

NSS COLLEGE, PANDALAM

Pathanamthitta

Kerala

www.nsscollegepandalam.ac.in



Internal Quality Assurance Cell



Minutes

2023-2024

NOTICE

A meeting of the IQAC of our college will be held on June 2 (Friday), 2023, at 2:00 PM, in the conference hall. All are requested to kindly make it convenient to attend the same.

Dr. Jyolsna S.
Coordinator, IQAC

Prof. (Dr). K.G. Padmakumaran Nair
Principal-in-Charge

Agenda.

1. Preparation of Academic Calendar (2022-23).
2. Collection of Data for AQAR 2022-23
3. E-learning resource access via QR code in the library
4. Environment Day Celebration
5. Yoga Day celebration
6. PG Dissertation Presentation
7. Honouring the rank holders
8. Bridge course for I-year UG students
9. Orientation Programme on open course for Semester V- UG students
10. Action plan preparation of Electoral Literacy Club
11. Seminar on Research Methodology & IPR

Members

Dr. Sreekala B.

Dr. Ranjith Krishnan K.R.

Dr. Rekhasree K.R.

Dr. Saravana Kumar S.

Dr. Chithra V.

Dr Santhoshkumar R.

Dr Remyakrishnan R.

Dr. Sreenath K.

Pandalam

01/06/023

Minutes of the Meeting

Members Present

1. Prof. (Dr). K.G. Padmakumaran Nair, Principal-in-Charge
2. Dr. Jyolsna S., Coordinator, IQAC
3. Dr. Sreekala B., Assistant Professor, Department of English (Member, IQAC)
4. Dr. Ranjith Krishnan K.R. Assistant Professor, Department of English (Member, IQAC)
5. Dr. Rekhasree K.R. Assistant Professor, Department of Sociology, (Member, IQAC)
6. Dr. Saravana Kumar S. Assistant Professor, Department of Physics (Member, IQAC)
7. Dr. Chithra V. Assistant Professor, Department of Biochemistry (Member, IQAC)
8. Dr Santhoshkumar R., Assistant Professor, Department of Botany, (Member, IQAC)
9. Dr Remyakrishnan R. Assistant Professor, Department of Economics (Member, IQAC)
10. Dr. Sreenath K. Assistant Professor, Department of Chemistry (Member, IQAC)

The IQAC meeting commenced at 2:00 PM in the Conference Hall, chaired by Prof. (Dr). K.G. Padmakumaran Nair. The session began with a silent prayer, followed by a welcome address by Dr. Jyolsna S., the IQAC Coordinator. The Action Taken Report presented by the IQAC Coordinator was reviewed and approved by the Committee. Discussions on the agenda items were as follows:

1. Preparation of Academic Calendar (2022-23):

Discussion: The importance of having a well-structured academic calendar for the upcoming year was discussed. It was emphasised that the calendar should include all important academic activities, examination schedules, holidays, and events to ensure the smooth functioning of the academic year. The committee decided to direct all Heads of Departments (HODs) to prepare their action plans to be included in the academic calendar. This will ensure that departmental activities are aligned with the overall schedule of the college.

Decision: The committee decided to instruct the Heads of Departments to submit the Action Plan for 2023-24 before June 15, 2023. The committee also decided to finalise the academic calendar for 2023-24 based on the university's academic calendar and the action plans

submitted by the departments. It was agreed to distribute the finalised calendar to all departments and make it available on the college website for easy access by students and faculty.

2. Collection of Data for AQAR 2022-23:

Discussion: The IQAC Coordinator emphasised the urgency of commencing data collection for the preparation of AQAR 2022-23, considering the submission deadline in December 2023. The timely initiation of data collection from the departments is crucial at this stage.

Decision: It was decided to instruct the Heads of Departments (HODs) to appoint department-level criteria holders to facilitate smooth and efficient data collection for the AQAR.

3. E-learning resource access via QR code in the library

Discussion: Proposed the display of QR codes in the college digital library to facilitate access to e-learning resources for students and faculty.

Decision: The meeting decided to display QR codes in the college library, providing students and faculty with easy access to e-learning resources, effective immediately.

4. Environment Day Celebration

Discussion: Emphasised the importance of celebrating Environment Day to raise awareness about environmental protection and sustainability.

Decision: Agreed to organise a series of activities including tree planting, a competition based on this year's Environment Day theme, and guest lectures on environmental issues.

