

Meeting of IQAC at IQAC Room at 3.30 PM
on 3/7/2018

- ✓ Decided to give directions to the departments about the conduct of Bridge Course. Depts have to submit the timetable and syllabus before 5/7/2018.
- ✓ Decided to request faculty teachers to submit details of OD, paper presentation, seminar participation etc (Evaluative Report).
- 3) In service course for non-teaching staff (resource person from OD office)
- 4) To meet Management to request for a working fund.
- 5) Feedback boxes to be installed in all departments.
- 6) Corridor on board near Enquiry Point.
- 7) Name boards to be changed. Departments have to submit names of permanent teachers and guest faculty before July 20/7/2018.
- 8) To study the condition of infrastructural developments introduced last year.
- 9) To demolish old toilet near Sanskrit dept.
- 0) New board to be changed corrected (A grade) (near portico)



Circular

All the departments are requested to conduct a 3 day bridge course from 10-7-2018 to 12-7-2018. The parent departments have to prepare and submit a detailed timetable of the bridge course. Common seminars have been arranged by the

The Zamorin's Guruvayurappan College, Calicut-14
Internal Quality Assurance Cell. Date: 18.7.18

All the departments are requested to collect the feedback of first year UG students regarding the bridge course in the feedback form provided. The same has to be submitted to the IQAC on or before 25.7.18.

Dept. of :

IQAC Co-ordinator



Principal

THE ZAMORIN'S GURUVAYURAPPAN COLLEGE, CALICUT 14
IQAC

MINUTES OF MEETING HELD ON 1-11-2018

The meeting was called to order at 2.30 PM

Members present:

1. Dr. T. Ramachandran (Principal)
2. Dr. N.E. Rajeevan (Coordinator, IQAC)
3. Smt. Tanuja Raghavan (Member, IQAC)
4. Dr. Rajani B. (Member, IQAC)
5. Dr. Rajesh K.P (Member, IQAC)
6. Smt. Saleena K.K (Member, IQAC)
7. Sri. Vinayak N. (IT staff, IQAC)

AGENDA

1. Submission of AQAR
2. IQAC working fund
3. IQAC committee expansion
4. Training for office staff
5. IQAC staff
6. Academic audit

DECISIONS TAKEN

1. Decided to distribute student feedback forms, mentoring cards, tutorial cards, class diary and Teacher's Work Diary to various departments. Distribution to start on 5th Nov 2018
2. The Departments have to submit Evaluative Report of the period July1, 2017 – June 30. 2018 before Nov 9,2018
3. To discuss with the Management the following issues:
 - 1) Institutional website updating
 - 2) Bad condition of roads
 - 3) Classroom shortage
 - 4) Multipurpose Hall



- 5) Bookshelves for the library
 - 6) IQAC working fund
 - 7) To get an appointment with the Management at the earliest
4. To request the Principal to find fund sources such as a) Unspent balance of PD Account b) alumni
 5. Two members of the teaching staff to be inducted to IQAC core committee – Dr. Sudheer of the department of Zoology and Dr. Remmiya Rajan of the department of Economics
 6. The full committee of IQAC to be expanded with the addition of the following members:

Industry – Sri. Kishore (ULCC)

Alumni – Dr. V.K. Haridasan
Dr. K.V. Mohanan

Experts – Dr. Sabu.M

Sri. Saji Gopinath
Sri. A.Pradeep Kumar (MLA)
Sri. Vijayan IPS
Sri. Anil

Employers – VKC Mammad Koya, Punjab National Bank

Stakeholder- Prof. Shobheendran


Local society – Dr. Madhavikutty.M


7. Decided to hold staff training for office staff in the month of November.
8. To retain Smt. Sindhu.K at Information Centre of the college. Her working hours at the information Centre will be from 10 AM to 12.30 PM

Smt. Sheena's services to be utilized only for IQAC related matters and Ladies' Room facilities.
A salary increase of Rs. 1000/- recommended for Smt. Sheena

9. Academic Audit to be finalized by the end of November
10. Department level representatives (other than HoD) to be identified for reporting of department activities to IQAC

The meeting concluded at 4.30 PM


Coordinator (IQAC)


DR. B. ANACHANDRAN
Principal
PRINCIPAL
Sri. M. V. Ramon's Guruvayurappan College
Kozhikode-673 014

2



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Meeting of the IQAC with the Manager
on 14-11-2018 at 11.30 AM.

Members Present

- 1) Dr. T. Ramachandran
- 2) Smt. Maya Govind
- 3) Dr. N.E. Rajeevan
- 4) Smt. Tanuja Raghavan
- 5) Dr. Rajani B.
- 6) Smt. Saleena K.K.

Decision

- 1) Need to update ^{College} Website. Professional help to be taken for the purpose
- 2) Condition of Roads
- 3) Multipurpose Hall.
- 4) Class room shortage - construction above auditorium complex to be planned
- 5) Library shelves - proposal to be put up by library
- 6) Working fund.



7) Smt. Sheena - like -

cleaning work not satisfactory

8) ULCC - industry employers

9) academic audit - all staff meeting to be held

10) Canteen - New tender

