



DEVASWOM BOARD COLLEGE

(NAAC ACCREDITED "B+" GRADE WITH 2.60 CGPA)

THALAYOLAPARAMBU P.O., Kottayam

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AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM

Minutes of IQAC meetings 2022-2023

IQAC meeting held on 06/06/2022 at 3 PM Venue :

NAAC Room

Agenda:

1. Review and approval of minutes of previous meeting.
2. Preparation and uploading of academic calendar for the academic year 2022-23
3. Review of progress of the construction of Instrumentation Facility Centre under RUSA scheme
4. Review on the progress of the request for Smart classrooms submitted under the MLA fund
5. Progress of renovation work
6. Feedback from different stake holders and conduct of SSS
7. Review of qualitative and quantitative matrices in SSR
8. MEDHA webinar series.
9. Action plan 2022-23

Members Present

- | | |
|-------------------------|-----|
| 1. Dr. Deepa C S | Sd/ |
| 2. Dr. Lajna P Vijayan | Sd/ |
| 3. Dr. Nisha A | Sd/ |
| 4. Mr. Asish Martin Tom | Sd/ |
| 5. Mr. Vijayakumar M | Sd/ |
| 6. Smt. Saritha K M | Sd/ |
| 7. Dr Sumesh N | Sd/ |
| 8. Sri Anilkumar G | Sd/ |
| 9. Dr. R Anitha | Sd/ |

Meeting discussed the matters in agenda and following decisions were taken

Decisions:

1. The minutes of previous meeting was reviewed and approved
2. Decided to prepare and upload the academic calendar of the college by first week of July. The collection of action plan from various departments and the compilation of Academic calendar was entrusted to Dr. Sumesh N, Assistant Professor, Department of Political Science
3. Principal updated about the progress in the construction and renovation work under the RUSA



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- scheme.
4. Principal informed that the request for four smart class rooms under the MLA fund will be sanctioned by July/August 2022.
 5. Principal informed that the request for the renovation works will be sanctioned by the management by August/September 2022
 6. Decided to conduct online meeting with criteria team members to discuss the qualitative and quantitative matrices in AQAR and SSR.
 7. SSS data to be collected by criteria II committee to be reviewed by IQAC
 8. Departments to conduct the Medha webinar series by June 30, 2022
 9. It was decided to collect and review the action plan of various departments and clubs.

IQAC meeting held on 05/08/2022 at 3.00PM

Agenda :

1. Approval of minutes of previous meeting
2. Request to NAAC for extending the timeline for submission of SSR
3. Review of progress of AQAR 2020-21 and data collection for AQAR 2021-22
4. Review of CO's, PO's and PSO's
5. Conduct of CIE
6. Conduct of capacity building programmes for teaching staff
7. Conduct of cultural and sports activities.
8. Any other matters

Members Present

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|-------------------------|-----|
| 1. Dr. Deepa C S | Sd/ |
| 2. Dr. Lajna P Vijayan | Sd/ |
| 3. Dr. Nisha A | Sd/ |
| 4. Mr. Asish Martin Tom | Sd/ |
| 5. Mr. Vijayakumar M | Sd/ |
| 6. Smt. Saritha K M | Sd/ |
| 7. Dr Sumesh N | Sd/ |
| 8. Sri Anilkumar G | Sd/ |
| 9. Dr. R Anitha | Sd/ |

Discussed AQAR and other matters in detail during the online meeting (g meet) and following decisions were taken

Decisions:

1. Minutes of the previous meeting held on 06/06/2022 was read and approved by the members
2. It was decided to submit a request to NAAC to extent the timeline for the submission of SSR
3. Meeting reviewed the progress in the preparation AQAR 2020-21 and data collection for AQAR 2021-22. The data collected for AQAR 2020-21 through departmental quality assurance system were analysed by the criteria committees. It was decided to conduct online meetings with the criteria coordinators and members to review the data compilation.
4. Decision was taken that the criteria committees take necessary steps to collect and analyse the data for the qualitative and quantitative matrices and ensure that the IIQA be submitted by August 2023.



