

GOVT COLLEGE, AMBALAPUZHA

INTERNAL QUALITY ASSURANCE CELL

Minutes of the combined meeting of IQAC and Club/ Social Service / Extension activity cell coordinators held at Principal Chamber on 22.08.2023.

Members Present

1. Dr Mothi George, Principal- In - Charge
2. Manju G, Coordinator IQAC
3. Dr. Rajeevkumar A D, Member , IQAC
4. Usha K C, Member,IQAC
5. Antony C F ,Member,IQAC
6. Dr. Jithendran S, Member,IQAC
7. Syamkishor K S, Member,IQAC
8. Dr. Reshmi Krishnan, Member,IQAC
9. Sheena S, Member,IQAC, Wemen cell Convenor, Flim Club Convenor
- 10.Dr. Unnikrishnan G, Convenor, Environment CLub
- 11.Madhulal P R, Convenor , Literary Club
- 12.Iswarya M, Covenor, Debate Club

The meeting was chaired by Dr. Mothi George, Principal-In-Charge of the college. After the detailed discussions IQAC arrived at the following decisions.

1. Decided to issue the following guidelines to the various clubs/ Cell coordinators.
 1. All the clubs/ Social Service/Extension activity cell coordinators should submit the proposal of the activities for the academic year 2023-24 with tentative dates on or before 20th September 2023.



2. The Brochure of the programme should be made available at least 3 days prior to the programme.
3. The cell coordinator should submit the hard copy and soft copy of the annual report along with brochure, geo tagged photos to IQAC and General Coordinator.
4. The annual report should have a cover page, should contain the date, venue details and feedback of participants. Also affix the brochure and geo tagged photos in the report.
5. The soft copy of the report of each programme along with brochure and geo tagged photos should be forwarded to Web site Admin after each programme .

2. IQAC entrusted Dr. Rajeev Kumar A D, Dr. Jithendran S (IQAC Members) to conduct Induction Programmes for the First year UG and PG students in the month of September 2023

3. IQAC entrusted Dr. Rajeev Kumar A D, Dr. Jithendran S (IQAC Members) to conduct a Quality Enhancement Programmes for faculties on or before December 2023.

4. IQAC entrusted Dr. Rajeev Kumar A D, Dr. Jithendran S (IQAC Members) to conduct Career guidance and soft skill development programmes for the Final year UG and PG students before February 2024

5. IQAC entrusted Manju G, IQAC Coordinator to prepare college diary and academic calendar for the academic year 2023-24

6. IQAC entrusted Manju G, IQAC Coordinator to prepare feedback analysis report of Students of 2nd (2022 Admn) and 4th (2021 Admn) semester UG and 2nd (2022 Admn) and 4th (2021 Admn) semester PG.

7. IQAC entrusted Syam Kishor K S, Usha K C, Antony C F. (IQAC Members) to prepare the format for result analysis on or before 18th September 2023 and circulate the same among the various departments of the college. IQAC also entrusted the team to submit the Result Analysis Report of the results published during the



academic year 2023-24.

8. IQAC entrusted Syam Kishor K S, Usha K C, Antony C F. (IQAC Members) to prepare database of faculties(2023-24) by the month of February 2024.

9. Decided to collect feedback online from Parents, Alumni & Faculties .

10. IQAC entrusted Dr. Reshmi Krishnan , Sheena S (IQAC Members) to prepare the separate questionnaires to collect feedback from Parents, Alumni & Faculties on or before 18th September 2023 and prepare and submit feedback analysis Report by the Month of February 2024.



Reshmi Krishnan
PRINCIPAL
GOVT. COLLEGE, AMBALAPUZHA
ALAPPUZHA - 688561