5. Yoga Day Celebration:

Discussion: Recognised the benefits of Yoga Day in promoting physical and mental well-being.

Decision: Planned to organise a Yoga session for students and staff, inviting a certified Yoga instructor to lead the activities.

6. PG Dissertation Presentation

Discussion: The importance of providing a platform for postgraduate students to present their dissertations was discussed. This initiative aims to showcase students' research work, encourage academic discourse, and provide valuable feedback from peers and faculty.

Decision: It was decided to schedule the PG dissertation presentations for 16.08.2023 and 17.08.2023. The program will be organised jointly by the PG Forum and the Research Forum to ensure a smooth and effective presentation process.

7. Bridge Course for I Year UG Students:

Discussion: Aimed at helping first-year undergraduate students transition smoothly into college academics.

Decision: It was decided to direct all Heads of Departments to organise bridge courses for their first-year undergraduate students.

8. Orientation Programme on Open Course for Semester 5 UG Students:

Discussion: Recognized the need for guiding fifth-semester UG students in selecting open courses.

Decision: It was agreed to conduct an orientation program detailing the available open courses and their benefits. Each department will prepare a presentation of their course and submit it to the IQAC. The IQAC will then upload these presentations to its YouTube channel and provide the links to the students.

9. Electoral Literacy Club:

Discussion: The committee discussed the need to incorporate more activities into the action plan of the Electoral Literacy Club, given the upcoming parliament election this year. The importance of engaging students in democratic processes and voter education was emphasised.

Decision: It was decided to enhance the action plan of the Electoral Literacy Club by including more activities related to voter education and democratic participation. The club will organise various events and initiatives to educate and encourage students and the public to participate actively in the electoral process.

10. Seminar on Research Methodology & IPR:

Discussion: Emphasized the importance of conducting seminars on research methodology and intellectual property rights (IPR) to enhance research capabilities and awareness among students and faculty. The committee recognised the success of previous seminars and the need to continue these activities.

Decision: It was decided to include seminars on research methodology and intellectual property rights (IPR) in this year's activities. These seminars will be organised to enhance further research skills and awareness of IPR among the college community.

The meeting concluded at 4.00 pm

Dr. Jyolsna S.
Coordinator, IQAC

Prof. (Dr). K.G. Padmakumaran Nair
Principal-in-Charge

NOTICE

A meeting of the IQAC of our college will be held on September 4 (Monday), 2023, at 2:00 PM, in the conference hall. All are requested to make it convenient to attend the same kindly.

Dr. Jyolsna S.
Coordinator, IQAC

Prof. (Dr). K.G. Padmakumaran Nair
Principal-in-Charge

Agenda.

1. Digitalization of University Question Papers and Distribution of QR Codes to Students
2. Purchase of New ERP Software
3. Student Induction Programme
4. Organization of Merit Day
5. Peer Teaching Initiatives
6. Celebration of World Space Week
7. Constitution Day Celebrations

Members

Dr. Sreekala B.

Dr. Ranjith Krishnan K.R.

Dr. Rekhasree K.R.

Dr. Saravana Kumar S.

Dr. Chithra V.

Dr Santhoshkumar R.

Dr Remyakrishnan R.

Dr. Sreenath K.

Pandalam

01/09/2023

Minutes of the Meeting

Members Present

1. Prof. (Dr). K.G. Padmakumaran Nair, Principal-in-Charge
2. Dr. Jyolsna S., Coordinator, IQAC
3. Dr. Sreekala B., Assistant Professor, Department of English (Member, IQAC)
4. Dr. Ranjith Krishnan K.R. Assistant Professor, Department of English (Member, IQAC)
5. Dr. Rekhasree K.R. Assistant Professor, Department of Sociology, (Member, IQAC)
6. Dr. Saravana Kumar S. Assistant Professor, Department of Physics (Member, IQAC)
7. Dr. Chithra V. Assistant Professor, Department of Biochemistry (Member, IQAC)
8. Dr Santhoshkumar R., Assistant Professor, Department of Botany, (Member, IQAC)
9. Dr Remyakrishnan R. Assistant Professor, Department of Economics (Member, IQAC)
10. Dr. Sreenath K. Assistant Professor, Department of Chemistry (Member, IQAC)

The IQAC meeting began at 2:00 PM in the Conference Hall, chaired by Prof. (Dr.) K.G. Padmakumaran Nair. The session opened with a silent prayer, followed by a welcome address from Dr. Jyolsna S., the IQAC Coordinator. The Action Taken Report presented by the IQAC Coordinator was reviewed and approved by the Committee. Discussions on the agenda items proceeded as follows:

1. Digitalisation of University Question Papers and Distribution of QR Codes to Students

- **Discussion:** The committee discussed the importance of providing students with easy access to past university question papers. It was noted that digitalising these papers and distributing QR codes would be an effective solution.
- **Decision:** It was decided to proceed with the digitalisation of university question papers and distribute QR codes to students for easy access. This project will commence immediately.

