

NAAC
Accreditation
Cycle - 3

SSR
Documents



THUNCHAN MEMORIAL GOVT. COLLEGE, TIRUR

Vakkad P.O., Malappuram (Dist), Kerala
India-676502, Ph: +91 494 2630027

Email: tmgctirur@gmail.com, Web: www.tmgctirur.ac.in

Criterion 6

Governance, Leadership and Management



IQAC Minutes
2017-18

Meeting Notice

All IQAC members are informed that a regular meeting of the council is scheduled to be convened on 5th June, 2017 at 2:30 pm at the IQAC Room. The meeting will consider the following agenda for discussion. All members are invited.

Agenda :

- 1 - Annual plan for the year 2017-2018
- 2 - Upgradation of the UG departments to PG Departments.
- 3 - Setting up of Research centres - Arabic and Mathematics.
- 4 - Introduction of programmes in humanities
- 5 - Preparation of annual calendar.
- 6 - Preparation of curricular plan for each semester.

Co-ordinator

(Signature)

- 1. Dr. R. Mani *(Signature)*
- 2. RAJISA KUMAR P *(Signature)*
- 3. Sarathkumar P *(Signature)*
- 4. VP Babu *(Signature)*
- 5. NP Vijays Kumar *(Signature)*

Minutes of the Meeting of Internal Quality Assurance Cell

Date : 5th June, 2017







Time : 2:30 pm

At IQAC Room

Agenda :

- 1 - Annual plan for the year 2017 - 2018
- 2 - Upgradation of the UG Departments to PG Departments.
- 3 - Setting up of Research centres - Arabic
- 4 - Introduction of programmes in humanities.
- 5 - Preparation of annual calendar.
- 6 - Preparation of curriculars planned in the departments for each semester.

Members presents:

- 1 - D. K. Mari 
- 2 - Shyni P 
- 3 - Ravi K KUMAR P 
- 4 - Srinidhan P 
- 5 - NP Baby 
- 6 - NP Vijay Kumar 
- 7 -
- 8 -

Discussions and Decisions:-

- 1 - A draft of the annual plan of the IQAC was read in the meeting. After deliberation on it the meeting decided to adopt the plan for the academic year 2017-2018.
- 2 - In accordance with the policy formulated by the IQAC to upgrade the UG departments as PG departments, the meeting decided to advise the Dept. of physics to apply for MSc. Physics. The meeting also decided to seek the possibility to introduce a UG course in English at the college.

3. The meeting observed that the Departments of Arabic has met the conditions laid down by the university to upgrade the departments as Research Centres, so the IQAC will advise the departments to furnish documents for the same.
4. The college offers programmes in languages, Pure science and commerce. The meeting observed that, if programmes in humanities and applied science disciplines are offered in the college, that would be beneficial to the academic community in the premises of the college, IQAC shall seek the feasibility of introducing such programmes at the college.
5. An annual calendar for academic cum co-curricular activities of the college shall be prepared for this academic year. The meeting empowered Dr. Vinod Kumar (Asst. Prof, Dept. of Mathematics) to receive inputs from each department and to develop the calendar. Following the calendar, each department shall develop curricular plan for each semester.

The meeting ended at 4:00 pm.

Meeting Notice

All IQAC members are informed that a regular meeting of the council is scheduled to be convened on 4th September, 2017 at 2.00 pm at the IQAC room. The meeting will consider the following agenda for discussion. All members are invited to the meeting.

Agenda:

- 1 - Academic audit
- 2 - Bridge courses for newly admitted students at the under graduate level.
- 3 - value-added courses in all departments.

Co-ordinator

1 - Dr. K. Nani

DN

2 - RAJESH KUMAR P

RKM

3 - Saigundeen

ST

Swinn

4. NP Babu

NP

5. NP Vijaya Kumar

h // 2

Minutes of the meeting held on 4th September, 2017 at 1.30 pm at the IQAc Room.

1. - Academic audit
2. - Bridge courses for newly admitted students at the undergraduate level.
3. - Value-added courses in all departments.

Members present:

1. - Dr. K. Mani
2. - Shyne P.
3. - RAJESH KUMAR
4. - NP Vilayakumar
5. - VP Baby
6. - Sainudeen Bt
7. -
8. -

Action Taken Report of the last meeting held on 05-06-2017

1. - The IQAc advised the department to apply for MSc. Physics.
2. - The department of Arabic has started documentation to apply for Research centre status.
3. - The academic calendar has been formulated and implemented with the satisfaction of the college council.

Discussions and Decisions:-

1. - In order to promote the academic excellence of the college, an academic audit shall be conducted. The internal audits will be administered by the IQAc, and the external audits will be conducted by a team of faculty members from other institutions. The meeting empowered the IQAc coordinator with audits.

- 2 - The departments shall offer bridge course to the newly admitted students at the undergraduate level. The course content, duration and other related matters may be decided by each department.
- 3 - The meeting decided to advise departments to offer value added courses to the students of concerned departments. The objective of the courses is to bridge the gap between the existing curriculum and the industry.

The meeting ended at 3.00 pm.

Meeting Notice

All IQAc members are informed that a regular meeting of the council is scheduled to be convened on 16th Jan, 2018 at 11 am at the IQAc Room. The meeting will consider the following agenda for discussion. All members are invited.

Agenda :

- 1 - Examination result analysis
- 2 - career-related orientation classes for final-year UG and PG students.
- 3 - Students' participation in Co-curricular activities on campus and at the university level.
- 4 - Research engagement of the faculty.
- 5 - Feedback from all stakeholders.
- 6 - Open House Exhibition on the campus.

