

**KNM GOVERNMENT ARTS & SCIENCE COLLEGE**  
**KANJIRAMKULAM, THIRUVANANTHAPURAM, KERALA, PIN:695 524**

**Phone: 0471-2260092**

Reaccredited with B++ Grade by NAAC

[www.knmgovtcollege.ac.in](http://www.knmgovtcollege.ac.in)

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**Minutes of the IQAC meeting 2018-19**

Time and date: 2.00-3.30 pm, 4.7.2018

Venue:Principals Chamber

**Members present**

- 1.Principal
- 2.Sameer .S
- 3.Dr.Rani L
- 4.Smt.Rekha VG
- 5.Sri.Anil kumar R
- 6.Dr.Asok B
- 7.Dr.Jyothi S Nair (IQAC Co-ordinator)

**Agenda**

1. Reconstitution of the IQAC following the revised NAAC guidelines
2. Preparation of the AQAR for the academic year 2017-18
3. Feedback on the conduct of Induction programmes and Sasthrayan
4. Conduct of the curriculum feedback survey
5. Placing proposals before DCE and RUSA
6. Preparation of proposals for UGC block grant
7. Identifying the best practices of the college
8. Updation of college website

**Decisions**

1. It was decided to reconstitute IQAC Committee on the basis of the revised guidelines of NAAC. Dr.Rajookrishnan S(Former Principal and Deputy Director,Directorate of Collegiate Education and Dr.K.P Vijayakumar, Former Head of the Department of Library Science, University of Kerala were recommended as External Experts to the IQAC Committee
- 2.Decision was taken to direct all the major and subsidiary departments to fill in the AQAR for the academic year 2017-18 and to submit it to the IQAC Co-ordinator on or before 20th July,2018
3. On the basis of the positive feedback of the induction programme for the first year students, it was decided to continue the induction programme in the present academic year also. The committee members appreciated Sri.Anilkumar for the smooth conduct of Sasthrayan and arrived at the decision that such programmes has to be continued in future also.
4. It was decided to conduct feedback survey among all the stakeholders and to share the feedback with the academic bodies of the University and the college council as well.

5. Decision was taken to place proposal for applying for new Post graduate and Under Graduate Programmes and to approach the DCE for initiating formalities for acquiring land to comply with the mandatory limits of land area of the colleges

6. Decision was taken to assist UGC Co-coordinator in placing proposals for availing Block grants

7. It was decided to invite proposals for education innovations and best practices for the academic year 2018-19. Two best practices will be selected by the expert committee which will be then incorporated in the SSR report

8. Up gradation of the college website and to encourage faculty and students to use website as information repository

The meeting came to an end by 3.30pm

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Time and date: 3.30- 4.30pm, 16.10.2018

Venue:Principals Chamber

## **Members present**

- 1.Principal
- 2.Sameer .S
- 3.Dr.Rani L
- 4.Smt.Rekha VG
- 5.Sri.Anil kumar R
- 6.Dr.Asok B
- 7.Dr.Jyothi S Nair (IQAC Co-ordinator)

## **Agenda**

- 1.Maintenance of Teachers diary and Tutors dairy at the departments and its compilation
- 2.Review of certificate programmes started by the the Centre for Adult Continuing Education and Extension(CACEE) at the college
- 3.Reinforcing career guidance and internship programmes
- 4.Co-ordination of the Seminars and Faculty Improvement programme utilising State Plan Fund
- 5.Any other

## **Decisions taken**

- 1.It was decided to instruct all the faculty to update teachers diary on a daily basis . Decision was also taken to inform all HODs that the student profile should be completed in the Tutors diary within one month of the admission, and then on pass it to the concerned mentors to entering further details like evaluation and progress of the students
- 2.Decision was taken to consult Centre for Adult Continuing Education and Extension(CACEE) wing of the college to start more innovative Certificate and Diploma courses to bring in more innovativeness to the curriculum.
- 3.It was decided to provide more information to the students and faculty not the field projects and internships as part of curriculum enrichment.A special desk or a corner was decided to be set up in the campus for providing information on the extension or collaborating agencies.
- 4.Decision was taken to conduct Seminars and Faculty Development Programmes conducted with State Plan fund, in an Interdisciplinary way by encouraging collaboration with different departments.

The meeting came to an end at 4.30pm

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Time and date: 10.30- 11.45 pm, 13.3.2019

Venue:Principals Chamber

Members present

- 1.Principal
- 2.Dr.S.Rajookrishnan
- 3.Dr.Rani L
- 4.Smt.Rekha VG
- 5.Sri.Anil kumar R
- 6.Dr.Asok B
- 7.Dr.Jyothi S Nair (IQAC Co-ordinator)

**Agenda**

- 1.Preparation of questionnaire for collected feedback for all the stakeholders like Parents,Alumni,Employers and Faculty
- 2.Designing instrument for conducting Student Satisfaction Survey(2018-19)
- 3.Formation of subcommittee for scrutinizing placement applications of faculty
- 4.Any other

**Decisions taken**

- 1.It was decided to constitute a subcommittee to prepare a questionnaire to collect feedback from all the stakeholders like Students,Parents,Faculty,Alumni and Employers. prepare a structured feedback .Dr.Asok B,Smt Rekha VG and Sri Anilkumar R were nominated as members of the sub committee.
2. Decision was taken to design an instrument for Student Satisfaction Survey and to complete it before May,2019.
- 3.It was decided to form a subcommittee for scrutinizing placement application of faculty.The members nominated are Sri.John Rose,Dr.Asok.B and Sri.Sameer S

The meeting came to an end at 12pm

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**Action taken report**

1. Proposals for M.Com was accepted and the M.Com Programme was started in the academic year 2018-19.
2. An interdisciplinary international seminar “ARTSSCAPE IMAGINING IMAGINATION “ was organized by the collaboration of the English, Malayalam and Hindi departments pooling the state plan
3. Organized Department wise Induction and Orientation programme for the first year Under graduate and post graduate students. The convenors of new initiative like WWS ,SSP and ASAP was participated in the Induction and Orientation programme
4. Up gradation of the college website was done and faculty and students were encouraged to use website as information repository
5. Assist RUSA Co-ordinator in preparing the Institutional Development Plans of the college and in filling the Institutional Plan templates
6. Supported Planning Committee of the college in the preparing of proposals for the KI-IFB(Kerala Infrastructure Investment Fund Board)
7. IQAC have acted as Documentation and Record Keeping Cell for the processing of placement proposals received from faculty of the college. The IQAC have vetted placement applications by verifying the supporting documents in accordance with UGC Regulation. Verified application were placed before the Screening Cum Evaluation Committee and final submission with recommendation was forwarded to Directorate of Collegiate Education, Govt of Kerala through proper channel.