

INTERNAL QUALITY ASSURANCE CELL
AMC GROUP OF EDUCATIONAL INSTITUTIONS, MANISSERY

Minutes of Meeting of IQAC

Date and Time: 02/ August/ 2018

Venue: Principal's Chamber

Agenda

1. Evaluate the documentation of departments, Clubs, etc.
2. Preparation of Schedule for Department visits.
3. Faculty development
4. Formation of new clubs and committees
5. Changes required in current feedback system
6. Decentralization and Organization Structure
7. Other Relevant Matters

Members Present

1. 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. Manju V
10. Dr Mughesh P (IQAC Co ordinator)

Discussions and Decisions

Principal explained the relevance of internal quality assurance system and the IQAC Co-coordinator explained the objective and functions of the IQAC. Following decisions were taken in the meeting:

1. A schedule was prepared to visit the departments from 10th August 2018.
2. It is decided to conduct meeting of Club coordinators to review the activities and documentation.
3. The meeting decided to conduct faculty development programmes for all teachers. All members opined that frequent faculty development programmes have to be conducted in all academic years.



4. Decided to circulate the list of clubs, cells and committees. Teachers and students can suggest changes they require.
5. The practice of taking descriptive feedback from students has to be changed. Present feedback reports were verified. The meeting decided to take feedback online using structured questions. The report should have teaching quality of individuals, department and the college. Feedback has to be taken at the end of every semester and report should be prepared by IQAC and the same should be send to academic council for taking necessary action. The practice should be followed every year.
6. Need and importance of decentralization is discussed and to adopt decentralization practice it is decided to reframe the organizational structure.
7. The college has not conducted any national seminar till the date. The meeting resolved to conduct a national seminar on research methodology.
8. Rain water harvesting is a very important green initiative. This is an important initiative to face water scarcity during summer. Decided to start a rain water harvesting system in the college.
9. Need for increasing number of computers in the college is discussed and decided to request management for the same.


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IQAC Coordinator




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ACTION TAKEN REPORT ON THE MEETING OF IQAC ON 02/AUGUST/2018

1. IQAC Members visited the department and give direction for proper documentation.
2. Need for strengthening the documentation was assessed. Club coordinators are advised to maintain proper documentation and a training programme was given for the same.
3. An FDP Programme was conducted by Department of Commerce. Another FDP was conducted by Department of Economics
4. Based on the suggestions of students and teachers new clubs and committees was formed.
5. Questionnaire was framed to collect feedback from students and a structure of report is framed.
6. Based on the decision taken a new organizational chart was drafted and implemented in the college.
7. Department of Commerce conducted A two day national workshop on academic project preparation and research methodology on 21 and 22nd September 2018. Dr. Shoba P V, Deputy Registrar, University of Calicut inaugurated the same.
8. Rainwater harvesting system is implemented and the bore well recharging has started.
9. The matter was discussed with the management and necessary steps were taken to purchase new computers. Management assured phase by phase purchase of new computers in coming years.


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INTERNAL QUALITY ASSURANCE CELL
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Minutes of Meeting of IQAC

Date and Time: 12 Oct 2018

Venue: Principal's Chamber

Agenda

1. Awareness program against child abuse
2. Introduction of Class wise Handwritten magazine
3. Set Up of Herbal Garden

Members Present

1. 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. Manju V
10. Dr Mugesh P (IQAC Co ordinator)

Discussions and Decisions

1. Decided to conduct an awareness program against child abuse in nearby locality
2. To ensure opportunity to the students for self expression it is decided to conduct a handwritten magazine competition. The practice should continue in coming academic years also. It is directed to an exhibition to provide the students an audience for their distinct interests.
3. Resolve to set up a herbal garden as a part of green initiatives.

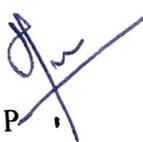

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ACTION TAKEN REPORT ON THE MEETING OF IQAC ON 12/Oct /2018

1. WDC conducted an awareness program on child abuse to the student of Model English Medium School on 14 November 2018
2. Department of Commerce organized handwritten completion and published handwritten magazine of all classes on 17th November 2018. Commerce Expo is conducted by department of Commerce 19th November 2018
3. Herbal Garden work started and nature club is maintaining the garden


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INTERNAL QUALITY ASSURANCE CELL
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Minutes of Meeting of IQAC

Date and Time: 1 January 2019

Venue: Principal's Chamber

Agenda

1. Extension of Play Ground
2. Other Relevant Matters

Members Present

1. 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. Manju V
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Decision

1. Present Play ground is insufficient and the need for extension of land area is discussed. The matter has to be communicated with the management.


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ACTION TAKEN REPORT ON THE MEETING OF IQAC ON 1 JANUARY 2019

1. Management approved the request and started initiatives to search land adjacent to current playground.



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