

NAAC
Accreditation
Cycle - 3

SSR
Documents



THUNCHAN MEMORIAL GOVT. COLLEGE, TIRUR

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Criterion 6

Governance, Leadership and Management



IQAC Minutes
2020-21

MEETING NOTICE

All IQAC members are informed that a regular meeting of the Council is scheduled to be conducted ~~at~~ on 03rd JUNE 2020 at 7:30 AM in online platform (Google meet).

The meeting will consider the following Agenda for discussion. All members are invited.

Agenda :

1. Learning management System for online teaching
2. Alternative for the regular academic Schedules and functions of the college. Time Table, attendance, evaluation and monitoring
3. Preparation of E-Materials and maintenance of a repository.

— Co-ordinator *Shikhi*
2/6/20.






1. NP Vijayakumar *NP*
2. *Bondishar* ✓
3. RAJESH KUMAR P *RAJESH*
4. Reha. A. M *Reha*

Minutes of the meeting held on 3rd June 2020 at 7:30 AM through online platform (Google meet).

Agenda:

1. Learning Management System for online Teaching
2. Alternatives for the Regular academic schedules and functions of the college; timetable, attendance, evaluation and monitoring.
3. preparation of E-Materials and maintenance of a repository

Members present:

1. NP Vijayakumar 
2. SHIKHA M 
3. Ruchi A. M 
4. Bandishri V 
5. RAJISH KUMAR P 

Action taken Report of the meeting held on 05/03/2020.

1. Following decision of the last meeting Academic audit was conducted and the analysis was submitted to the HODs and the principal.
2. It is started preparations to submit the AQARs.
3. Orientation classes for IQAC Members was conducted.

Discussion & Decision

In the meeting, it is observed that the pandemic situation has necessitated the continuation of all academic transactions, including internal evaluation, in online mode. And as the students have become familiar and comfortable with the present online classes, the meeting decided to coordinate and regularise the classes on a Learning Management System. The meeting further decided to form a committee to arrange the most suitable platform for the LMS. The committee will also coordinate and monitor the regular online classes on the LMS. The committee will be formed considering the suggestions of the Principal.

The meeting ended at 10:30 AM.

MEETING NOTICE

All IQAC Members are informed that a regular meeting of the Council is scheduled to be conducted on 07th August 2020, at 7.00 PM, through online platform (Google meet).

The meeting will consider the following agenda for discussion. All members are invited.

AGENDA

1. New-gen programmes in the college
2. Purchasing of English and Malayalam Syllabus related books to the library
3. Purchasing of class room furniture
4. Sanitation on the college premises
5. Construction of new toilet block for boys and girls
6. Academic excellence of the college
7. Quality initiative during the Covid 19 pandemic
 - Strategic plan for online Teaching, Content delivery and evaluation
 - Training programmes on effective use of IET tools for Online Education
 - Availing of Google work space / G-suite

1. NP. Vijayakumar

2. P. S. V. V.

3. RAJESH KUMAR P

4. Ryleha. A. M

5. Dr. Sanuddeen P

W.P.

CU

J.B.

P

MEMS

S. Ramesh

Co-ordinator.

S. Ramesh
6/8/20
S.H.K.H.M

MINUTES OF THE MEETING HELD ON 07-08-2020
at - 7.00 PM - Through Online (Google meet)

Agenda:

1. New-gen Programmes in the College
2. Purchasing of English and Malayalam Syllabus related books to the library
3. Purchasing of classroom furniture.
4. Sanitation on the college premises
5. Construction of new toilet block for boys and girls
6. Academic excellence of the college
7. Quality initiative during the Covid-19 pandemic
 - Strategy plan for online teaching, content delivery and evaluation.
 - Training programmes on effective use of ICT tools for online education.
 - Availing of Google work space & Suite.

Members Present:

1. NP Vijayakumar
2. RAJESH KUMAR P
3. PONDICHERRY V
4. Reelha. A. M
5. SHIKHI M
6. Dr. Srinuddeen B

~~ADP~~
~~CP~~
~~SP~~
 Shikhi
 Srinuddeen

ACTION TAKEN REPORT OF THE MEETING HELD
ON 03/06/2020.

1. All the Teachers attended Training Programmes on Online Teachings.

2. An action plan has been developed to arrange classes online. Timetable and class monitoring are arranged according to the plan.
3. Initiations have been taken to develop E-Materials and to upload such materials on the college website.