2. Purchase of New ERP Software

- **Discussion:** The need for new ERP software to enhance administrative efficiency and data management was emphasised. It was noted that implementing such software could also improve student engagement in classes by facilitating better attendance tracking.
- **Decision:** The committee agreed to proceed with the purchase of new ERP software. A sub-committee was formed to evaluate and recommend suitable options.

3. Student Induction Programme

- **Discussion:** The importance of organising a Student Induction Programme (SIP) for first-year undergraduate students was discussed. The programme aims to facilitate a smooth transition for new students and introduce them to college life.
- **Decision:** It was decided to organise the SIP in October, after the completion of the university admission process. A distinguished and inspirational speaker will be invited to inaugurate the function. The programme will also include two expert-led sessions: one on youth and drug abuse, and another on road safety and the responsibilities of youth

4. Organisation of Merit Day:

- **Discussion:** Discussed the importance of recognising and motivating top-performing students.
- **Decision:** The decision was made to instruct the PTA committee to organise an event to honour the rank holders, winners of university arts and sports events, and achievers from NCC and NSS. Their academic and extracurricular achievements will be recognised with certificates and mementoes.

5. Peer Teaching Initiatives

- **Discussion:** The committee discussed the continuation of the annual Peer Teaching Initiatives, emphasising the benefits of peer-led learning and mentoring.
- **Decision:** It was decided to organise the Peer Teaching Initiatives for this year, building on the success of previous years. The programme will continue to foster collaborative learning and enhance the academic experience for students

6. Celebration of World Space Week

- **Discussion:** The committee discussed the importance of celebrating World Space Week to inspire students and raise awareness about space science and technology.
- **Decision:** It was decided to entrust the Physics Department with organising events, including guest lectures, exhibitions, and competitions, during World Space Week in October.

6. Constitution Day Celebrations

- **Discussion:** The significance of Constitution Day in promoting constitutional awareness and values among students was discussed.
- **Decision:** The committee agreed to organise various activities to celebrate Constitution Day, including seminars, debates, and quizzes to enhance students' understanding of the Constitution. The responsibility for organising the event was entrusted to the Department of Political Science.

The meeting concluded at 4:00 PM

NOTICE

A meeting of the IQAC of our college will be held on December 4, 2023 (Monday), at 2:45 PM, in the conference hall. All are requested to make it convenient to attend the same kindly.

Dr. Jyolsna S.
Coordinator, IQAC

Prof. (Dr). K.G. Padmakumaran Nair
Principal-in-Charge

Agenda.

1. Faculty Development Program (FDP) on ERP
2. Training Session on NIRF Ranking
3. Five-Day FDP on Modern Teaching Tools
4. Job Drive by the Career Guidance and Placement Cell
5. Skill Enhancement Program for Advanced Learners.
6. Establishment of Standard Club
7. Orientation and Sensitization Program for Divyangjan
8. College Youth Festival
9. National Science Day Celebration

Members

Dr. Jyolsna S.

Dr. Sreekala B.

Dr. Ranjith Krishnan K.R.

Dr. Rekhasree K.R.

Dr. Saravana Kumar S.

Dr. Chithra V.

Dr Santhoshkumar R.

Dr Remyakrishnan R.

Dr. Sreenath K.

