

(Affiliated to Kannur University)

<u>www.gck.ac.in</u>

NAAC Re-Accredited with A Grade (CGPA: 3.02)

Email: <u>principal@gck.ac.in</u> <u>iqac@gck.ac.in</u> Tel. 04994-256027

## Internal Quality Assurance Cell

Minutes of the meeting of IQAC No. IQAC/2017-18/01

Date and Time: 01/06/2017, Time: 3:30 PM Venue: IQAC Room

Agenda

- 1. Review of activities of the academic year 2016-2017
- 2. Planning for the next academic year
- 3. Implementation of MIS.
- 4. Preparation of the DPR under the KIIFB.
- 5. Submission of AISHE 2017 Data.
- 6. Appointment of Science Journal Editor and Website Coordinator

- 1. Dr Vinayan T (Principal-in-Charge)
- 2. Dr Jijo P. U.
- 3. Dr. A. L Ananthapadmanabha (RUSA Coordinator)
- 4. Dr Rashakrishna N.
- 5. Dr Manoharan A. N.
- 6. Dr Pushpaletha P
- 7. Smt. Ayshath Fasna T. P.
- 8. Sri. Suhail T. P.

- 9. Sri. Balasubramanyam (Sr. Supt.)
- 10. Dr Sijin Kumar A V (External Member)

#### Decisions

- 1. The meeting reviewed the activities of the previous academic year and approved the academic calendar for the year 2017-18.
- 2. The meeting reviewed the detailed proposal prepared by the IQAC to equip the college for the NAAC visit in 2018. The committee decided to submit the proposal of Rs. 40 Lakhs presented by the IQAC Coordinator for renovation of the college, training of faculty and students, and MIS software procurement and training. A proposal for conducting a Quality Enhancement Workshop to be organised by the IQAC was also included in this.
- 3. Decided to take the college MIS to the next level by making it online. The IQAC will submit a proposal for procurement of the software.
- 4. Smt. Ayshath Fasna T. P., member of the IQAC is assigned to be the Faculty-in-Charge of the MIS.
- 5. Decided to prepare a draft DPR for submission to the KIIFB SPVs for the development of a Master Plan for the College.
- 6. The meeting approved the data collected by Dr Sijin Kumar A V, the AISHE Coordinator for submitting for the pending AISHE 2017 Survey and entrusted the coordinator to submit the data.
- 7. Decided to appoint Dr. Manoharan A. N, Assistant Professor of Geology as the Editor of the GCK Science Letters Journal.
- 8. Decided to appoint Dr. Rohith M., Assistant Professor of Physics as the Coordinator of the College website.



1: 600784 ofessor Associate Kasaragod Government C 123. Vidyanagar



(Affiliated to Kannur University)

<u>www.gck.ac.in</u>

NAAC Re-Accredited with A Grade (CGPA: 3.02)

Email: <u>principal@gck.ac.in</u> <u>iqac@gck.ac.in</u> Tel. 04994-256027

## Internal Quality Assurance Cell

Minutes of the meeting of IQAC No. IQAC/2017-18/02

Date and Time: 20/12/2017, Time: 12:00 PM Venue: IQAC Room

Agenda

- **1.** Review of the working of the IQAC
- 2. A SWOC Analysis of the College
- 3. Assessment of the status of pending AQAR reports to the NAAC.
- 4. A review of the ongoing work towards the NAAC Re-accreditation process.
- 5. Planning of the Seminar to be organised by the IQAC utilising the state plan fund.
- 6. Conduction of the Academic and Administrative Audit (A&AA) in the college.
- 7. Selection of MIS Software for the college.
- 8. Participation in the AISHE 2018.
- 9. Any other matter permitted by the chairman.

