

# IQAC MEETING

**Date: 02/07/2020**

**Time: 2.30 pm**

**Venue: Virtual meeting in Google Meet.**

## Agenda

1. Confirmation of the minutes of the previous meeting held on 31/03/2020.
2. Review of the implementation of action plan.
3. Charting out the plan of action by the IQAC.
4. Submission of AQAR 2019-2020.
5. Any other matter.

## Members Present

1. Dr. M.S. Anil Kumar (Principal)
2. Dr. Ram Kumar R (Coordinator)
3. Dr. Balamurali R S (Associate Professor of Zoology)
4. Dr. K. Radhakrishnan (Associate Professor of Maths)
5. Mrs. Sheela S (Associate Professor of English)
6. Dr. Vidya Rajagopal (Associate Professor of English)
7. Dr. A S Dileep (Assistant Professor of Commerce)
8. Kavitha J R (Librarian)

## Minutes of the Meeting

The meeting commenced with a silent prayer and was chaired by the principal.

- The minutes of the previous meeting was read, confirmed and recorded. The coordinator gave a brief presentation of the plan of action during 2020-2021.
- It was decided to arrange classes to give an overview of the online teaching.
- The departments were asked to give a detailed report of the value-added courses and Add on courses in the current year.
- In order to cater to the changing syllabus for English at UG level, webinars and workshops were planned.
- It was decided to make use of the online opportunities to augment the research culture among faculty.
- Plans were charted out to conduct workshops and awareness programmes on Office Automation. Expert lectures were planned in academic and non-academic matters.
- Measures to strengthen the Wi-Fi, a channel for online teaching, was decided upon.
- The coordinator requested to develop an organised methodology of documentation and internal communication.

The meeting concluded and the members dispersed.



  
Principal  
Mahatma Gandhi College  
Tiruvannamalai

# IQAC MEETING

**Date: 29/09/2020**

**Time: 2.30 pm**

**Venue: IQAC Room**

## **Agenda**

1. Confirmation of the minutes of the previous meeting held on 02/07/2020.
2. Review of the implementation of action plan.
3. Monitoring the activities of the committees/ cell / clubs.
4. Collection of feedback and Student satisfaction survey 2020-2021.
5. Any other matter.

## **Members Present**

1. Dr. M.S. Anil Kumar (Principal)
2. Dr. Ram Kumar R (Coordinator)
3. Dr. Balamurali R S (Associate Professor of Zoology)
4. Dr. K. Radhakrishnan (Associate Professor of Maths)
5. Mrs. Sheela S (Associate Professor of English)
6. Dr. Vidya Rajagopal (Associate Professor of English)
7. Dr. A S Dileep (Assistant Professor of Commerce)
8. Kavitha J R (Librarian)

## **Minutes of the Meeting**

The meeting commenced with a silent prayer and was chaired by the principal.

- An analysis of the progress of action of the decisions of the previous meetings was made.
- The Academic Committee was entrusted to spearhead the conduct of internal and external academic audits of departments to promote quality, accountability and transparency. It was also decided that the internal exams need to be conducted systematically and to publish their results in time.
- The google forms for choice of clubs and cells were circulated among students and the departments were directed to do the needful. The club coordinator was instructed to prepare the list of students based on their choices.
- Steps to conduct induction programme for Semester one students in online mode was entrusted with Admission committee. It was also decided to motivate students to participate in the webinars to get a proper exposure to the subject.
- The HODs were directed to collect an oral and verbal feedback from students and parents to ensure effective online teaching.

The meeting concluded at 4.00 pm and the members dispersed.



  
Principal  
Mahatma Gandhi College  
Trivandrum

# IQAC MEETING

**Date: 07/12/2020**

**Time: 2.30 pm**

**Venue: IQAC Room**

## **Agenda**

1. Confirmation of the minutes of the previous meeting held on 29/09/2020.
2. Feedback of the Induction programme.
3. Analysis of feedback and formulation of action taken report.
4. Maintenance of covid protocol for upcoming university exams.
5. Any other matter.

