

Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 29/09/2014 @3:30 pm
Venue: IQAC Room
Agenda: Teachers Diary and Class Log, Lesson Plan, Tutorial Programme, Academic Calendar, UG/PG-SQAC (Under Graduate/Post Graduate-Student Quality Assurance Cell), DQAC (Department Level Quality Assurance Cell), Feedback on Curriculum, Academic Retreat, Orientation Programme for Teachers and Students, DQAC (Department level Quality Assurance Cell), SQAC (Student Quality Assurance Cell)

Members Participated:

Dr. TV Francy. (Principal and Chair Person)

Prof. Rita Manuel (Coordinator)

Dr. Jijo PU

Dr. Suresh V N

Dr. Angel Mathew

Prof. Lukmanul Hakeem

Prof. Thomas Antony

Dr. Sunish K S

Discussion/Decisions:

Teacher's Diary and Class Log

The meeting evaluated the present status of the decision of the last meeting of IQAC regarding the implementation of student log book for the management of student attendance. Decided to convene a meeting of all tutors regarding the implementation of log book. The meeting also decided to implement the teacher's diary for managing the activities of the teacher in an efficient manner.



Lesson Plan

The IQAC decided to give direction to prepare the lesson plan for each syllabus topic and advised teachers to conduct classes as per the lesson plan with a view to completing the syllabus within the stipulated time

Tutorial Programme

The IQAC deliberated upon the conduct of tutorial system in the college. It has been decided to streamline the tutorial system by utilising the time slot of 3:30 to 4:30 pm.

Academic Calendar

Decided to prepare an academic calendar to be implemented from the beginning of the next academic year. However, as a beginning, the IQAC decided to prepare a calendar starting from October onwards stretching up to the end of this academic year. Decided to prepare it by collecting as much academic inputs as possible from the university and from the departments regarding their activities.

DQAC (Department Level Quality Assurance Cell), and SQAC (Student Quality Assurance Cell)

The meeting appreciated the decision of IQAC (last meeting) to decentralise its activities both by extending it to the dept. level and by the inclusion of students into the decision making process of IQAC. Decided to continue with the decision and take steps to constitute a quality assurance cell at the department (DQAC) and the student level (SQAC) as early as possible.

Orientation Programme for Teachers and Students

Decided to conduct the orientation programme for the first year students of PG and UG classes of the college in accordance with the decision taken by the last meeting of the IQAC. It has been decided to conduct the program by focusing upon the differential learning requirements of students. The programme should inform the students about the availability of learning materials in the library and other online sources available.



Feedback on Curriculum

In accordance with the decision taken by the last meeting of the IQAC, it is decided to collect feedback on curriculum from the students with a view to understanding the student perception about the curriculum. Decided to take the feedback by administering a structured questionnaire to be prepared by the committee.

Academic Retreat

In accordance with the decision taken by the last meeting of the IQAC, it is decided to conduct the academic retreat for teachers of the college without affecting the regular classes of the college. Decided to conduct it on a Saturday convenient to the majority.



Chairperson IQAC



Coordinator, IQAC

SPECIAL GRADE PRINCIPAL
MAHARAJA'S COLLEGE
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Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 29/12/2014 @3:30 pm

Venue: IQAC Room

Agenda: Autonomy Review, Biometric Attendance Register, Academic Audit, Result Analysis, Student Satisfaction Survey, AISHE, Placement of Students

Members Participated:

Dr. TV Francy. (Principal and Chair Person)

Prof. Rita Manuel (Coordinator)

Dr. Jijo P U

Dr. Suresh V N

Dr. Angel Mathew

Prof. Lukmanul Hakeem

Prof. Thomas Antony

Dr. Sunish K S

Discussion/Decisions:

Result Analysis

It has been decided to conduct a result analysis for each class. Decided to give direction to all the head of the departments to conduct departmental level staff meeting and to discuss the examination result of students and to submit the report within two weeks with the corrective measures to be implemented for improving the results.

Student Satisfaction Survey

It has been decided to conduct a student satisfaction survey to improve the functioning of the college and improving its activities.