Pandalam

01/12/2023

Minutes of the Meeting

Members Present

1. Prof. (Dr). K.G. Padmakumaran Nair, Principal-in-Charge
2. Dr. Jyolsna S., Coordinator, IQAC
3. Dr. Sreekala B., Assistant Professor, Department of English (Member, IQAC)
4. Dr. Ranjith Krishnan K.R. Assistant Professor, Department of English (Member, IQAC)
5. Dr. Rekhasree K.R. Assistant Professor, Department of Sociology, (Member, IQAC)
6. Dr. Saravana Kumar S. Assistant Professor, Department of Physics (Member, IQAC)
7. Dr. Chithra V. Assistant Professor, Department of Biochemistry (Member, IQAC)
8. Dr Santhoshkumar R., Assistant Professor, Department of Botany, (Member, IQAC)
9. Dr Remyakrishnan R. Assistant Professor, Department of Economics (Member, IQAC)
10. Dr. Sreenath K. Assistant Professor, Department of Chemistry (Member, IQAC)

The IQAC meeting started at 2:45 PM in the Conference Hall, with Prof. (Dr) K.G. Padmakumaran Nair presiding. The session began with a silent prayer, followed by a welcome address by Dr Jyolsna S., the IQAC Coordinator. The Action Taken Report presented by the IQAC Coordinator was reviewed and approved by the Committee. The discussions on the agenda items were as follows:

1. Faculty Development Programme on ERP Software

- **Discussion:** The committee discussed the need for comprehensive training on the new ERP software to ensure smooth implementation and effective utilisation by both faculty and non-teaching staff. It was emphasised that both online and offline training sessions should be conducted.
- **Decision:** The committee decided to schedule an initial online training session, followed by an offline session aimed at providing hands-on training for faculty and non-teaching staff to ensure a comprehensive understanding and effective use of the ERP software. The ERP software committee was entrusted with the organisation of these training programs.

2. Training Session on NIRF Ranking

- **Discussion:** The importance of timely and accurate submission of NIRF data was highlighted, with the submission deadline in January. To ensure the quality of the data submitted, the committee discussed the need for a training session on NIRF data submission procedures.
- **Decision:** It was decided to approach the IQAC of the University of Kerala to conduct a training session on NIRF data submission in December. This training session aims to equip the faculty with the necessary skills and knowledge to complete the submission process effectively.

3. Five-Day FDP on Modern Teaching Tools

- **Discussion:** The committee discussed the necessity of equipping faculty with modern teaching tools, particularly in the context of the National Education Policy (NEP). The aim is to enhance teaching effectiveness and adapt to new educational paradigms.
- **Decision:** It was decided to organize a Five-Day Faculty Development Programme (FDP) on Modern Teaching Tools. The Human Resource Development Centre (HRDC) of our college is entrusted with the conduct of this programme. The FDP is scheduled for February and aims to provide faculty with the skills and knowledge required to integrate modern teaching tools into their pedagogy.

4. Job Drive by the Career Guidance and Placement Cell

- **Discussion:** The committee discussed the proposal from the District Kudumbasree Mission to conduct a job fair on campus. This program, organised by the central and state governments as part of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDUGKY), aims to provide employment opportunities to students. The proposal was well-received, recognising its potential to benefit our students significantly.
- **Decision:** It was decided to approve the organisation of the job fair in February. The Career Guidance and Placement Cell will coordinate the event, working closely with the District Kudumbasree Mission to ensure its successful execution.

1. Skill Enhancement Program for Advanced Learners.

- **Discussion:** The committee deliberated on launching a communication skills program tailored for advanced learners, to be overseen by the college's HRD Cell. This initiative aims to enhance proficiency in English, Malayalam, and Hindi, providing targeted training to refine language skills.

- **Decision:** It was decided to initiate the "Skills for Communication" program, facilitated by the HRD Cell, aimed at improving communication abilities in these languages for advanced learners, benefiting their academic and professional development.

2. Establishment of Standard Club

- **Discussion:** The committee discussed the directive from the University of Kerala to establish Standard Clubs in colleges and nominate a teaching faculty member as a coordinator. The initiative, led by the Bureau of Indian Standards (BIS), aims to involve teachers and students in learning opportunities related to quality and standardisation through various activities. BIS officials will conduct a two-day training program for mentors of Standard Clubs to equip them with the necessary skills and knowledge to effectively run the clubs. This initiative is seen as a valuable opportunity to enhance students' understanding of standards and quality practices, contributing to their overall educational experience.
- **Decision:** It was decided to establish a Standard Club in the college, following the directive from the University of Kerala. Sri Hareesh P.S. from the Department of Physics was nominated as the coordinator of the Standard Club. The club will engage in various activities to promote learning in the field of quality and standardisation. The coordinator will attend the two-day training program conducted by BIS officials to ensure the effective functioning of the club. The establishment of the Standard Club is expected to provide significant learning opportunities for students in the field of quality and standardisation.