- 1. Dr Aravind Krishnan K (Principal)
- 2. Dr Jijo P. U.
- 3. Dr. A. L Ananthapadmanabha (RUSA Coordinator)

- 4. Dr Rashakrishna N.
- 5. Dr Manoharan A. N.
- 6. Dr Pushpaletha P
- 7. Smt. Ayshath Fasna T. P.
- 8. Sri. Suhail T. P.
- 9. Sri. Balasubramanyam (Sr. Supt.)
- 10. Dr Jayaskehar S. (External Member)
- 11. Dr Sijin Kumar A V (External Member)

Decisions

- 1. A review of the activities of the IQAC was conducted in the context of a new Principal in the office. Decided to include the IQAC Coordinator as a member of the college Planning Board to synchronise the activities.
- 2. Decided to conduct a SWOC Analysis of the college and plan future activities of the college based on the review of the analysis.
- 3. Decided to form an ad hoc committee for the smooth functioning of the IQAC with one member each from all the 14 teaching departments of the college.
- 4. Decided to conduct an online survey for Student Feedback for Teachers.
- 5. Decided to speed up the work towards the accreditation process which is due next year and submit the pending AQARs in time.
- 6. The meeting approved the programme schedule of the proposed Workshop on Quality Enhancement in Higher Education to be conducted in January, 2018.
- 7. Decided to purchase a cloud-based College ERP Software for the college using the fund sanctioned under the Accreditation Assistance for the College during the FY 2017-18. The meeting approved the specifications for the software and entrusted the coordinator to submit the proposal before the college council for purchase.
- 8. Decided to conduct annual Academic and Administrative Audit (A&AA) by utilising the service of existing faculty members and the retired senior teachers.
- 9. Decided to prepare for the AISHE 2018 in advance and recommended the name of Shri. Gopinathan Nair A, Assistant Professor of Geology as the Coordinator.



Associate Professor Government College Kasaragod Vidyanagar Post - 671123.



## Vidyanagar P. O., Kasaragod 671123 (Affiliated to Kannur University)

www.gck.ac.in

NAAC Re-Accredited with A Grade (CGPA: 3.02)

Email: principal@gck.ac.in iqac@gck.ac.in Tel. 04994-256027

## Internal Quality Assurance Cell

Minutes of the meeting of IQAC No. IQAC/2017-18/03

Date and Time: 09/03/2018, Time: 11:30 AM Venue: IQAC Room

## Agenda

- 1. Preparation of the Proposal for Assistance in the next Financial Year.
- 2. Review of the Academic Audit.
- 3. Conduction of Student Feedback Survey
- 4. Any other matter permitted by the chairman.

- 1. Dr Aravind Krishnan K (Principal)
- 2. Dr Jijo P. U.
- 3. Dr Rashakrishna N.
- 4. Dr Manoharan A. N.
- 5. Dr Pushpaletha P
- 6. Smt. Ayshath Fasna T. P.
- 7. Sri. Suhail T. P.
- 8. Sri. Balasubramanyam (Sr. Supt.)
- 9. Dr Sijin Kumar C (External Member)

#### Decisions

- The meeting reviewed the proposal prepared by the IQAC Coordinator for preparing the college for the NAAC Visit. The committee approved the proposal of Rs. 14.5 Lakhs to be placed before the College Council for approval of the proposal for assistance from the state plan fund.
- 2. The meeting reviewed a proposal of Rs. 51.5 Lakhs for infrastructure upgradation of the college under CIUP in the state plan fund 2018-19. Decided to submit the proposal before the college council for further plans.
- 3. The meeting reviewed a proposal of Rs. 6.5 Lakhs for assistance under the Employability Enhancement Programme (EEP) in the state plan fund. Decided to submit the proposal before the college council for further plans.
- 4. The meeting reviewed the academic audit and suggested improvements for better performance of the college in the coming academic years. One major suggestion was about taking remedial measures to improve the language proficiency of students. The meeting suggested utilising the tutorial system and remedial coaching programme for achieving the same. The meeting entrusted the coordinator to place the suggestions before the college council to brief the heads of the departments to implement the suggestions.
- 5. Decided to conduct the Student Feedback of Teachers and Dr Harikurup K K of the department of Economics was entrusted with analysis of the survey. Department level review reports will be sent to HoDs and individual findings will be submitted to respective teachers for review and further action.



PEN: 600784 Associate Professor Government College Kasaragod Vidyanagar Post - 671123.