Co-ordinator

Shrey

- 1 - Dr. K. Mini
- 2 - RAJESH KUMAR P
- 3 - NP Vijayakumar
- 4 - Srinidheyan P

Mini
Rajesh
NP
Srinidheyan

Minutes of the meeting held on 15th January, 2018 at 2.00 pm at the IQSC Room.

Agenda :-

- 1 - Result analysis of internal evaluations
- 2 - caseeq-related orientation classes for final-year UG and PG students.
- 3 - Participation of students in the Co-curricular activities.
- 4 - Research engagement of the faculty.
- 5 - Feedback from all stake holders.
- 6 - Open House Exhibition on the campus.

Meeting Attended:

- 1 - Dr. Mani R
- 2 - Shiny P
- 3 - Sainuddin FT
- 4 - RAJESH KUMAR P

(Handwritten signatures)
 Shiny P
 Sainuddin
 RAJESH KUMAR P

Action Taken Report of the meeting held on 4th Sep. 2017

- 1 - An internal academic audit of the last academic year was conducted.
- 2 - The IQAc discussed the scope of offering badge courses to Freshers at the UG level. All the department have taken initiatives to offer the badge courses.
- 3 - The departments have designed add-on courses in the concerned disciplines.

Discussions and Decisions :-

- 1 - The results of internal evaluations of students shall be analysed. The batch-wise result analysis will be conducted by the department and the same shall be forwarded to the IQAc. on the analysis the IQAc will formulate strategies to improve and sustain the academic output of each programme. The remedial teaching plan will also be

Formulated based on the analysis.

- 2 - Career-related orientation sessions shall be conducted for final-year UG and PG students. The career counselling and placement cell will deliver it. The students who are not pursuing higher studies shall be inspired to attend coaching classes for competitive examinations and placement drives conducted by different agencies.
- 3 - The IQAC will adopt initiatives to encourage the faculty members to engage with more research activities and to publish articles in peer-reviewed and UGC listed journals. The research collaborations with other institutions shall be adequately promoted.
- 4 - Feedback from all stakeholders shall be collected. The meeting empowered Dr. Jalsiya, Dept. of Mathematics, to conduct the survey. The feedback will be analysed later by a selected team.
- 5 - An open House Exhibition on the campus to showcase the resources of the college, and to impart innovative ideas to the public. The Exhibition may be incorporated with the present measure of the government to strengthen the higher education institutions in the state. Financial assistance from the government will be sought. A detailed plan from the part of the IQAC will be presented in the next meeting. The IQAC convener will lead the discussion in the college.

The meeting ended at 4:30 pm.

Meeting Notice

All IQAC members are informed that a regular meeting of the council is scheduled to be convened on 2nd March 2018 at 2.00 pm. at the IQAC Room. The meeting will consider the following agenda for discussion. All members are invited to the meeting.

Agenda:

- 1 - Open House Exhibition - Sasthayan evaluation
- 2 - The use of INFLIBNET among students and Faculty members.
- 3 - community outreach programmes.
- 4 - Preparation of proposals for construction of a new academic block and compound wall on the campus.
- 5 - Preparation of detailed master plan for the campus development.
- 6 - Procurement of ICT tools.
- 7 - Setting up of a Co-operative Store in the college.
- 8 - Developing of a new website for the college.
- 9 - To enhance the security of the campus by appointing a staff for the purpose.

Co-ordinator

[Signature]

- 1 - Dr. K. Mani *[Signature]*
- 2 - RAJESH KUMAR P *[Signature]*
- 3 - Y. P. Babu *[Signature]*
- 4 - Sanuddeen P *[Signature]*

minutes of the meeting held on 27th March, 2018
at 1.30 pm at the IQAC

Agenda :

- 1 - Open House Exhibition - Sasthayan - evaluation
- 2 - The use of INFLIBNET among students and Faculty members.
- 3 - Community outreach programmes.
- 4 - Preparation of proposals for construction of a new academic block and compound wall on the campus.
- 5 - Preparation of a detailed master plan for the campus development.
- 6 - Setting up of a cooperative store in the college.
- 7 - Developing of a new website for the college.

Members present:

- 1 - Dr. Ushakumary D. J. hw
- 2 - VP Babu SB
- 3 - RAJESH KUMAR P. RRRS
- 4 - Srinuddan P. Srinu
- 5 - Shyri

Action Taken Report of the meeting held on 15th Jan, 2018

- 1 - The open House Exhibition, named Sasthayan, was organised on the campus on 9th and 10th of March 2018. It was a grand success with the support of all Stake holders.
- 2 - Performance analysis of students in the Internal evaluation was conducted. Based on the analysis IQAC advised departments to strengthen the remedial coaching sessions for low achievers and to conduct more tutorial sessions to all students.

- 3 - A career guidance class was conducted under the counselling cell.
- 4 - Some initiatives have been taken in the departments to get more engagements with research activities. The dept. Malayalam has decided to bring out a research journal.
- 5 - Feedback from the teachers and students are collected and analysed. The feedback from other stakeholders will be collected during the vacation.

Discussions and Decisions :-

- 1 - An initiative shall be taken to promote the effective use INFLIBNET - N- List of among faculty and students this will be discussed with the HoDs of departments and the Librarian.
- 2 - More community outreach and extension programmes shall be promoted under all bodies.
- 3 - A detailed master plan shall be prepared for the further development of the campus. During the vacation IQAC will take the responsibility. Following the master plan, a detailed proposal for new constructions will be prepared.
- 4 - The scope of a cooperative store will be sought from the faculty members.
- 5 - A team of faculty members will be formed to develop and maintain a new website for the college.

The meeting ended at 4.00 pm.