3. Orientation and Sensitization Program for Divyangjan

- **Discussion:** The committee discussed the proposal from the Social Justice Department to organise an orientation and sensitisation program for Divyangjans (persons with disabilities). The program aims to include an awareness session on the laws related to their rights, specifically referencing laws from 2016. This session is designed to educate Divyangjans about their legal rights and protections.
- **Decision:** It was decided to conduct the orientation and sensitisation program for Divyangjans in February. The program, organised by 'The Naturals', the cell dedicated

to Divyangjans, in collaboration with the Social Justice Department, will include an awareness session on laws related to their rights, the Disability Rights Act 2016. This initiative aims to enhance awareness and support for Divyangjans within the college community.

4. National Science Day Celebration

- **Discussion:** The committee deliberated on the organization of activities to celebrate National Science Day. It was emphasized that the Science Department will take the lead in planning and executing various programs and events to commemorate this day.
- **Decision:** It was decided that the Science Department will organize a series of programs and events to celebrate National Science Day. These activities will aim to promote scientific temper, awareness, and innovation among students and faculty. The department will coordinate with relevant stakeholders to ensure the success of these initiatives.

The meeting concluded at 4:15 PM.

NOTICE

A meeting of the IQAC of our college will be held on February 27, 2024 (Tuesday), at 2:45 PM, in the conference hall. All are requested to make it convenient to attend the same kindly.

Dr. Jyolsna S.
Coordinator, IQAC

Prof. (Dr). M.G. Sanalkumar
Principal-in-Charge

Agenda.

1. Mega Job Fair
2. Training Programme on FYUGP
3. Formation of Multilingual Discourse forum
4. Five-Day FDP on IKS
5. Two-Day National Seminar in collaboration with Bharatheeya Bhasha Samithi
6. Election Awareness programme by Electoral Literacy Club
7. INFLIBNET renewal
8. UBA registration
9. Medical Camp
10. Expansion of Vidyanidhi Scholarship Scheme
11. Allocation of PD Funds.
12. RUSA Fund Utilisation

Members

Dr. Sreekala B.
Dr. Ranjith Krishnan K.R.
Dr. Rekhasree K.R.
Dr. Saravana Kumar S.
Dr. Chithra V.
Dr Santhoshkumar R.
Dr Remyakrishnan R.
Dr. Sreenath K.

Pandalam

23/02/2024

Minutes of the Meeting held on February 27, 2024 (Tuesday)

Members Present

1. Prof. (Dr). Prof. (Dr). M.G. Sanalkumar, Principal-in-Charge
2. Dr. Jyolsna S., Coordinator, IQAC
3. Dr. Sreekala B., Assistant Professor, Department of English (Member, IQAC)
4. Dr. Ranjith Krishnan K.R. Assistant Professor, Department of English (Member, IQAC)
5. Dr. Rekhasree K.R. Assistant Professor, Department of Sociology, (Member, IQAC)
6. Dr. Saravana Kumar S. Assistant Professor, Department of Physics (Member, IQAC)
7. Dr. Chithra V. Assistant Professor, Department of Biochemistry (Member, IQAC)
8. Dr Santhoshkumar R., Assistant Professor, Department of Botany, (Member, IQAC)
9. Dr Remyakrishnan R. Assistant Professor, Department of Economics (Member, IQAC)
10. Dr. Sreenath K. Assistant Professor, Department of Chemistry (Member, IQAC)

The IQAC meeting commenced at 2:45 PM in the principal's Chamber, presided over by Prof. (Dr) M.G. Sanalkumar. The session opened with a silent prayer, followed by a welcome address from Dr Jyolsna S., the IQAC Coordinator. The Action Taken Report presented by the IQAC Coordinator was reviewed and approved by the Committee. Discussions on the agenda items proceeded as follows:

Mega Job Fair

Discussion:

The IQAC Coordinator informed the committee about the upcoming Mega Job Fair scheduled to be held on March 2, 2024. The event aims to provide students and alumni with valuable employment opportunities by bringing together a wide range of companies and organisations. The fair is expected to attract numerous employers from various industries, offering a platform for students to explore job openings, internships, and career options. The committee recognized the significance of this event in enhancing the college's reputation and strengthening its ties with the industry.

Decision:

It was decided to proceed with the organisation of the Mega Job Fair on March 2, 2024. The Career Guidance and Placement Cell was entrusted with the responsibility of coordinating the event.