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5. The HoD and faculties need to analyse the CO's, PO's and PSO's of the courses and programmes and incorporate the required modification in learning outcomes, course outcomes, program outcomes and program specific outcomes etc.
6. The departments are to adhere to the academic calendar and conduct continuous evaluation through assignments, seminars, quizzes, short test and two internals.
7. It was decided to conduct a class on Pay particulars for the teaching faculty during the month of October 2022.
8. Decided to conduct the cultural and sports activities of the institute under the guidance of Union advisor, student advisor and Physical Education faculty.

IQAC meeting held on 11 /10/2022 at 2.30 PM

Venue : NAAC Room

Agenda :

1. Approval of minutes of previous meeting
2. Conduct of induction programme
3. Grievance Redressal mechanism, Anti ragging cell
4. Solid waste management
5. Biogas plant
6. Result and progression of students
7. Progress of implementation of action plan 2022-23
8. Conduct of 'SUKRUTHAM'- First aid training for students.
9. Any other matters

Members Present

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|-------------------------|-----|
| 1. Dr. Deepa C S | Sd/ |
| 2. Dr. Lajna P Vijayan | Sd/ |
| 3. Dr. Nisha A | Sd/ |
| 4. Mr. Asish Martin Tom | Sd/ |
| 5. Mr. Vijayakumar M | Sd/ |
| 6. Smt. Saritha K M | Sd/ |
| 7. Dr Sumesh N | Sd/ |
| 8. Sri Anilkumar G | Sd/ |
| 9. Dr. R Anitha | Sd/ |

According to the discussion and the evaluation the following decisions were taken

Decisions:

1. IQAC coordinator presented the minutes of the previous meeting and the same was approved
2. Decided that IQAC will coordinate the induction program and would present an overview about the facilities offered by the college in academic, co-curricular and extracurricular aspects. It was decided that the each HoD should brief about the course and career opportunities offered through the programme.
3. Students and parents to be briefed about the grievance redressal mechanism and anti ragging activities existing in the college.



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4. Faculties to discuss about learning outcomes, course outcomes, program outcomes and program specific outcomes etc in UG and PG classes.
5. NAAC committee was entrusted to take necessary arrangements for the purchase of solid waste incinerator and bio gas plant.
6. Departments were instructed to provide study materials and remedial classes for slow learners.
7. Faculties to facilitate students by conducting revision classes, question paper discussions based on the question banks prepared at the end of each semester.
9. The departments to detail the significance of OBE in the first year UG and PG classes. Faculties to adhere on student centric methods for teaching as per OBE and evaluate on the final attainment of the outcomes
8. Decision was taken to conduct 'SUKRUTHAM'- First aid training for students in the month of December 2022
9. Departments, placement cell and IQAC should conduct webinars and soft skill training programs for students.
10. The departments were instructed to conduct curricular and co-curricular activities as per the action plan submitted to IQAC during the month of June 2022

IQAC meeting held on 15/12/2022 at 3.00PM

Venue : NAAC Room

Agenda :


1. Approval of minutes of previous meeting
2. Incubation and innovation centre
3. Any other matters

Members Present

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|-------------------------|-----|
| 1. Dr. Deepa C S | Sd/ |
| 2. Dr. Lajna P Vijayan | Sd/ |
| 3. Dr. Nisha A | Sd/ |
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| 5. Mr. Vijayakumar M | Sd/ |
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| 7. Dr Sumesh N | Sd/ |
| 8. Sri Anilkumar G | Sd/ |
| 9. Dr. R Anitha | Sd/ |

1. The minutes of the meeting were read out with a formal discussion and approval of the minutes by the IQAC members.
2. The Principal congratulated the IQAC coordinator and Dr Rajith T R for the successful conduct of 'SUKRUTHAM'- First aid training for students in association with Institute of Emergency Medical Service Kottayam from 7-9th December 2022.
3. As per the discussions, it was decided to establish an Innovation and Entrepreneurship Development Centre (IEDC) under Kerala Start-Up Mission in the institute. The objectives of this initiative are to create a vibrant local innovation ecosystem, Start-up supporting Mechanism for innovative ideas and Pre-incubation of Ideas etc.
4. It was decided that EDC members will work jointly with the IEDC members to ensure the establishment of the centre. Dr Remalakshmy Poduval was entrusted with the Coordinator post with Dr Aswathy R, Dr Jicy, Mr Unnikrishnan V, Dr Jayasree S K as members.
5. It was also decided that an MoU be signed with the BIIC of Mahatma Gandhi University




