

**INTERNAL QUALITY ASSURANCE CELL**  
**AMC GROUP OF EDUCATIONAL INSTITUTIONS MANISSERY**

**Date : 02 June 2020**

Venue : Online

**Agenda**


1. Stress management of students during covid
2. Set up of New Clubs, Re-allocation of coordinators for existing clubs
3. NAAC Accreditation

**Members Present**

1. Meena Ramaswamy (Director Operations)
2. Dr. Byju K, ( Principal)
3. Nisha Sashikumar
4. Sarala K T
5. Durga N
6. Vasanthi P
7. Rajan K
8. Dhanya K
9. Ambika K K
10. Rajeesh Kumar M
11. Manju V
12. Dr Mughesh P (IQAC Co ordinator)

**Decisions**

1. Resolved to conduct a webinar for managing stress during covid times
2. To make aware the students on AIDS and the importance of blood transmission. A separate club has to be formed. The meeting also emphasized the need to improve the oracy skills of students. To ensure this a separate club has to be formed. Decided to enquire the preference of faculty regarding the co-ordinatorships of cells and clubs.
3. Decided to go for NAAC Accreditation.


  
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IQAC Co-ordinator




  
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## ACTION TAKEN REPORT OF IQAC MEETING ON 2 JUNE 2020

1. Department of Management conducted a national webinar on managing stress during digital learning on 13<sup>th</sup> August 2020.
2. Red Ribbon Club started its work on 08/06/2020. Debate Club is formed on the same date. Clubs and Cells were re allocated according to the preference of the faculties.
3. Criteria in charges were decided and allocated teachers under each criterion.

  
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**INTERNAL QUALITY ASSURANCE CELL**  
**AMC GROUP OF EDUCATIONAL INSTITUTIONS MANISSERY**

**Date :** 2 September 2020

**Venue :** Online

**Agenda**

1. Observation of International Day for girl child
2. Conduct of a national Webinar on Savings during Covid Times
3. Academic collaboration with Profinz
4. Set up Sexual Harassment Cell
5. Awareness on basic laws – Webinar series
6. Formation of RTI Club
7. Awareness programmes on NAAC Accreditation


**Members Present**

1. Meena Ramaswamy (Director Operations)
2. Dr. Byju K, ( Principal)
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10. Rajeesh Kumar M
11. Manju V
12. Dr Mugesh P (IQAC Co ordinator)


**Decisions**

1. Decided to conduct a webinar series in connection with International day for girl child.
2. Meeting resolved to conduct a national webinar on savings during Covid times.
3. The meeting decided to collaborate with Profinz CMA Campus, Thrissur, for offering certificate course on Goods and Service Tax
4. Prevention of Sexual Harassment has to be ensured. A Separate Cell has to be constituted
5. To make the students aware about basic laws on consumer rights, Cyber laws, and contract laws a webinar series has to be conducted on recent trends in legal system.

6. Decided to form a new club to make students aware of Right to information a new club to has be started.
7. Since faculty is not aware of the accreditation process awareness classes has to be conducted by IQAC
8. Need for expansion of Computer Lab is discussed. Present computer lab lacks space for expansion. Strong room has to be renovated or shifted to a new building. Need for a conference hall is discussed. Since the teachers' strength is increased more spacious staff room is required. Based on these facts the meeting decided to request the management to think about new building construction.


  
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## ACTION TAKEN REPORT OF IQAC MEETING ON 2 SEPTEMBER 2020

1. WDC conducted a Five day interactive webinar series dated between 10 October 2020 to 14 October 2020
2. Department of Commerce conducted a One Day National Webinar on Securing Your Savings during Covid times on 7<sup>th</sup> November 2020.
3. MOU was signed with profinz. Based on the understanding A Certificate course on GST was started.
4. Anti-Sexual Harassment Cell was constituted and the cell started working from 19/12/2020.
5. A National Webinar series on "Recent Trends in Jurisprudence" was organized by Department of Economics on 5<sup>th</sup> and 6<sup>th</sup> October 2020.
6. Right to Information Club was formed and started its functions on 20<sup>th</sup> November 2020.
7. A webinar on revised accreditation framework for affiliated colleges was organised. Deepa V, Department of Commerce, Sree Narayana College, Nattika , Thrissur, was the resource person. Several other webinars were planned with the same theme.
8. Management accepted the request and permitted to start new building construction

  
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**INTERNAL QUALITY ASSURANCE CELL**  
**AMC GROUP OF EDUCATIONAL INSTITUTIONS MANISSERY**

Date : 20 January 2021

Venue : Online

**Agenda**

1. Women empowerment initiatives- Driving School
2. Conduct of Academic events
3. Election Literacy Programme
4. Green initiative- Solar Project
5. Green Initiative – Green Audit

**Members Present**

1. Meena Ramaswamy (Director Operations)
2. Dr. Byju K, ( Principal)
3. Nisha Sashikumar
4. Sarala K T
5. Durga N
6. Vasanthi P
7. Rajan K
8. Dhanya K
9. Ambika K K
10. Rajeesh Kumar M
11. Manju V
12. Dr Mugesh P (IQAC Co ordinator)

**Decisions**

1. Decided to implement a program to motivate female students to learn driving.
2. The meeting decided to conduct various academic events to encourage talents and healthy competition among students.
3. Resolve to conduct awareness program on voting rights for the coming legislative assembly election
4. Decided to start a solar project in the campus
5. Resolved to take initiatives for Green Audit.

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## ACTION TAKEN REPORT OF IQAC MEETING ON 20 JANUARY 2021

1. WDC started a driving School. An MOU was signed on March 8<sup>th</sup> 2021 with V Tech Driving School, Palappuram for the smooth functioning of the programme.
2. Department of Commerce conducted Infinity- Festival of Management Games, Department of management conducted Parivarthan – Management fest for BBA Students, Department of Economics conducted BECO Best Economist event an ED Club conducted Best Entrepreneurship Event in the month of February 2021.
3. Electoral literacy club conducted an awareness programe on 10<sup>th</sup> March 2021 and a mock voting session on 22 March 2021 in association with Election Commission of India. Systematic Voters education and electoral participation. (SVEEP)
4. A contract was executed with Kerala State Electricity Board under 'Soura Project'
5. Green Audit work started. National Green Guardian Foundation (NGGFn) is the external auditor for the same.

  
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**INTERNAL QUALITY ASSURANCE CELL**  
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Date : 24 March 2021

Venue : Online

**Agenda**


1. Placement Drive
2. Feedback analysis

**Members Present**


1. Dr. Byju K, ( Principal)
2. Nisha Sashikumar
3. Sarala K T
4. Durga N
5. Vasanthi P
6. Rajan K
7. Dhanya K
8. Ambika K K
9. Rajeesh Kumar M
10. Manju V
11. Dr Muges P (IQAC Co ordinator)

**Decisions**

1. The college has not conducted a placement drive in the campus. The meeting resolved to conduct a placement drive in the campus. Decided to conduct a grooming session for students before the placement drive. Career Guidance and Placement Cell was envisaged with this duty.
2. Feedback and results published report were discussed

  
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## ACTION TAKEN REPORT OF IQAC MEETING ON 24 March 2021

1. A placement drive was conducted on the campus on 17<sup>th</sup> April 2021. Seventeen companies visited the college. A two day grooming session for campus placement drive was conducted. The programme was conducted with the help of Speak UP, Speak Out, Shoranur.
2. Report on Feedback and Result analysis was sent to academic council.

  
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