Training Programme on FYUGP**Discussion:**

The IQAC Coordinator informed the committee about the upcoming Training Programme on the Four Year Undergraduate Programme (FYUGP) scheduled for March 4, 2024. The event, organised by the University of Kerala in association with the IQAC of our college, aims to provide faculty with a comprehensive understanding of the FYUGP. The programme will consist of two sessions: the first session will focus on Outcome-Based Education (OBE), and the second session will cover the Curriculum Framework and Regulations of the FYUGP. Faculty from Mar Chrysostom College, Paranthal-Adoor, will also participate in the training programme, fostering collaboration and shared learning among institutions. This training is crucial for the faculty to align with the new academic framework and regulations effectively.

Decision:

It was decided to proceed with the Training Programme on FYUGP on March 4, 2024. The committee outlined the following actions:

- **Session Planning:** Finalize the detailed schedule and content for the two sessions. Ensure that expert speakers from the University of Kerala are confirmed for the sessions on OBE and the Curriculum Framework.
- **Logistics:** Arrange the necessary logistics for the event, including the venue setup, audiovisual equipment, and refreshments for participants.
- **Faculty Participation:** Ensure maximum participation from the faculty by sending intimations. Emphasise the importance of attending the training to align with the new FYUGP regulations.
- **Inter-College Collaboration:** Coordinate with Mar Chrysostom College, Paranthal-Adoor, to ensure their faculty's participation and facilitate smooth inter-institutional collaboration.

- **Feedback Mechanism:** Implement a feedback mechanism to gather insights from participants on the effectiveness of the training and any additional support required for the implementation of the FYUGP.

Formation of Multilingual Discourse Forum

Discussion:

The committee discussed the formation of a Multilingual Discourse Forum aimed at promoting linguistic diversity and fostering cultural exchange among students and faculty. The forum will serve as a platform for discussions, debates, and presentations in multiple languages, thereby enhancing linguistic skills and cultural awareness. The initiative is expected to encourage students to engage in multilingual communication, improve their proficiency in different languages, and appreciate various cultural perspectives. The forum will be coordinated by the Language Department, with active involvement from faculty and students from different linguistic backgrounds.

Decision:

It was decided to inaugurate the Multilingual Discourse Forum on 06/03/2024. The committee outlined the following actions:

1. **Coordinator Appointment:** Dr. Anandraj G., from the Department of Sanskrit, is appointed as the Coordinator of the Forum.
2. **Inauguration Ceremony:** Plan the inauguration ceremony, inviting a distinguished guest with expertise in multilingualism and cultural studies to deliver the keynote address.
3. **Coordination:** The Language Departments, led by Dr. Anandraj G, will organise the forum's activities, including scheduling regular meetings, discussions, and events.
4. **Participation:** Encourage participation from students and faculty across all departments, promoting the use of various languages in discussions and presentations.
5. **Publicity:** Develop a publicity campaign to raise awareness about the forum, using posters, social media, and announcements to attract participants.
6. **Initial Events:** Plan and schedule initial events, such as debates, cultural exchange sessions, and language workshops, to kickstart the forum's activities.
7. **Feedback Mechanism:** Establish a feedback mechanism to gather participants' suggestions and improve the forum's activities continuously.

Five-Day FDP on IKS

Discussion:

The committee discussed the organisation of a Five-Day Faculty Development Programme (FDP) on Indian Knowledge Systems (IKS). This initiative aims to integrate traditional Indian knowledge and cultural heritage into modern educational practices. The program will provide faculty with insights into various aspects of IKS, enhancing their understanding and ability to incorporate these elements into their teaching. The Human Resource Development Cell of our college will coordinate this FDP in collaboration with the Bharat Vidya Prayojana Division of the Indira Gandhi National Centre for the Arts (IGNCA), Ministry of Culture. The collaboration is expected to bring expert speakers and comprehensive resources to the program, enriching the learning experience for the participants. The sessions will be conducted online in the evening to accommodate faculty schedules.

Decision:

It was decided to proceed with the organisation of the Five-Day FDP on IKS. The key actions are as follows:

1. **Coordinator Appointment:** HRDC is entrusted to organise the program.
2. **Collaboration:** Establish collaboration with the Bharat Vidya Prayojana Division of IGNCA, Ministry of Culture.
3. **Schedule:** The FDP will be conducted online in the evenings to accommodate faculty schedules, ensuring maximum participation.
4. **Programme Outline:** Develop a detailed program outline covering various aspects of Indian Knowledge Systems, including traditional sciences, arts, and culture, and their relevance in contemporary education.
5. **Resource Persons:** Invite expert speakers from IGNCA and other institutions specializing in IKS to conduct sessions.
6. **Publicity:** Promote the FDP through internal communication channels to encourage faculty participation.
7. **Feedback Mechanism:** Implement a feedback mechanism to evaluate the program's effectiveness and gather suggestions for future improvements.