# GOVERNMENT COLLEGE

## Vidyanagar P. O., Kasaragod 671123

(Affiliated to Kannur University)

<u>www.qck.ac.in</u> NAAC Re-Accredited with A Grade (CGPA: 3.02)

> Email: <u>principal@gck.ac.in</u> <u>iqac@gck.ac.in</u> Tel. 04994-256027

## **Action Taken Report**

- 1. Reviewed the performance of the college during the previous academic year.
- 2. Prepared detailed proposals for the development of the college and facilitated financial assistance from the state government under various plan funds.
- 3. Conducted a Workshop on Quality Enhancement in Higher Education.
- 4. Procured a Cloud based College ERP Solution Software for MIS.
- 5. Conducted an online survey for student feedback of teachers and prepared a detailed analysis of the survey. The report was sent to each department for further action.
- 6. Conducted Academic and Administrative Audit (A&AA) for the College.
- 7. Prepared a draft DPR for submission to KIIFB and a draft Master Plan for the Future Development of the College.
- 8. Presented the Master Plan for Infrastructure, Library and Laboratory development before the KIIFB Panel.
- 9. Prepared a detailed proposal for the development of the college to be submitted for the state plan fund assistance during the FY 2018-19.
- 10. Collected and submitted data for the AISHE 2017 and 2018.
- 11. Organised a Science Outreach Program titled Sastrayan 2018.



PEN: 600784 Associate Professor Government College Kasaragod Vidyanagar Post - 671123.



## Vidyanagar P. O., Kasaragod 671123 (Affiliated to Kannur University)

www.gck.ac.in

NAAC Re-Accredited with A Grade (CGPA: 3.02) Email: <u>principal@gck.ac.in</u>

<u>iqac@gck.ac.in</u> Tel. 04994-256027

**Internal Quality Assurance Cell** 

Minutes of the meeting of IQAC No. IQAC/2018-19/01

Date and Time: 01/06/2018, Time: 3:30 PM Venue: IQAC Room

#### Agenda

- 1. Review of activities of the academic year 2017-2018
- 2. Planning for the current academic year.
- 3. Submission of plan fund proposals for upgradation and quality enhancement.
- 4. AISHE 2019 participation.
- 5. NIRF 2019 participation.
- 6. MIS Implementation.
- 7. Steps to improve the academic profile and outreach of the college under the ACCESS scheme.
- 8. Other items allowed by the chair.

- 1. Dr Aravind Krishnan K (Principal)
- 2. Dr Jijo P. U.
- 3. Dr A. L Ananthapadmanabha (RUSA Coordinator)
- 4. Dr Rashakrishna N.

- 5. Dr Manoharan A. N.
- 6. Dr Pushpaletha P.
- 7. Smt. Ayshath Fasna T. P.
- 8. Sri. Suhail T. P.
- 9. Sri. Balasubramanyam (Sr. Supt.)

#### Decisions:

- 1. The meeting approved the academic calendar for the year 2018-19.
- The meeting entrusted the IQAC Coordinator to submit the proposals under the plan fund under the heads of CIUP, EEP, College Renovation Proposal for NAAC Visit and the Proposal for Centre of Excellence.
- 3. The meeting decided to nominate the name of Shri. Gopinathan Nair A, Assistant Professor of Geology as the Coordinator for AISHE 2019.
- 4. The meeting entrusted the IQAC Coordinator to lead the NIRF 2019 Data Collection and submission.
- 5. The meeting reviewed the implementation of the MIS software and recommended training to faculty and non-teaching staff for the smooth implementation of the same.
- 6. In order to improve the institutional best practices of the college under the ACCESS scheme, the meeting suggested taking up further academic extension activities under the HSSTP scheme of the Department of Higher Secondary Education, Government of Kerala. The meeting entrusted the coordinator to discuss the matter with various departments in the college council.
- Decided to conduct a workshop for digital content creation for faculty in collaboration with the EMMRC, Mysore University, and decided to recommend the name of Dr Balakrishna B M, Assistant Professor of Kannada as the Coordinator.



Dr. Jijo P. U. PEN: 600784 Associate Professor Gevernment College Kasaragod Vidyanagar Post - 671123.