## **Members Present**

1. Dr. M.S. Anil Kumar (Principal)
2. Dr. Ram Kumar R (Coordinator)
3. Dr. Balamurali R S (Associate Professor of Zoology)
4. Dr. K. Radhakrishnan (Associate Professor of Maths)
5. Mrs. Sheela S (Associate Professor of English)
6. Dr. Vidya Rajagopal (Associate Professor of English)
7. Dr. A S Dileep (Assistant Professor of Commerce)
8. Kavitha J R (Librarian)

## **Minutes of the Meeting**

The meeting commenced with a silent prayer and was chaired by the principal.

- The minutes of the previous meeting was read out and confirmed.
- An analysis of the feedback of the stakeholders and student satisfaction survey was reported by the IQAC. Action taken report was formulated through discussions held in IQAC meeting.
- The feedback of the Induction Programme for freshers was reported to be effective and motivative.
- The list of students belonging to clubs and cells was listed out.
- The upcoming university examinations based on covid protocol was the matter of discussion. The preliminary steps of check for the students coming for exams were decided to detect the temperature using thermal scanners. It was planned to procure sanitation and to maintain proper social distancing.
- Steps were taken to hasten the AQAR submission. Data collection and compilation done so far was reported and the members expressed the confidence in uploading the AQAR before the last date announced by NAAC.

The meeting concluded at 4.00 pm and the members dispersed.



  
PRINCIPAL  
Mahatma Gandhi College  
Aruvassanthapuram

# IQAC MEETING

**Date: 18/02/2021**

**Time: 2.30 pm**

**Venue: IQAC Room**

## Agenda

1. Confirmation of the minutes of the previous meeting held on 07/12/2020.
2. Conduct of Merit Day following covid protocol.
3. Collection of feedback and Student satisfaction survey 2020-2021.
4. Conduct of Academic Audit.
5. Any other matter.

## Members Present

9. Dr. M.S. Anil Kumar (Principal)
10. Dr. Ram Kumar R (Coordinator)
11. Dr. Balamurali R S (Associate Professor of Zoology)
12. Dr. K. Radhakrishnan (Associate Professor of Maths)
13. Mrs. Sheela S (Associate Professor of English)
14. Dr. Vidya Rajagopal (Associate Professor of English)
15. Dr. A S Dileep (Assistant Professor of Commerce)
16. Kavitha J R (Librarian)

## Minutes of the Meeting

The meeting commenced with a silent prayer and was chaired by the principal.

- The minutes of the previous meeting was read out and confirmed.
- Merit day which was celebrated every year to honour the achievements of the students was planned to be conducted in the first week of March following the covid protocol. Decisions were taken to ensure the presence of awardees only to avoid the crowd and to maintain adequate social distance. Duties regarding this were assigned to the members.
- The collection of 2021-22 feedback was initiated and the forms to collect the required data was decided to be circulated.
- Academic committee was entrusted with conducting academic audit and report of the same to be submitted to IQAC in 10 days.
- On the basis of this audit, steps would be taken to complete the incomplete portions and students would be trained by the respective papers to make proper exam preparations.

The meeting concluded at 4.00 pm and the members dispersed.



  
PRINCIPAL  
Mahatma Gandhi College  
Tirunelveli

# IQAC Action Taken Report 2020 – 21

## Meeting on 02/07/2020

1. Arranged training sessions to faculty members for online teaching.
2. Initiated steps to strengthen Wi-Fi facilities of the college.

## Meeting on 24/09/2020

1. Academic committee has initiated steps to conduct academic audit.
2. Google form for CBCS clubs/committees were circulated.
3. Feedback collected and analysed to assess the effectiveness of online teaching – learning activities of the college.

## Meeting on 07/12/2020

1. Analysis of student satisfaction survey and feedback reports were completed.
2. Monitored the preparation and data collection of AQAR.

## Meeting on 18/02/2021

1. Merit Day was conducted.
2. Procedures were initiated to conduct student satisfaction survey and feedback from various stake holders.



IQAC Coordinator



Principal  
Mahatma Gandhi College  
Thiruvananthapuram