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- in January 2023 during the Eunoia fest held at Kottayam.
- Principal informed that the arts festival will be organized during the third week of January 2023

IQAC meeting held on 25/02/2023 at 3.00PM

Agenda :

1. Approval of minutes of previous meeting
2. Data compilation 2021-22 AQAR
3. Internal Annual Academic Audit
4. Annual report of 2022-23
5. Action plan of 2023-24
6. Meeting of criteria team members
7. Any other matters

Members Present

- | | |
|-------------------------|-----|
| 1. Dr. Deepa C S | Sd/ |
| 2. Dr. Lajna P Vijayan | Sd/ |
| 3. Dr. Nisha A | Sd/ |
| 4. Mr. Asish Martin Tom | Sd/ |
| 5. Mr. Vijayakumar M | Sd/ |
| 6. Smt. Saritha K M | Sd/ |
| 7. Dr Sumesh N | Sd/ |
| 8. Sri Anilkumar G | Sd/ |
| 9. Dr. R Anitha | Sd/ |

The online meeting held via g-meet discussed the matters in the agenda and the following decisions were taken

Decisions:

1. Minutes of the previous meeting were read and approved.
2. Sports week will be organized during the second week of March
3. Decided to conduct of internal AAA on 25/03/2022
4. Annual academic presentation will be conducted on last week of March 2023
5. Decided to collect to annual report of 2022-23 and action plan of 2023-24 from departments and clubs during the last week of May.
6. It is decided that the submission of AQAR for AY 2020-21 and 2021-22 to be tentatively completed by July 2023.
7. Decided to conduct review meeting of criteria team members via online mode.

31/05/2023



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INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT (2022-23)

IQAC initiated quality assuring activities for various stakeholders with the aid of departments /clubs.

1. MEDHA webinar series by departments were organized during June 2022.
2. Induction program for first year UG students was conducted in offline mode.
3. Anti Ragging awareness was given to the students during the induction programme
4. A session on drug awareness was conducted during the induction programme
5. UG departments conducted value added course
6. Lt. Dr. Hari Narayanan G trained I PG and II UG students from Chemistry on how to use MOODLE LMS
7. Departments conducted bridge course for I UG classes
8. IQAC organized a class on pay fixation and service matters for teaching faculty on eighteenth October 2022
9. A MoU was signed with Institute of Emergency Medical Service Kottayam for the conduct of SUKRUTHAM training in first aid
10. Institute distinctive program 'SUKRUTHAM'- First aid training for students was successfully completed in association with Institute of Emergency Medical Service Kottayam from 7-9th December 2022.
11. IQAC D B College organized regular online and offline meetings to review the Annual quality assurance reports and SSR data compilation
12. UGC-NSDC end semester examination for diploma courses in Yoga and Logistics under UGC-NSDC schemes were conducted and course certificates issued.
13. An MoU be signed with the BIIC (Business Innovation and Incubation Centre) of Mahatma Gandhi University in January 2023 during the Eunoia fest held at Kottayam.
14. Placement Cell and IQAC in association with Kerala Knowledge Economy Mission & ASAP organized work Readiness Program – Training on Soft Skills from 13th - 15th February 2023
15. Conducted annual academic presentations and Annual academic audit
16. An MoU was signed with Vaikom Management Association during April 2023 for the conduct of soft skill training programmes



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17. Placement cell, D B college in association with Vaikom Management Association & ICM Computers organized an Employability Skill development programme on eleventh May 2023
18. Actively associated with RUSA Committees in implementing and executing the construction and renovation works.
19. Established four smart class room in the campus under the MLA fund allotted by Smt C K Asha representing the Vaikom Assembly Constituency
20. Bio gas plant and solid waste incinerator was installed.
21. An MoU was signed with St Peter's College Kolenchery during November 2022 for academic collaboration : which includes student exchange, faculty exchange, joint organization of conferences, workshops etc
22. Arts week was organized during 17th to 19th January.
23. SSS on teaching-learning and infrastructure facilities of the college was conducted for students.
24. Feedback committee collected student feedback on teachers, alumni feedback and teachers feedback.

31/05/2023



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Principal

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