conduct coaching classes for competitive examinations.
8. Following activities planned by the department of political science are approved
 - i. Strengthening ICT enabled teaching and learning
 - ii. Conducting training and orientation programmes to encourage and support students in academic writing.
 - iii. To conduct activities to improve the creative skills of the students and to provide platform to display their creativity.
 - iv. Initiatives for an ecofriendly learning space.
 - v. Conduct online and offline seminars for students.
9. Following activities of the department of economics are approved
 - i. Seminars on career prospects and opportunities for students.
 - ii. Economic Forum or Club to discuss and engage on economic issues.
 - iii. K.N. Raj Memorial Chair Talk on 'Fiscal Challenges in Kerala'
10. Following activities of the department of commerce are approved
 - i. Induction programme for the first-year students.
 - ii. Orientation programmes for the parents of first-year students

- iii. A class on the topic 'Career Opportunities in Commerce, Banking and Management'
 - iv. Invited talk on 'Intellectual Property Rights'
 - v. Celebration of all festivals
11. Following activities of the department of physics are approved
- i. Orientation programme for the first year STRUDENTS.
 - ii. Science day celebration and science exhibition on 20 February 2023.
 - iii. Workshop on Python programming.
 - iv. Invited talk on 'Recent Trends in Science Higher Education and Career'
12. Following activities of the department of Hindi are approved.
- i. Premchand Day celebration on 01-08-2022.
 - ii. Hindi Day inauguration on 20-09-2022
 - iii. Fresher's Day on 03-11-2022
 - iv. Class PTA of III BA – 12-12-2022
 - v. Class PTA of I BA - 19-12-2022
 - vi. New Year Celebration – 03-01-2023
 - vii. Class PTA of II BA Hindi – 06-01-2023
 - viii. Hindi Association Day on 18-01-2023
 - ix. Talk on career guidance on 02-02-2023
 - x. Farewell of III BA Hindi students on 31-03-2023
13. The examination results of different departments were evaluated and examination results of 2022 were analysed. It was decided to engage remedial sessions and extra classes for the weaker students in different subjects.

IQAC Co-ordinator




Principal

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Minutes of the IQAC Meeting Held on 16 November 2022 at 1.30 PM

Agenda:

1. Data collection
2. Students feedback
3. Alumni registration
4. Best practices
5. Website updation
6. Other matters

Members Present

1. Johnson K A
2. Ganesan D A
3. Lt. Aravindan S S
4. Nithya V
5. Tessymol George
6. Soji M Sebastian
7. Scaria Abraham
8. K Janardhanan
9. Dr. Ashraff P C

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

Decisions

1. All department heads, co-ordinators of different clubs should submit the data required to prepare AQAR of the year 2021-22 before 30 November 2022.
2. The following teachers have been assigned the task to take feedback from the students
 - i. Dr. Ajesh C R, Assistant Professor, Dept of Physical Education.
 - ii. Haritha Balakrishnan, Department of Computer Science
3. Decided to assign the job to prepare questionnaire for teachers, parents and alumni to the same team.
4. It was decided to register alumni association. The six department coordinators were assigned to register their respective department alumni associations.
5. Decided to update the college website.
6. Decided to highlight the following activities as best practices of the college in the year 2022-23 as well:
 - i. Organic Farming on the roof top
 - ii. Health and Physical Education to students.

IQAC Co-ordinator




17/04/24

Principal
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Minutes of the IQAC Meeting Held on 16 March 2023 at 3 PM

Agenda:

1. Pre-submission presentation of AQAR 2021-22
2. Other matters

Members Present

1. Ganesan D A
2. C T Sasi
3. Scaria Abraham
4. K Janardhanan
5. Nithya V
6. Tessymol George
7. Johnson K A
8. Lt. Aravindan S S
9. Dr. Ashraff P C
10. Soji M Sebastian
11. Bhagya Bhaskaran U


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

Decisions

1. The AQAR 2021-22 is presented and decided to upload in the portal.

IQAC Co-ordinator





Principal
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ACTION TAKEN REPORT OF IQAC 2022-2023

