

IQAC- SREE KERALA VARMA COLLEGE, THRISSUR

Minutes of the IQAC executive members' meeting held online room on 01/06/2020, 12.30 PM

Agenda

- Online teaching-learning during the COVID-19 closure
- Fund allocation for facilities

Presence:

1. Dr. Jayadevan A P
2. Pramod P
3. Dr. Jayanisha K
4. Dr. Aiswarya S Babu
5. Dr. Bipin G
6. Dr. Sudheendran K
7. Dr. Rajesh M R
8. Dr. T. D. Simon

Decisions of the meeting

1. Decided to procure a server costing around 25000/- for the LMS purpose considering the number of students and courses. A domain viz., skvcelearn.in will also be purchased.
2. The video lectures of different departments and courses may be recorded in Malayalam and English media rooms, new seminar hall and PSN Hall. Adequate webcam and microphone facilities must be provided by the college.
English MR- English Dept
PSN Hall- Sanskrit, Chemistry, Hindi, Politics
R28- Economics, History, Philosophy,
R23- Zoology, History, Physics,
Malayalam MR- Malayalam, Statistics, Commerce, Maths, BCA
3. Decided to purchase UPS costing an amount approx. 6000/- to the above rooms
4. Decided to purchase webcam and mic for all departments, and funds to be allocated approximately Rs. 5000 for this for each department
5. A total estimate would be around 2 Lakh rupees
6. In order to implement the LMS, support from Mr. Ravikrishnan, a faculty member of English department is requested.

End of meeting

Actions taken report: 02/07/2020, 3.00 PM

1. Facilities were provided for online teaching/learning and recording lectures at classrooms
2. Instead of E-learning platform, the existing online cloud storage and classroom application softwares are efficiently and effectively used.

IQAC- SREE KERALA VARMA COLLEGE, THRISSUR

Minutes of the IQAC executive members' meeting held online on 02/07/2020, 3.30 PM

Agenda

- Enhancement of facilities for online teaching and learning
- Organising online seminars and conferences during the pandemic

Presence:

1. Dr. A. P. Jayadevan
2. Dr. Bipin G
3. Dr. Jayanisha K
4. Dr. T. D. Simon
5. Pramod P
6. Dr. Aiswarya S Babu
7. Dr. Sudheendran K

Decisions of the meeting

1. In order to facilitate online teaching and learning activities at the college, IQAC has suggested to install high-speed broadband connections to each and every department at the earliest possible. IQAC identified procuring and/or repairing of computers and webcams of all departments shall be done asap.
2. IQAC has also pointed out the need to address and review student's requirements/issues on accessing internet for ensuring continued online-attendance of the lectures.
3. Decided to direct Individual department HODs and coordinators to initiate online seminars (webinars) and to pass the details to IQAC for AQAR submissions. Participation of national and international faculties can be sought for such programs. Googlemeet or widely available similar platforms can be used for hosting such seminars to ensure maximum participation of students and faculties.

End of meeting

Actions taken report: 02/09/2020, 3.00 PM

1. Internet connections have been provided to all departments with wi-fi available in classrooms
2. Student survey has been conducted
3. Webinar activities were initiated

IQAC- SREE KERALA VARMA COLLEGE, THRISSUR

Minutes of the IQAC executive members' meeting held online on 02/09/2020, 3.30 PM

Agenda

- Arranging a national seminar on scientific aspects of COVID-19 for preparing students and faculties to meet the new situation
- Other IQAC matters

Presence:

1. Dr. A. P. Jayadevan
2. Dr. T. D. Simon
3. Pramod P
1. Dr. Bipin G
2. Dr. Aiswarya S Babu
3. Dr. Sudheendran K
4. Dr. Jayanisha K

Decisions of the meeting

1. **IQAC** has identified the need for students and faculties to develop a scientific approach to understand COVID-19 and ways of diagnosing the disease so as to prepare the mass for teaching and learning via regular mode (classroom lectures). Therefore, IQAC shall organise a national level online seminar inviting faculties from reputed research institutes in India like, IITs or IISc, IISERs, Central universities or similar.
2. It has been decided that Dr. Raj Sankar.C from Chemistry department may be given the responsibility to convene this seminar with Dr. Jayanisha. K program coordinator.

End of meeting

Actions taken report: 04//12/2020, 2.00 PM

1. Dr. Manoj B Menon, from IIT Delhi, delivered a talk on “Understanding Covid-19: disease and diagnostics” on 22nd October 2020. 75 participants attended the seminar.

IQAC- SREE KERALA VARMA COLLEGE, THRISSUR

Minutes of the IQAC executive members' meeting held online on 04/12/2020, 2.30 PM

Agenda

- Webinars, participation in webinars, online presentations, online refresher and orientation programs
- Other IQAC related matters

Presence:

1. Dr. Bindu R
2. Dr. T. D. Simon
3. Dr. Bipin G
4. Dr. Aiswarya S Babu
5. Dr. Sudheendran K
6. Dr. Jayanisha K
7. Mr. Pramod P

Decisions of the meeting

1. The committee has expressed its satisfaction on conduction of online mode of teaching and learning programs and research-oriented webinars. IQAC has suggested possibilities of participation of faculties in online refresher and orientation programs and for conducting online refresher/orientation courses of short-term character in order to provide opportunities for other college teachers.
2. IQAC shall extend its support for NSS, NCC, Bhoomithra club etc. units of the college for participating and/or conducting online programs for students.

End of meeting

Actions taken report: 18/2/2021, 2.00 PM

1. Discussed and collected the information on webinars and online teaching from different faculties and reviewed by IQAC. NSS, NCC and other clubs have also conducted online programs with student participation.

IQAC- SREE KERALA VARMA COLLEGE, THRISSUR

Minutes of the IQAC core members' meeting held at Principal's chamber on 18/02/2021 at 2.30 PM

Agenda

1. NIRF
2. Other IQAC related matters

Presence:

1. Dr. Bindu R
2. Dr. Sudheendran K
3. Dr. Jayanisha K
4. Dr. Bipin G
5. Dr. T. D. Simon
6. Dr. Aiswarya S Babu
7. Mr. Pramod P

Decisions of the meeting

1. Decided to include Dr. Raj Sankar C, Department of Chemistry, in to the IQAC core team
2. Respective department heads shall be responsible for data collection and documentation of student progression, placement, important achievements of students of that particular department.
3. In order to facilitate the easy accessibility of individual faculties (for NIRF documentation and others), they should upload the publications and achievements at the deQ website using their user credentials.
4. The annual budget must be made and followed for maintenance of college buildings, articles, furniture, electricals, and premises, new building construction or renovation, lab equipment, books, new furniture, stationaries and related items, recurring expenses (phone, water, internet)
5. The expense met for student activities, sports, academic and cultural activities must be recorded separately and documentations should be made available for the IQAC for the purposes of NIRF ranking and related.
6. Every department should start activities pertaining to NAAC asap.
7. The meeting has decided to submit reports of NIRF.

End of meeting

Actions taken report: 29/03/2021, 2.00 PM

1. Expressed satisfaction on data collection and updating the same on deQ website.
2. The deadline to submit all documents needed for NIRF and NAAC through deQ has been set to 31-05-2021.