Minutes of the IQAC meeting held through online (Google Meet) on 31st May 2021 (Monday), 10.00AM

MEMBERS PRESENT

1. Dr. Damodaran kk, Principal and Chairperson
2. Baijumon P (Head, Dept of Commerce)
3. Ashraf Panacherry (Head, Dept of Economics)
4. Dr. V. Sulaiman (Head, Dept of IH)
5. Dr Zainul Abid kotta (Head, Dept of English)
6. Moideen Thottassery (Head, Dept of History)
7. Dr. Prajit Chandran(Head, Dept of Physics)
8. Dr. Hema G (NAAC Coordinator)
9. Lt. TH Jahfarali (NCC Programme Officer)
10. Sabida Moozhikkal (NSS Programme Officer)
11. Dr. Shakkeela (Alumni Secretary)
12. Dr. Kunhumuhammed, PTA Vice President
13. Shanthi (Managing Director, Deepa Garments & Export & IITD, Thrissur)
14. Sulaiman Mk, IQAC Coordinator

MEMBERS ABSENT

1. Deputy Director of Collegiate Education, Kozhikode
2. Deputy Director of Collegiate Education, Kozhikode
3. District Collector, College Development Council Chairman
4. Mujeeb Kaderi, Municipal chairperson, Malappuram
5. Union Chairman
6. Senior Superintendent
7. Head Accountant

AGENDA

1) Presentation of Action Taken Report for 2020-21
2) Listing the Action plan for 2021-22 to present on next immediate meeting
3) AQAR Submissions
4) Golden Jubilee Celebration of the College
5) Finalizing Suggestion for administrative and academic reforms in 2021-22, other than mentioned in Action Plan
6) Efficiency enhancement measures for NAAC data
7) Other relevant matters

DECISIONS

Dr. Hema G, NAAC coordinator welcomed the IQAC members and Dr. K. K Damodaran presided the meeting. Sulaiman MK, IQAC Coordinator presented the Action Taken Report for 2020-21 and draft Action Plan for 2021-22, which will be finalised in the next meeting (which was temporarily scheduled for 17th June 2021)

Agenda	Decision
Presentation of Action Taken Report for 2020-21	IQAC members recorded overall satisfaction on the report and discussed the reasons for incomplete action plan items. **The report is attached with the minutes**
Listing the Action plan for 2021-22 to present on next immediate meeting	IQAC members suggested the following additions to the draft plan • Psychological counselling programme for the students • Career guidance seminar/programmes under Career Guidance Club • Training programme for Waste Management • Training Session for INFLIBNET • Skill Enhancement Programme for Non-Teaching Staff • Completion of Library Automation • Upgradation of Library Staff Pattern • Formation of Certificate Course Task Force • Updating website content for every department • NAAC funded seminar/workshop
AQAR Submissions	NAAC coordinator presented the status of AQAR submission. AQAR for 2017-18 is already submitted. AQAR for 2018-19 will be submitted soon and for the scrutiny of the descriptive type entries in AQAR, a team under the leadership of Dr. Zainul Abid Kotta will reach the college 7th June 2021

Golden Jubilee Celebration of the College	IQAC members and Principal stressed the importance of Golden Jubilee Celebration of the college. The matter will be presented in the next college council for final decisions
Finalizing Suggestion for administrative and academic in 2021-22, other than mentioned in Action Plan	Principal informed the meeting that the necessary action will be taken for enhancement of Office efficiency and administrative reforms after consulting with the Office. On the side of academic reforms, principal stressed the importance of Moodle LMS, in the scenario of Covid-19 and proposed blended learning by UGC
Efficiency enhancement measures for NAAC data	IQAC coordinator presented suggestions for re-define the NAAC data collection methods and the members presented their views. The matter will be discussed in the next College Council and will finalize the decisions
Other relevant matters	Many members asked for one training session of Moodle LMS and principal offered all the helps in this regard. The matter also will be discussed in the next council.