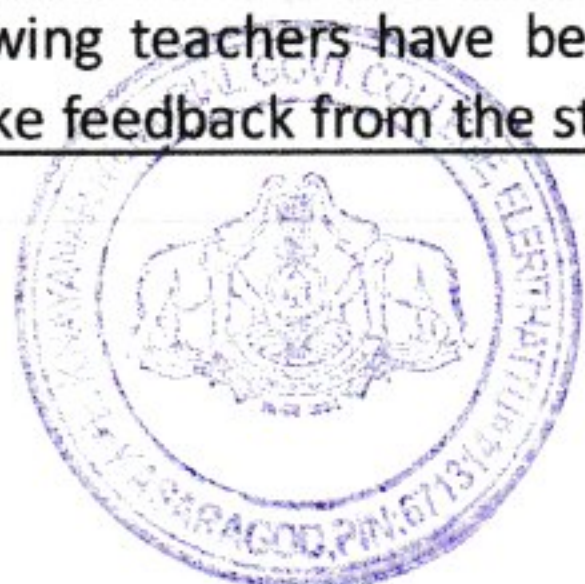
IQAC Meeting Held on 25 August 2022 at 3 PM	
Decisions Taken	Actions Taken
Decided to design academic calendar.	The Academic Calendar has been designed, incorporating key dates for academic events, examinations, holidays, and other important activities.
Decided to focus on institutional, social and outreach activities.	Institutional, social, and outreach activities to foster a vibrant and engaged college community have been executed. Various initiatives, including seminars, invited talks, eco-friendly initiatives, and coaching classes for competitive examinations, have been organized to promote holistic development and community engagement.
Decided to issue guidelines to the departments for the preparation of department level plan of action.	Guidelines have been issued to all departments for the preparation of department-level action plans. Departments are tasked with developing comprehensive plans outlining their objectives, activities, and timelines to align with the college's overall goals and objectives.
Decided to conduct seminars and invited talks.	Seminars and invited talks on relevant topics are being conducted regularly to enrich students' learning experiences and foster intellectual discourse. Renowned speakers and experts are invited to share their insights and expertise on various subjects, providing valuable learning opportunities for students and faculty members alike.
Decided to take initiatives for making the campus ecofriendly.	Initiatives to make the campus eco-friendlier are underway, including waste management programs, tree planting drives, and energy conservation measures. Waste segregation practices were introduced.
Decided to monitor and evaluate the teaching, learning activities.	A robust system for monitoring and evaluating teaching-learning activities including Regular assessments, feedback mechanisms, and faculty development programmes has been implemented to ensure quality and effectiveness.




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Decided to conduct coaching classes for competitive examinations.	Coaching classes for various competitive examinations including UGC-NET and Civil Services are being conducted to provide students with additional support and guidance in their exam preparation.
Activities planned by the departments are approved	<p>The Department of Political Science took up the task of enhancing ICT-enabled teaching, conducting training programs for academic writing, fostering creativity, promoting an eco-friendly learning environment, and organizing seminars for students.</p> <p>The Department of Economics organised seminars on career prospects, the establishment of an Economic Forum, and a memorial talk on fiscal challenges.</p> <p>The Department of Commerce organised induction and orientation programs, an invited talk on Intellectual Property Rights, and the celebration of festivals.</p> <p>The Department of Physics conducted orientation programs, science day celebrations, workshops on Python programming, and invited talks on science education and careers.</p> <p>The Department of Hindi conducted various cultural and academic events, including celebrations, PTAs, career guidance talks, and farewells.</p>
The examination results of 2022 were analysed. It was decided to engage remedial sessions and extra classes for the weaker students in different subjects.	The focus on remedial classes improved. The students were facilitated to attend remedial classes on multiple subjects through appropriate scheduling of sessions.
IQAC Meeting Held on 16 November 2022 at 1.30 PM	
All department heads, co-ordinators of different clubs have to submit the data required to prepare AQAR of the year 2021-22 before 30 November 2022.	All department heads and coordinators of different clubs have been reminded to submit the required data for the preparation of the Annual Quality Assurance Report (AQAR) for the year 2021-22 before 30th November 2022.
The following teachers have been assigned the task to take feedback from the students	Dr. Ajesh C R, Assistant Professor in the Department of Physical Education, and Haritha



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<p>i. Dr. Ajesh C R, Assistant Professor, Dept of Physical Education.</p> <p>ii. Haritha Balakrishnan, Department of Computer Science</p>	<p>Balakrishnan from the Department of Computer Science have been assigned the task of collecting feedback from students. They gathered insights and suggestions from students to improve various aspects of academic and extracurricular activities.</p>
<p>Decided to assign the job to prepare questionnaire for teachers, parents and alumni to the same team.</p>	<p>The same team responsible for collecting student feedback has been tasked with preparing questionnaires for teachers, parents, and alumni. These questionnaires were designed to gather valuable feedback and insights from different stakeholders to enhance the overall functioning and effectiveness of the college.</p>
<p>It was decided to register alumni association. The six department coordinators were assigned to register their respective department alumni associations.</p>	<p>The efforts to register the department level alumni have not fructified. The efforts are being taken further to ensure the registration.</p>
<p>Decided to update the college website.</p>	<p>The website was revamped with updated content, news, events, and resources to provide a comprehensive and user-friendly interface for students, faculty, alumni, and other stakeholders.</p>
<p>Decided to highlight the following activities as best practices of the college in the year 2022-23 as well:</p> <ul style="list-style-type: none">• Organic Farming on the roof top• Health and Physical Education to students.	<p>Efforts to promote organic farming practices on the rooftop was continued and showcased as a sustainable initiative. Emphasis on health and physical education for students was maintained and promoted as a best practice to foster holistic development.</p>




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