(Affiliated to Kannur University)

www.gck.ac.in

NAAC Re-Accredited with A Grade (CGPA: 3.02)

Email: <u>principal@gck.ac.in</u> <u>iqac@gck.ac.in</u> Tel. 04994-256027

#### Internal Quality Assurance Cell

Minutes of the meeting of IQAC No. IQAC/2018-19/02

Date and Time: 02/11/2018, Time: 10:30 AM Venue: IQAC Room

#### Agenda

- 1. Organisation of the workshop on e-Content Development
- 2. NIRF 2019 Data Preparation.
- 3. AISHE 2019 Data Preparation.
- 4. Institutional Development Plan (IDP) review.
- 5. NAAC accreditation process review.

- 1. Dr Aravind Krishnan K (Principal)
- 2. Dr. Jijo P. U.
- 3. Sri. Sajith Dhanapalan, Sr Supdt.
- 4. Sri. Vijayan K
- 5. Dr Rema M
- 6. Dr V S Anilkumar
- 7. Sri Manoj Chathoth

- 8. Dr A N Manoharan
- 9. Sri Abdul Khader B H
- 10. Dr Sijin Kumar A V
- 11. Prof. V Gopinathan
- 12. Mr Suhaib K V

The chair welcomed the new IQAC team and briefed them about their responsibilities. The meeting concluded by 12:15 PM and the following decisions were made:

#### Decisions

- 1. The meeting reviewed the progress of the e-Content workshop preparation and recommended organising an orientation programme for the faculty in this regard.
- 2. The meeting approved the proposed dates of conduct of the workshop, viz. December 13-15, 2018.
- 3. The meeting reviewed the data collection process for the NIRF 2019 and recommended the use of online surveys to collect student placement data.
- 4. The meeting viewed the data collection process for the AISHE 2019 and recommended the timely submission of data.
- 5. The meeting reviewed the present status of institutional development plans submitted before the KIIFB, KDDP, and other supporting agencies.
- The meeting reviewed the status of the NAAC accreditation process and accepted the proposal submitted by the IQAC Coordinator before the college council for speeding up the process.
- 7. The meeting suggested the formation of a sub-committee for the NAAC accreditation process with one member each from all departments. The meeting entrusted the IQAC coordinator for presenting the same before the college council.



Dr. Jijo P. U. PEN: 600784 Associate Professor Government College Kasaragod Vidyanagar Post - 571493

(Affiliated to Kannur University)

www.gck.ac.in

NAAC Re-Accredited with A Grade (CGPA: 3.02)

**Internal Quality Assurance Cell** 

Email: <u>principal@gck.ac.in</u> <u>iqac@gck.ac.in</u> Tel. 04994-256027

Minutes of the meeting of IQAC No. IQAC/2018-19/03 Date and Time: 22/03/2019, Time: 2:30 PM Venue: IQAC Room

#### Agenda

- 1. Planning for the next academic year.
- 2. Constitution of screening committees for Faculty Placements under the UGC VII Pay Guidelines.
- 3. Review of the student feedback survey.
- 4. Submission of the pending AQAR and preparation of NAAC SSR.

#### **Members Present**

- 1. Dr Aravind Krishnan K (Principal)
- 2. Dr. Jijo P. U.
- 3. Sri. Sajith Dhanapalan, Sr Supdt.
- 4. Sri. Vijayan K
- 5. Dr V S Anilkumar
- 6. Sri Manoj Chathoth
- 7. Dr A N Manoharan
- 8. Sri Abdul Khader B H
- 9. Dr Sijin Kumar A V
- 10. Prof. V Gopinathan

#### Decisions:

- 1. The meeting approved the proposal for the next financial year submitted by the IQAC Coordinator.
- 2. IQAC decided to constitute a scrutiny committee for faculty placements and

- 3. The meeting reviewed the AQAR and NAAC Accreditation process status.
- The meeting approved the proposal made by the IQAC coordinator for FY 2019-20 for a total of Rs. 11 Lakhs.
- 5. The meeting also approved the proposals for CIUP and EEP prepared by the coordinator and recommended the same be submitted before the college council.
- 6. Decided to conduct the student feedback survey and analysis.
- 7. Decided to continue the Fedena MIS services and recommended better customisation.



