

## MINUTES OF THE MEETING CONDUCTED ON 4th JUNE 2020 IN IQAC ROOM AT 12 P.M.

### Agenda:

1. Planning and preparation of various activities during Covid-19 (lockdown).
2. Preparation of academic calendar during the Covid pandemic.
3. Encourage teachers to opt better ICT tools.
4. Formation of various committees.
5. Academic kit distribution.
6. Best practices for the year.

### Members Present:

1. Faisal P.
2. Sunil Kumar B.
3. Dr. V. Mohanlal Abdul Azzam.
4. Suma P.
5. Abdul Saleem.
6. Susanth P.
7. Anwar Babu.
8. ~~Rajagopal~~
9. Dfsl Sandeep
10. Dr. Suhail Abdul Rub.

### Decisions taken:

1. A plan for preparing various academic and non-academic activities was outlined which was feasible in the pandemic situation.
2. ~~Prepar~~ The charge of preparing Academic Calendar was assigned to Mr. Susanth.



3. It was decided to urge the teachers to do more IT-oriented classes and the facilities were assured.
4. The charge of forming various committees was entrusted on the IQAC coordinator seeking the advice of the Principal.
5. It was decided ~~amou~~ to collect money from the teachers and distribute academic kit to the whole students to help them out during the pandemic.
6. The Department of Chemistry was:
  - 6.i) It was decided that sanitizer will be produced by the Chemistry department to be distributed in the locality.
  - ii) It was planned to make face masks by the NSS Units and to distribute
  - iii) A plan was chalked out to offer free education to the students of backward families in the locality by ~~trian~~ the students of the college.



  
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## Action Taken Report

(Meeting 4th June, 2020)

1. A schedule was prepared for the curricular and co-curricular activities of for the academic year 2020-21
2. The academic calendar was prepared
3. The committees and clubs were formed and the teachers were given charge for the same
4. In view of the Pandemic situation, an "Academic Kit" were given to all the students in the college with the financial support of the teachers
5. Sanitizers and Face Masks were made and distributed with the help of Chemistry department and the college NSS Units
6. The backward families in the locality for whom free education was offered were finalized



  
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Minutes of the meeting conducted on 7th September 2020 in the IQAC room at 10:30 a.m.

### Agenda :-

1. Evaluation of the online classes conducted during the pandemic.
2. Planning an awareness programme for students regarding the Pandemic situation.
3. Promoting teachers to conduct webinars.
4. Any other matter.

### Members present :-

1. FAISAL P. 
2. Dr. V. Mohan Kumar. 
3. Sunil Kumar P. 
4. Suresh P. 
5. Suresh P. 
6. Dr. Abdul Saleem. C. 
7. Anus Babu. G. 
8. Dfsl Suresh P. 
9. Dr. Subash Abdul Rul. 
10. Narayankutty. 

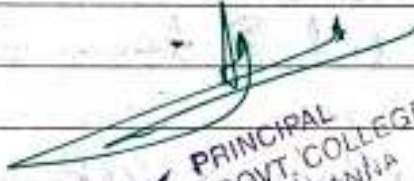
### Decisions taken :-

1. The effectiveness of the online classes during the pandemic was evaluated and various measures were taken to assure the same.
2. An awareness programme for students regarding the pandemic situation was planned where they

would be made aware about SMS (Sanitizer, Mask and Social distancing).

3. It was decided to promote all the teaching staff to conduct webinars in their ~~concerned~~ domain as it would be <sup>highly</sup> beneficial for the students during the pandemic.
4. The teachers awarded with PhD were asked to apply for the guideship and publish ~~for~~ research papers in their domain as early as possible, and the IQAC coordinator was assigned with the charge of doing the follow up.



  
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### Action Taken Report

(Meeting 7th September, 2020)

1. An evaluation of the online classes during the time of Covid- 19 was made and necessary recommendations were suggested
2. An online awareness class on SMS was given to all the students
3. Webinars were conducted by different departments
4. Teachers holding PhD and research credentials applied for Guideship with the support of IQAC. A few research papers were published











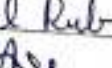

  
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Minutes of the meeting held on 6th January, 2021  
in the IQAC Room at 10 am.

### Agenda:

- 1) Uploading NAAC data.
- 2) ~~Evaluating~~ Evaluation of academic activities.
- 3) Initiatives to improve Green Protocol in the campus.
- 4) Collection of the programme documents and activities conducted in the entire academic year.
- 5) Any other matter.

### Members present:

1. Sunil Kumar B 
2. Dr. V Mohan Mohan Kumar, 
3. Suma P 
4. De Faisal P 
5. Dr. Abdul Saleem E 
6. Suma P 
7. Anwar Babu B 
8. Dr. L. Sankar P 
9. Dr. Suhail Abdul Rub 
10. Namayambay 

### Decisions taken:

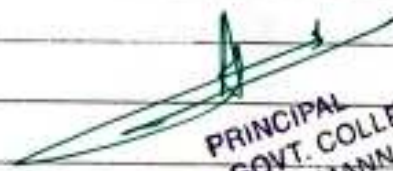
- 1) The IQAC team and coordinator ~~was~~ ~~took~~ took the decision of uploading the NAAC data regarding various programmes at the earliest and different



teams were formed to assure it is done effectively in a fast pace.

- 2) The academic activities of the year was evaluated such as the webinars conducted by various departments.
- 3) i) Initiatives to improve Green Protocol in the campus were taken such as setting up a 'PEN BOOTH' for collecting the used pens from the students and handing over ~~the~~ to the Municipality.  
ii) It was decided to give awareness to the students regarding 'REUSE, RECYCLE, REDUCE' ideas.  
iii) Steps to ensure 'plasti-free' campus were taken.
- 4) It was decided to collect and document the various activities conducted during the entire academic year as early as possible and the IQAC coordinator was assigned with the charge of ensuring <sup>that</sup> it ~~to be~~ is done in the stipulated time itself.
- 5) It was planned to give <sup>ICT</sup> awareness regarding Covid protocols to ~~the~~ <sup>the</sup> students and ~~we~~ prepare them ~~to live~~ learn to live with the COVID-19.



  
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## Action Taken Report

(Meeting 6th January, 2021)

1. AQAR preparations started. Duties assigned to teachers. AQAR details uploading started.
2. Steps taken to improve the Green Protocol. Pen Booth installed in the campus
3. Orientation classes given to students on "Reuse, Recycle and Reduce"
4. Awareness class on Covid Protocol given to students
5. Webinars were conducted by different departments



  
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