The committee emphasised the importance of preserving and promoting Indian Knowledge Systems within the academic curriculum, recognising this FDP as a valuable opportunity for faculty development.

Two-Day National Seminar in Collaboration with Bharatheeya Bhasha Samithi

Discussion: The Multilingual Discourse Forum (MDF) proposed organising a Two-Day National Seminar in collaboration with Bharatheeya Bhasha Samithi, Ministry of Education, Government of India. The seminar will focus on "Sankaracharya and the Oneness of India," exploring Adi Shankaracharya's contributions to cultural and philosophical unity in India. The IQAC deliberated on the proposal and approved the MDF's request to proceed with organising the seminar.

Decision: The following decisions were made:

- **Forum Responsibility:** The Multilingual Discourse Forum, led by Dr. Anandraj G from the Department of Sanskrit, is tasked with organising the seminar.
- **Collaboration:** Formalise collaboration with Bharatheeya Bhasha Samithi, Ministry of Education, GoI, to ensure successful coordination.
- **Event Schedule:** Finalize the dates and schedule for the two-day seminar, ensuring optimal participation and engagement.
- **Call for Papers:** Issue a call inviting scholars to submit papers related to "Sankaracharya and the Oneness of India" for presentation during the seminar.
- **Program Development:** Develop a detailed program outline, including keynote speeches, paper presentation sessions, and panel discussions.
- **Resource Persons:** Invite renowned scholars and experts to contribute to the seminar through speeches and panel participation.
- **Logistics and Promotion:** Arrange logistical requirements and initiate promotional activities to maximise the seminar's reach and impact.

The seminar is anticipated to deepen understanding of Adi Shankaracharya's philosophical legacy and its relevance to India's cultural cohesion, bringing together academics and researchers for insightful discussions.

Election Awareness Programme by Electoral Literacy Club

Discussion: The Coordinator of the IQAC proposed conducting an election awareness programme by the Electoral Literacy Club in a tribal area in the context of the upcoming parliament election. The committee discussed the proposal. The aim is to raise awareness about the importance of exercising voting rights. It was suggested that the programme be coordinated with the NCC and the NSS to maximize outreach and impact. Additionally, the programme will be part of the Systematic Voters' Education and Electoral Participation (SVEEP) activity of the Election Commission of Kerala, ensuring collaboration with the SVEEP wing of the collectorate.

Decision: It was decided to approve the election awareness programme, with the Electoral Literacy Club, NCC, and NSS working together to coordinate the event. The club should identify a tribal settlement in the district for conducting the programme. The programme will be conducted in collaboration with the SVEEP wing of the collectorate as part of the Election Commission of Kerala's initiative. This activity aims to educate the tribal community on the importance of voting and encourage active participation in the electoral process.

INFLIBNET Renewal

Discussion: The committee discussed the importance of renewing the subscription to INFLIBNET to ensure continued access to valuable academic resources, including e-journals, e-books, and other digital content. Given the approaching renewal date, it was emphasised that timely action is necessary to avoid any disruption in access to these resources.

Decision: It was decided to take immediate steps to renew the INFLIBNET subscription. The library committee was entrusted with the task of overseeing the renewal process and ensuring that all necessary formalities and payments are completed promptly. The committee will also explore the possibility of negotiating the terms of the subscription to ensure the best value for the institution.

UBA Registration

Discussion: The committee discussed the delay in completing the registration process for the Unnat Bharat Abhiyan (UBA) program. UBA, an initiative by the Ministry of Education, aims to bring transformational change in rural development processes by leveraging knowledge institutions to help build the architecture of an Inclusive India. Recognising the importance of

timely registration to start community engagement and development programs, the committee emphasised the urgency of finishing the registration process. Identifying villages for the community program is also a critical step that needs immediate attention to ensure the prompt commencement of activities.

Decision: It was decided to instruct the UBA committee to expedite the registration process for the Unnat Bharat Abhiyan program. The committee must ensure that all necessary documentation and formalities are completed without further delay. Additionally, the UBA committee is tasked with identifying suitable villages for the community program and starting the initiatives at the earliest opportunity. This proactive approach is essential to harness the potential of UBA in contributing to rural development and community empowerment.