Dr. Jijo P. U. PEN: 600784 Associate Professor Government College Kasaragod Vidyanagar Post - 671123.



## GOVERNMENT COLLEGE

## Vidyanagar P. O., Kasaragod 671123

(Affiliated to Kannur University)

www.gck.ac.in

NAAC Re-Accredited with A Grade (CGPA: 3.02)

Email: <u>principal@gck.ac.in</u> <u>iqac@gck.ac.in</u> Tel. 04994-256027

## Internal Quality Assurance Cell

## Action Taken Report

- 1. Approved academic calendar and academic plan for the academic year.
- 2. Constituted a screening committee for faculty placements.
- 3. A training class was given to all department heads for the implementation of the MIS.
- 4. Conducted a Three-Day Workshop on e-Content Development in Collaboration with the EMMRC, Mysore University during December 13-15, 2018.
- 5. Prepared a master plan for the academic year and submitted viable components for funding from the government.
- 6. Participated in the NIRF 2019.
- 7. Participated in the AISHE 2019.
- 8. IQAC implemented the ACCESS scheme for the institutional best practices and the Department of Economics came forward to organise HSSTP Faculty Development Programme for the Higher Secondary Teachers in Economics, selected from all over the state.

WAGAN 1.0.01 .125

Dr. Jijo P. U. PEN: 600784 Associate Professor Government College Kasaragod Vidyanagar Post - 671123.



## GOVERNMENT COLLEGE

## Vidyanagar P. O., Kasaragod 671123 (Affiliated to Kannur University)

www.gck.ac.in

Email: principal@gck.ac.in iqac@gck.ac.in Tel. 04994-256027

## Internal Quality Assurance Cell

Minutes of the meeting of IQAC No. IQAC/2019-20/01

Date and Time: 03/06/2019, Time: 3:30 PM Venue: IQAC Room

### Agenda

- 1. Review of activities of the academic year 2018-2019
- 2. Planning for the next academic year.
- 3. NAAC Accreditation Process Review
- 4. Alumni Association Activities
- 5. NIRF 2020 Data submission.
- 6. AISHE 2020 Data submission.

- 1. Dr Aravind Krishnan K (Principal)
- 2. Dr. Jijo P. U.
- 3. Sri. Sajith Dhanapalan, Sr Supdt.
- 4. Sri. Vijayan K
- 5. Dr V S Anilkumar
- 6. Sri Manoj Chathoth
- 7. Dr A N Manoharan
- 8. Sri Abdul Khader B H

- 9. Dr Sijin Kumar A V
- 10. Prof. V Gopinathan
- 11. Mr Suhaib K V

Decisions:

- 1. The meeting approved the academic calendar for the year 2019-20
- 2. The meeting reviewed the NAAC accreditation work progress and decided to prepare the AQAR 2018-19.
- 3. The meeting reviewed the proposals from Botany and Mathematics departments to register their alumni associations and recommended registration of the same at the earliest. The meeting also entrusted the coordinator to bring the matter of formation of a campus alumni association, before the college council for immediate action.
- 4. The meeting appreciated the efforts of the IQAC team for the preparation and submission of NIRF 2019 and AISHE 2019 submissions. It recommended suggestions to improve the performance of the college for the upcoming NIRF 2020 and AISHE 2020 process is the set of the college for the upcoming NIRF 2020 and AISHE 2020



PEN: 6007 Associate Professor Government College Kasaragod Vidyanagar Post - 671123.



(Affiliated to Kannur University)

www.gck.ac.in

Email: <u>principal@gck.ac.in</u> <u>iqac@gck.ac.in</u> Tel. 04994-256027

## Internal Quality Assurance Cell

Minutes of the meeting of IQAC No. IQAC/2019-20/02

Date and Time: 08/11/2019, Time: 10:30 AM Venue: IQAC Room

### Agenda

- 1. NIRF 2020 Data Collection
- 2. AISHE 2020 Data Collection
- 3. New website design for the college