DISCUSSIONS & DECISIONS

1. It is decided to extend suggestions to the College Council about the scope of introducing new-generation programmes at the college.
2. At the meeting, it was decided to advise departments to suggest titles of books to add to the library. In the wake of the availability of funds, the books will be purchased.
3. It is decided to advise the principal to make avail adequate furniture to each class. The fund availability and feasibility for the speedy procurement will be discussed with the concerned authorities.
4. As some members in the meeting observed about the need of proper measure to maintain the premises of the college tidy, the meeting decided to discuss the matter with the different committees and clubs functioning in the college to find a regular mechanism in that direction.
5. The meeting decided to extend a suggestion to the principal for the construction of toilet blocks for male and female student on the campus.



6. The college shall be maximise the resource mobilisation for its all-round development. The focus will be given on the academic excellence. Attainment of POs among Students, the teaching quality and utilisation of ICT Tools, Collaboration and Joint activities with other institutions, research and academic publications will be given due importance. It is further decided to discuss the matters with faculty members and experts in the area.
7. It is decided, as the COVID-19 pandemic situation is persisting, to prepare a Strategic Plan for online teaching and evaluation. Training in online teaching platforms and ICT tools, G-Suite arrangements and development of own LMS and other relevant initiatives will be part of the Strategic Plan.

The meeting ended at 10:10 pm.

MEETING NOTICE

All IQAC Members are informed that a regular meeting of the Council is scheduled to be convened on 09th January 2021, at 8:30 AM through online (Google meet). The meeting will consider the following agenda for discussion. All members are invited.

Agenda:

1. To Strengthen activities of the clubs and forums
→ Nature club facilities for sports and cultural activities.
2. Setting up of Smart classrooms.
3. Promotion of Safety habits among the college community and the public to strictly adhere to Covid-19 safety protocols and guidelines.
4. Academic & Administrative Audit
5. Participate in NIRF ranking process
6. Preparation of AQAR for the year 2019-20.

— Co-ordinator.

Shikha
9/1/21

Dr. SURESH M.

1) NP Vijaya Kumar

2) Abdul Jaleel-i

3) Lisha C

4) Rekha A.M

5) Badriya V

6) RAJESH KUMAR V

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MINUTES OF THE MEETING HELD ON 09/01/2021
at 8:30 AM Through online (Google meet)

Agenda:

1. To Strengthen activities of the Clubs and Forums
→ Nature club and facilities for sports and cultural activities
2. Setting up of Smart classrooms.
3. Promotion of safety habits among the college community and the public to strictly adhere to Covid-19 safety protocols and guidelines.
4. Academic & Administrative Audit.
5. Participate in NIRF ranking process.
6. Preparation of AQAR for the year 2019-20

Members Present:

- 1) NP Vijayaraj Kumar
- 2) Lisha E
- 3) Abdul Jaleel T
- 4) Indira V
- 5) Rulha A. M
- 6) S. S. M
- 7) RAJISH KUMAR P

Action Taken Report of the meeting held on 07/08/20

- ① The university has allotted a new generation programme, Integrated MA English and Media Studies. The programme will be introduced in this academic year.
- ② The library has initiated process to purchase books of English and Malayalam
- ③ Order has been placed to purchase class room furniture from SIDCO.

- ④ A proposal for new toilet blocks has been forwarded to PWD to get estimate
- ⑤ IQAC has communicated with the departments to strengthen the use of ICT
- ⑥ It is in discussion to install an LMS for the college.

Discussions & Decisions

1. To ensure the diverse learning experience and to foster various skills of students, it is decided to strengthen the activities of the clubs and forums functioning at the college. If the pandemic situation poses challenges for the offline events, the meeting decided to conduct such programmes offline.
2. It is decided to prepare a plan to make more classrooms ICT-enabled and to set a few smart classes enabled with sophisticated presentation technologies.
3. The meeting appreciated the selfless service rendered by the NSS & NCC units to assist the government measures to contain the pandemic. The meeting decided to document the services rendered by the various bodies of the college in that direction. The meeting observed that the service of the faculty members as the Sectoral Magistrates is highly valued by all.
4. It is decided to carry out audits on the academic and administrative performance of the college in this academic year. The detailed plan of the audits will be decided later.

5. The meeting decided to register the college and participate in the NIRF ranking. Dr. Jaffer Sadiq was empowered with this duty.

6. The IQAC coordinator informed the meeting about the due of the AQAR. The meeting decided to prepare and submit within the stipulated time permitted by the NAAC.

The meeting ~~was~~ over by 11.00 AM.