Medical Camp

Discussion: The committee discussed the organisation of a medical camp for the current academic year. The importance of providing health check-ups and medical advice to students and staff was highlighted. The Health Club is to coordinate the program, leveraging the expertise of the Biochemistry Department, which has an existing MOU with Mannam Ayurveda Cooperative Medical College, Pandalam. This collaboration aims to ensure a comprehensive medical camp with diverse health services. Additionally, the committee proposed organising an awareness session focused on eye health for students and faculty to promote better eye care and health practices.

Decision: It was decided to coordinate the medical camp through the Health Club, with active collaboration from the Biochemistry Department, which will liaise with Mannam Ayurveda Cooperative Medical College, Pandalam, to facilitate the camp. The medical camp is to provide various health services, including general check-ups and specialised consultations. Additionally, an awareness class on healthy eye practices will be arranged for the students and faculty, aiming to enhance knowledge and practices related to eye health. The Health Club and Biochemistry Department will work together to ensure the successful execution of the medical camp and the awareness session.

Establishment of Standard Club

Discussion: The committee discussed the directive from the University of Kerala to establish Standard Clubs in colleges and nominate a teaching faculty member as a coordinator. The initiative, led by the Bureau of Indian Standards (BIS), aims to involve teachers and students in learning opportunities related to quality and standardisation through various activities. BIS officials will conduct a two-day training program for mentors of Standard Clubs to equip them with the necessary skills and knowledge to effectively run the clubs. This initiative is seen as a valuable opportunity to enhance students' understanding of standards and quality practices, contributing to their overall educational experience.

Decision: It was decided to establish a Standard Club in the college, following the directive from the University of Kerala. Sri Hareesh P.S. from the Department of Physics was nominated as the coordinator of the Standard Club. The club will engage in various activities to promote learning in the field of quality and standardization. The coordinator will attend the two-day training program conducted by BIS officials to ensure the effective functioning of the club. The establishment of the Standard Club is expected to provide significant learning opportunities for students in the field of quality and standardization.

Expansion of Vidyanidhi Scholarship Scheme

Discussion: The Vidyanidhi Scholarship, a student support scheme of the college recognised as a best practice, traditionally awarded scholarships to meritorious students from low-income backgrounds. This year, the IQAC Coordinator highlighted the need to expand the reach of this scheme to benefit more students. Previously, only one meritorious student from the final year of UG and PG classes received the scholarship. It was proposed to increase the number of beneficiaries to include one male and one female student from the first, second, and third-year UG classes, as well as the first and second-year PG classes. This expansion aims to support a wider pool of deserving students and promote equitable access to educational opportunities.

Decision: The committee unanimously decided to enhance the Vidyanidhi Scholarship scheme by increasing the number of awardees. Starting from this academic year, scholarships will be awarded to one male and one female student from each of the first, second, and third-year UG classes, as well as from the first and second-year PG classes. This decision aims to recognise and support academic excellence among a broader spectrum of students from economically disadvantaged backgrounds, fostering inclusivity and educational equity within the college community.

Allocation of PD Funds

Discussion: The IQAC deliberated on the allocation of PD funds for the current academic year, specifically discussing the purchase of books, journals, and necessary equipment for science labs. It was emphasised that departments should promptly compile and submit their requirements to the library and purchase committees respectively. Additionally, there was a consensus on the necessity of acquiring a common-use projector for the college.

Decision: The committee decided to allocate PD funds to fulfil the requirements for books, journals, and science lab equipment as submitted by the departments. Furthermore, it was decided to allocate funds specifically for the purchase of a common-use projector for the college. The library committee will oversee the procurement of books and journals, while the purchase committee will coordinate the acquisition of lab equipment and the projector.

RUSA Fund Utilisation

Discussion: The committee discussed the utilisation of RUSA funds for Science Departments, focusing on addressing the urgent need to renovate the Zoology Museum. Despite its historical significance, the museum is currently in a deteriorating state, warranting immediate attention and restoration efforts.

Decision: Priority will be given to the renovation of the Zoology Museum using the RUSA fund allocation, considering its urgent need for improvement. This decision aims to secure the necessary funding and initiate comprehensive plans to restore and modernise the museum, ensuring its preservation as a valuable educational asset within the college.

The meeting concluded at 4.00 pm