- 1. Dr Ananthapadmanabha A. L. (Principal-in-Charge)
- 2. Dr. Jijo P. U.
- 3. Sri. Sajith Dhanapalan, Sr Supdt.
- 4. Sri. Vijayan K
- 5. Dr V S Anilkumar
- 6. Sri Manoj Chathoth
- 7. Dr A N Manoharan
- 8. Sri Abdul Khader B H
- 9. Dr Sijin Kumar A V
- 10. Prof. V Gopinathan
- 11. Mr Suhaib K V

#### Decisions:

- 1. The meeting reviewed the NIRF 2019 submission results and recommended methods to improve the performance for the NIRF 2020 submission.
- 2. Decided to submit the AISHE 2020 data on time and recommended the name of Dr Jijo P Ulahannan as the coordinator to ensure better data validation.
- 3. Decided to revamp the college website with a new design.

EGE. KA WAGAR P.O. OT 125

II. DI PEN: 600784 Associate Professor Government College Kasaragod Vidyanagar Post - 671123.



## GOVERNMENT COLLEGE

## Vidyanagar P. O., Kasaragod 671123 (Affiliated to Kannur University)

www.gck.ac.in

Email: <u>principal@gck.ac.in</u> <u>iqac@gck.ac.in</u> Tel. 04994-256027

## Internal Quality Assurance Cell

Minutes of the meeting of IQAC No. IQAC/2019-20/03

Date and Time: 22/03/2020, Time: 10:30 AM Venue: Online

### Agenda

- 1. Planning for Academic Activities during COVID-19 Pandemic
- 2. Conduction of online student feedback survey
- 3. Review and submission of plan fund proposals
- 4. Submission of NAAC SSR and AQAR 2018-19
- 5. Continuation of the ACCESS Scheme

- 1. Dr Ananthapadmanabha A. L. (Principal-in-Charge)
- 2. Dr. Jijo P. U.
- 3. Sri. Sajith Dhanapalan, Sr Supdt.
- 4. Sri. Vijayan K
- 5. Dr V S Anilkumar
- 6. Sri Manoj Chathoth
- 7. Dr A N Manoharan
- 8. Sri Abdul Khader B H
- 9. Dr Sijin Kumar A V

#### 10. Prof. V Gopinathan

11. Mr Suhaib K V

#### **Decisions:**

- 1. As the college has been closed as it falls under the first-ever COVID-19 lockdown area in the state, the meeting has reviewed the situation and decided to use the Google Workspace facility available on the college website to facilitate the online classes.
- 2. Decided to provide adequate training for staff and students to engage in online classes with the help of Google Classroom.
- 3. It is decided to augment the e-Content creation facility in the college and entrusted the coordinator to prepare a proposal to set up an e-Content preparation studio on the campus.
- 4. It is decided to submit proposals to establish an LMS platform for the college based on the popular MOODLE platform.
- Decided to encourage the formation of YouTube Channels for each department to facilitate online learning services for students with limited connectivity and devices to access classes.
- 6. Decided to conduct an online survey to assess digital access among students during the COVID-19 pandemic situation.
- 7. The meeting appreciated the efforts of the faculties from the physics and zoology departments in bringing the first-ever COVID-19 dashboard to the state.
- 8. Decided to conduct a student feedback survey and analysis in the online mode.
- 9. The meeting reviewed proposals submitted by each department for the next academic year and recommended submission to the council.
- 10. Recommended the continuation of the HSSTP Faculty Training Programme for School Teachers under the ACCESS scheme.



1. 600784 Associate Professor Government College Kasaragod Vidyanagar Post - 671123.



## GOVERNMENT COLLEGE

## Vidyanagar P. O., Kasaragod 671123

(Affiliated to Kannur University)

