

KNM GOVERNMENT ARTS & SCIENCE COLLEGE

KANJIRAMKULAM, THIRUVANANTHAPURAM, KERALA, PIN:695 524

Phone: 0471-2260092

Reaccredited with B++ Grade by NAAC

www.knmgovtcollege.ac.in

Minutes of the IQAC meeting 2019-2020

Time and date:3.00-4.30 pm, 3.6.2019

Venue: Principals Chamber

Members present

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

Agenda

1. Constitution of the verification and scrutiny committee for placement proposals
2. Constitution of discipline wise Screening Cum Evaluation Committees for placement
3. Forwarding of the list of Subject Experts for concurrence of the same from Registrar, University of Kerala
4. Modus opernadi of the conduct of SCEC at college
5. Preparation for AQARs of preceding years

Decisions

1. It was decided to constitute a subcommittee for scrutiny and verification of the placement applications. Sri.Sameer S and Sri.John Rose were in charge of verifying the proposals opting for placement under option B. Dr.Asok B and Dr.Jyothi S Nair would be in charge of the scrutiny of the faculty opting for option A.
- 2.Decision was taken to constitute panel of subject experts for the disciplines for which placements has to be processed .
- 3.It was decided to forward the discipline wise panel of experts to the Registrar University of Kerala for ratification .
4. It was decided to conduct the SCEC meeting in the Principals Office with the back end support of the IQAC.
- 5.Decision was taken to expedite the preparation of the AQAR following the NAAC guidelines for online submission

The meeting came to an end by 4.30pm

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Time and date: 3.30- 4.30pm, 17.09.2019

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.Predeepa Kumari R
- 7.Dr.Jyothi S Nair (IQAC Co-ordinator)

Agenda

1. Maintenance of Teachers diary and Tutors dairy at the departments and its compilation
2. Reinforcing career guidance and internship programmes
3. Completing institutional registration for Young Innovators programme
- 4.Co-ordinating with Jeevani counselor in student mentoring
- 5.Updating the students and faculty membership in INFLIBNET
- 6.Placing proposals in ICSSR IMPRESS and UGC STRIDE

Decisions taken

1. It was decided to intimate the entire faculty to update teacher's diary on a daily basis. Decision was also taken to inform all HODs that the student profile should be completed 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 provide more information to the students and faculty not the field projects and internships as part of curriculum enrichment. Career guidance corner was decided to be set up in the campus for providing information on the extension or collaborating agencies. It was decided to provide more information to the students and faculty not the field projects and internships as part of curriculum enrichment
3. SSP Co-ordinator Dr.Sajeev was entrusted the task of completing institutional registration of the college under the YOUNG INNOVATORS PORGRAMME of KDISC, Govt of Kerala for facilitating idea generation among the students
4. It was decided to incorporate Jeevani Co-ordinator in the student mentoring undertaken at the college level.
5. Decision was taken to inform Librarian to update the students and faculty membership in the IN-FLIBNET.
- 6.Faculty members to be motivated to place proposals under the ICSSR IMPRESS and UGC STRIDE scheme.

The meeting came to an end at 4.30pm

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Action taken report

1. Placement application of faculty of English, Malayalam, Hindi, Sociology, History, Political Science, Commerce, Mathematics, Physics and Physical Education were processed and verified by the IQAC of the college. The Screen Cum Evaluation Committee minutes and the Assessment Report were forwarded through proper channel to the Directorate of Collegiate Education. Subject to final approval by Director, Department of Collegiate Education 14 faculty got placements
2. The college has completed institutional registration under the YOUNG INNOVATORS PROGRAMME of KDISC, Govt of Kerala
3. List of Students and faculty membership has been updated in INFLIBNET and the college is successfully registered to access N-List
4. The services of Jeevani Counselor has been successfully utilized for improving counseling and mentoring facility in the college.
5. Faculty of the college has successfully placed online proposals under the ICSSR IMPRESS and UGC STRIDE scheme.