

## ***Minutes of the meeting of IQAC in S N College for Women, Kollam***

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*The meeting of the IQAC in S N College for Women, Kollam took place in the Principal's chamber on 17 June 2019 (Monday) at 10.00 AM.*

### ***Members of IQAC***

#### ***Chairman***

*Dr K Anirudhan (Principal)*

#### ***IQAC Co-ordinator***

*Dr Nisha J Tharayil (Associate Professor, Department of Physics)*

#### ***Administrative Officers***

*Dr. Nisha V (Assistant Professor, Department of Chemistry)*

*Dr Selsa S (Associate Professor, Department of Home Science)*

*Dr S Usha (Assistant Professor, Department of Zoology)*

*Dr. Sekharan S (Assistant Professor, Department of Botany)*

*Dr. Harilekshmi V.S. (Assistant Professor, Department of English)*

*Ms. Aswathy Chandra Bhanu (Assistant Professor, Department of English)*

*Dr. Deepak Nand (Assistant Professor, Department of Physics)*

*Dr. Girish Gopalakrishnan (Assistant Professor, Department of Physical Education)*

*Mr. Giri ( Head Accountant)*

*Ms Parvathy Remadevi (Student Representative)*

*Mr V Noushad (Community Representative)*

*Dr Seetha Thankappan (Alumni Representative)*

#### ***External Expert***

*Dr S V Sudheer*

#### ***Member from the Management***

*Management Nominee: Sri. N Rajendran (Executive member S.N. Trusts)*

#### ***Agenda:***

- 1. Orientation Programme for First year students*
- 2. Result analysis*
- 3. Preparation of Plan of action*



4. Preparation for NAAC 3<sup>rd</sup> cycle
5. Equip students to attend competitive exams by offering coaching classes
6. Environmental awareness activities to be promoted
7. Health awareness seminars and activities for students
8. Conduct extension activities in collaboration with Health department for Vector Control
9. Organize Seminars and Lectures by all departments
10. Felicitate toppers in university examinations
11. Impart IT Education to students
12. Setting up a vegetable garden in campus
13. To implement a standardized mechanism to collect and organize data for IQAC
14. Value added course on Karate – Self defense for girls

The meeting was chaired by Dr. K Anirudhan (Principal)

1. The meeting started at 10.00am with a silent prayer. The principal Dr. K Anirudhan presided over the meeting.
2. The principal pointed out that IQAC aims at the betterment of the college through fulfilling its mission of Enlightenment through education.
3. It was decided to conduct an Orientation programme for the newly admitted students in UG and PG courses immediately after the completion of the admissions of the academic year.
4. A result analysis of the previous academic year should be done by all the departments and the report should be submitted to IQAC coordinator.
5. A Plan of action for the academic year should be collected from every department.
6. Decided to offer coaching classes to students for attending competitive examinations such as PSC/UPSC, NEST, JEST, JAM, SET/NET and Bank.
7. English department shall provide NET coaching class exclusively for PG students twice weekly.
8. To promote activities that help in sensitizing the students to various social and



*environmental issues*

- 9. Decided to organize health awareness camps and sessions for students*
- 10. Incorporate extension activities and field projects in collaboration with Health department for Vector Control.*
- 11. All departments are required to organize seminars and lectures to enlighten students about the new trends and tendencies in their respective domains.*
- 12. To form several committees for organizing various seminars, workshops and other activities for the current academic year.*
- 13. The committee coordinators were directed to submit a detailed report of the events organized to the principal and to the IQAC Coordinator.*
- 14. Felicitation ceremony to be organized on 20 August 2019 for honouring meritorious students in the 2018-19 UG/PG university results.*
- 15. Every week the IQAC team will meet twice weekly after class hours to work for the preparation of the NAAC 3<sup>rd</sup> cycle of the accreditation process.*
- 16. Decided to impart IT Education through a certificate course "Capacity Building in IT for Girls".*
- 17. To activate agricultural practices among students, an organic vegetable garden will be developed within the campus through the active participation of students.*
- 18. An action plan has been chalked out to collect data from the departments regarding the actions taken and activities conducted. The IQAC has also decided to initiate paperless communication from this year onwards.*
- 19. It was decided to start the new batch of the value added course on Karate Self defense for girls after the completion of first year admission.*