www.gck.ac.in

Email: <u>principal@gck.ac.in</u> <u>iqac@gck.ac.in</u> Tel. 04994-256027

## Internal Quality Assurance Cell

## Action Taken Report

- 1. Approved academic calendar and academic plan for the academic year.
- 2. Successfully secured Rs. 2.16 Crores for Infrastructure upgradation of the college.
- 3. Successfully screened and approved 59 placement proposals for the faculty placements under the UGC Seventh Pay Regulations 2018.
- 4. Organized the 'Sasthrapatham' Science Exhibition and Outreach Programme for the Public.
- 5. Augmented the College MIS and provided proper training.
- 6. Participated in the NIRF 2020 and secured AIR 83 for the first time.
- 7. Participated in the AISHE 2020.
- 8. Encouraged faculty members to apply for interdisciplinary or multidisciplinary projects that may benefit the college.
- 9. Continued support for HSSTP Faculty Development Programme.
- 10. Provided training for staff and students to engage in online classes with the help of Google Classroom.
- 11. An online survey to assess digital access among students was conducted and action was taken to ensure all students have digital access to attend online classes.
- 12. Conducted a student feedback survey in online mode and analyzed the same for improvement of the online teaching experience.



PEN: 600784 Associate Professor Government College Kasaragod Vidyanagar Post - 671123.



(Affiliated to Kannur University)

www.gck.ac.in

Email: principal@gck.ac.in iqac@gck.ac.in Tel. 04994-256027

## Internal Quality Assurance Cell

Minutes of the meeting of IQAC No. IQAC/2020-21/01

Date and Time: 01/06/2020, Time: 3:30 PM Venue: Online

## Agenda

- 1. Review of activities of the academic year 2019-2020
- 2. Planning for the next academic year
- 3. Planning of Pandemic Response
- 4. Strategies for Online Classes
- 5. Submission of AISHE 2021
- 6. Submission of NIRF 2021

### **Members Present**

- 1. Dr Ananthapadmanabha A. L. (Principal-in-Charge)
- 2. Dr. Jijo P. U.
- 3. Sri. Sajith Dhanapalan, Sr Supdt.
- 4. Sri. Vijayan K
- 5. Dr V S Anilkumar
- 6. Dr A N Manoharan
- 7. Sri Abdul Khader B H

- 8. Dr Sijin Kumar A V
- 9. Prof. V Gopinathan

Decisions Taken:

- 1. Given the pandemic-induced lockdown, the meeting reviewed the situation and decided to give full support for online classes.
- 2. The meeting appreciated the New Generation MSc Physics Programme with a focus on industrial training and internship granted to the college. The IQAC offered all support to make the programme a success.
- 3. Entrusted the IQAC Coordinator to organise orientation for Online class orientation for Faculty members.
- 4. Decided to conduct an online survey to study the digital readiness of students to attend online classes.
- 5. Decided to assist students in need to access online content.
- The meeting appreciated the efforts of the college in building a COVID-19 dashboard for the state and the efforts taken to spread awareness about the disease. The PLEASE project awarded to the Departments of Physics, Geology and Economics was well appreciated by the IQAC.
- 7. Decided to participate in the AISHE 2021. Designated Dr Jijo P U as the coordinator.
- 8. Decided to participate in the NIRF 2021. Designated Dr Jijo P U as the coordinator for smooth facilitation.



VERNMENT COLLEGY KASARAGOD



(Affiliated to Kannur University)

www.gck.ac.in

Email: principal@gck.ac.in iqac@gck.ac.in Tel. 04994-256027

## Internal Quality Assurance Cell

Minutes of the meeting of IQAC No. IQAC/2020-21/02

Date and Time: 16/10/2020, Time: 10:30 AM Venue: Online

### Agenda

- 1. New IQAC Committee Activities Planning
- 2. NAAC Accreditation Process Review
- 3. AISHE 2021 status
- 4. NIRF 2021 Status
- 5. New Academic Programme Proposals

- 1. Dr Ananthapadmanabha A. L. (Principal-in-Charge)
- 2. Dr. Jijo P. U.
- 3. Dr Rema. M. (Vice Principal)
- 4. Sri. Asif lqbal Kakkassery
- 5. Dr. Balakrishna. B. M.
- 6. Sri. Ismayil. P.
- 7. Ms. Jasna. K. A.
- 8. Dr. Babitha. K. V.
- 9. Dr P. C. Asharaf

- 10. Sri. Abdul Khader. B. H. (PTA Vice President)
- 11. Dr. Jayasekhar. S.
- 12. Dr Sijin Kumar. A. V.
- 13. Prof. V. Gopinathan