The meeting came to an end by 12.15 PM

Sulaiman MK

IQAC Coordinator

IQAC GOVT. COLLEGE MALAPPURAM
ACTION TAKEN REPORT 2020-21

ACTION PLAN 2020-21	ACTION TAKEN
1. **Activation of a G-suit Account:** As google is providing free Gsuit account for approved institutions with many extra features (which otherwise need to paid a big amount), G-suit account is essential for the college and the meeting entrust the website admin for the necessary steps.	G-Suit account was created and the college is enjoying the facilities provided by it
2. **Academic Calendar:** Preparation of an academic calendar containing all important events and activities	A committee for the same was formed under the leadership of Lt. Jafar T. H. Even though, a draft was prepared, could not finish it due to inconsistency in exam and other dates. The committee reported that they are trying to prepare the same for 2021-22 well in advance. The revised academic calendar for 2020-21 has been published by Calicut University only few days back.
3. **Teacher's Diary:** Preparation and submission of teacher's diary, as the classes are expected to be conducted online	Teachers daily report on classes and various activities were uploaded online until December 2020. From January 2021 onwards, the relevant data are to be entered by teachers before the Self Appraisal Submission.
4. **Moodle Installation and Upgradation of Website:** Plan to make the website more faster and Moodle installed after buying the enough space	Open source LMS platform, Moodle was installed with unlimited space. The college website also upgraded with unlimited space, SSL security and a novel theme. The scheme is valid for 3 years and the fund was met from PTA
5. **Library Automation:** Library is still working in old fashion. Library automation is an essential for keeping and providing better service to students and staff. For automation, either hired professionals on payment or interns from MLIS on volunteer effort. Also, books procured under library head, but keeping in department libraries may be shifted to main library.	Complete automation of Library could not achieve due to lack of fund and volunteers. However more books were added to the Koha Software during the time.

6. **IQAC Data Repository:** Already started the implementation. In phase 2, more elements can be added. For OD approval regarding FDP programs, a statement **'Details have uploaded to IQAC Data Repository'** may be insisted.	IQAC Data repository is working well using the college website. All important events, achievements of students, papers published and FDP attended are collecting through the website links. The process needs to be more decentralized and needs to add more categories.
7. **Seminar Intellectual Property Right:** UGC and NAAC insist to conduct the program to make awareness among faculties and others on Intellectual property rights. Remuneration may be granted from any available source	Could not achieve. But as per NAAC purpose, as the academic year can be extended to few months this year, Commerce or Economics department can conduct it in June or July
8. **Moodle workshop:** After installing Moodle on the website, a Moodle training workshop may be conducted. Remuneration may be granted from any available source	A training session on 'Effective Online Class using Moodle' was also conducted on 24/03/2021. Almost all faculties attended. And later during vacation, IQAC coordinator conducted a Phase-II online worksop for clearing the problems and issues in this regard
9. **Online Feedback System:** Proper feedback system is an essential for planning strategy and quality measures, which were already collecting as hard copies and hence a lot of manpower is required for data collection and analysis. Hence an online system is required and proposed to implement from this year onwards.	Online feedback system has implemented using the college website. Students feedback, teachers feedback, parents feedback etc. are conducted using it. The report of the same is available on the website
10. **Activation of Club Activities:** There are different Clubs/Cells working in the college. The reconstitution and activation of the same is essential	Various committees and clubs were reconstituted and review of the same was conducted by the principal
11. **Academic and Administrative Audit (AAA):** IQAC plans to conduct Academic and Administrative Audit (AAA) at the end of the academic year	It was planned on last week of March. But due election contingency, it could not achieve.
12. **Speed up the Construction of PG block and Ladies Hostel**	Construction of PG block was completed and was inaugurated in February 2021. And Ladies hostel work is very near to completion.
13. **Webinars and Online Workshops:** Conduct maximum number of webinars and workshops through online	Many departments conducted webinars and workshops in online mode. Few more programme can be conducted in June and July, which can be added to 2020-21, as per NAAC criteria for this year.