Decisions Taken:

- 1. The principal welcomed the new IQAC team and briefed them about their responsibilities.
- 2. The meeting reviewed the NAAC accreditation process and permitted submission of the AQAR for 2019-20.
- 3. The meeting reviewed the new college website design and suggested improvements.
- 4. The meeting reviewed the master plan layout prepared by KITCO and suggested improvements.
- 5. The meeting appreciated the efforts by the IQAC in securing AIR 83 in the college category for NIRF 2020 and reviewed the preparations for NIRF 2021.
- 6. The meeting reviewed the data collection progress in AISHE 2021 and recommended changes.
- The committee reviewed the new academic programmes submitted to the government for sanction in the current year and suggested improvements in developing new-generation programmes.



FRINCIPAN INVERNMENT COLLEGY KASARAGOD



(Affiliated to Kannur University)

www.gck.ac.in

Email: principal@gck.ac.in iqac@gck.ac.in Tel. 04994-256027

## Internal Quality Assurance Cell

Minutes of the meeting of IQAC No. IQAC/2020-21/03

Date and Time: 05/03/2021, Time: 3:30 PM Venue: Online

### Agenda

- 1. Planning for the academic year 2021-22
- 2. Conduct of Student Feedback Survey
- 3. NAAC reaccreditation work review

- 1. Dr Ananthapadmanabha A. L. (Principal-in-Charge)
- 2. Dr. Jijo P. U.
- 3. Sri. Asif Iqbal Kakkassery
- 4. Dr. Balakrishna. B. M.
- 5. Sri. Ismayil. P.
- 6. Ms. Jasna. K. A.
- 7. Dr. Babitha. K. V.
- 8. Dr P. C. Asharaf
- 9. Sri. Abdul Khader. B. H.
- 10. Dr Sijin Kumar. A. V.

Decisions Taken:

- 1. The meeting approved the plans for the financial year 2021-22.
- 2. The meeting appreciated the new-generation programme sanctioned for the college and offered all support for the smooth conduction of the programme.
- 3. Decided to conduct the student feedback survey in the online format.
- 4. Decided to continue with the NAAC SSR preparation and the submission of pending AQARs.
- 5. Approved the fund proposal for the NAAC fee for the accreditation process to be placed before the council for submission to the government.
- Decided to submit a proposal to the government for sanctioning server space for hosting the college LMS. Entrusted the computer science department for preparing a detailed proposal.
- 7. Decided to prepare a detailed Institutional Development Plan (IDP) for submission to the government and integration with the College Master Plan.



FRINCIPAS VERNMENT COLLEG KASABAGOD



(Affiliated to Kannur University)

www.gck.ac.in

Email: principal@gck.ac.in igac@gck.ac.in Tel. 04994-256027

## **Internal Quality Assurance Cell**

## Action Taken Report

- 1. A new IQAC team was constituted.
- Approved academic calendar and academic plan for the academic year.
- Provided assistance for faculty placements under UGC CAP.
- Training is given to faculty on engaging in online classes.
- 5. Enabled Google Classroom LMS for Online Classes.
- 6. An online survey to assess digital access among students was conducted and action was taken to ensure all students have digital access to attend online classes.
- 7. Conducted a student feedback survey in online mode and analyzed the same for improvement of the online teaching experience.
- 8. Provided assistance for staff and students with online teaching and learning practices.
- Extended the institutional best practices under ACCESS and STEPS to the current academic year. Continued support for HSSTP Faculty Development Programme under the ACCESS Practice.
- 10. Participated in NIRF 2021 after securing AIR 83 among colleges in the NIRF 2020 rankings.
- 11. Submitted AISHE 2020-21 successfully.
- 12. Celebrated the International Day of the Girl Child in association with the NSS units.
- 13. Designed a new college website.
- 14. Reviewed the master plan layout prepared by KITCO and suggested improvements
- 15. Encouraged faculty members to apply for interdisciplinary or multidisciplinary projects that may benefit the college.
- 16. Submitted proposals for new UG and PG Programmes before the Government and secured a new generation Master's Programme in Physics.



PRINCIPAN VERNMENT COLLEG

ASABAGOD