AISHE

It has been decided to participate in the all India higher education survey and for that purpose decided to give immediate direction to all departments and the college office to submit the data requirements as early as possible preferably within two weeks.

Autonomy Review

It has been decided to conduct a review of the activities of autonomy given to the college. The meeting decided to discuss the various aspects of autonomy related activities with the governing council members for streamlining them with the quality initiatives of IQAC.

Biometric Attendance Register

It has been decided to conduct a review of biometric attendance register of the teaching faculty and the other staff members of the college by the last week of March.

Academic Audit

The committee also discussed the need to a conduct the academic audit by including external experts and eminent retired faculty members of these college who have experience with the accreditation process.

Placement of Students

The meeting discussed the present status of placement opportunities available to the students and decided to conduct a placement programme by organising a seminar.



Chairperson IQAC
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Chief Coordinator, IQAC

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Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 14/05/2015 @3:30 pm

Venue: IQAC Room

Agenda: Teacher's Diary and Class Log, Lesson Plan, Tutorial Programme, Academic Calendar, Teacher and Student Database,

Members Participated:

Dr. T V Francy. (Principal and Chair Person)

Prof. Rita Manuel (Coordinator)

Dr. Jijo P U

Dr. Suresh V N

Dr. Angel Mathew

Prof. Lukmanul Hakeem

Prof. Thomas Antony

Dr. Sunish K S

Discussion/Decisions:

Teacher's Diary and Class Log

The meeting decided to continue with the administration of students log book and the management of student attendance. It has been decided to continue with the present practice of managing attendance with the active participation of students by way of administering the student class log book. The tutors are requested to choose a student from each class to manage the class log book.

Regarding the teacher's diary, all teachers are advised to record the teaching related activities regularly.

Lesson Plan

Decided to direct all teachers to prepare the lesson plan well in advance. All teachers are directed to conduct classes as per the lesson plan with a view to completing the syllabus within the stipulated time

Tutorial Programme

The IQAC members raised their concern regarding the problems associated with the conduct of tutorial system. It had been decided to streamline the tutorial system in the most efficient manner throughout the academic year with the coordination of DQAC.

Academic Calendar

It has also been decided to prepare an academic calendar and the committee felt the need to conduct every activity of the college strictly on the basis of the academic calendar.

Academic Retreat

It has been decided to conduct an academic retreat for all the teaching staff on the third Saturday of July.


Chairperson IQAC
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Coordinator, IQAC

Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 16/08/2015 @3:30 pm
Venue: IQAC Room
Agenda: PG-SQAC (Post Graduate-Student Quality Assurance Cell),
Faculty Orientation Programme

Members Participated:

Prof. Rita Manuel (Principal in charge and Chair Person)

Prof. Rita Manuel (Coordinator)

Dr. Jijo P U

Dr. Suresh V N

Dr. Angel Mathew

Prof. Lukmanul Hakeem

Prof. Thomas Antony

Dr. Sunish K S

Discussion/Decisions:

Formation of PG-SQAC (Student Quality Assurance Cell)

The committee evaluated the status of decisions taken in the previous meeting. It has been decided to monitor each and every activity of the Internal Quality Assurance Cell for its effective implementation. In this regard it has been decided to constitute a quality assurance cell at the student level for the effective implementation of various decisions taken by the IQAC.

Faculty Orientation Programme

Decided to conduct a faculty orientation programme for all the teaching staff including the guest lecturers of the college as early as possible. The committee decided to conduct the orientation programme without disturbing the regular classes. It has been decided to conduct the program on a Saturday convenient to the majority. The main focus of the orientation program should be on the topic of effective implementation of information technology in the classroom transaction of the syllabus.



Chairperson IQAC

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Coordinator, IQAC

Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 02/11/2015 @3:30 pm

Venue: IQAC Room

Agenda: Feedback on Curriculum, Academic Retreat, Orientation Programme for Students, Student Database, DQAC (Department level Quality Assurance Cell), UG-SQAC (Under Graduate-Student Quality Assurance Cell), Result Analysis, Student Satisfaction Survey, AISHE

Members Participated:

Prof. N L Beena (Principal and Chair Person)

Prof. Rita Manuel (Coordinator)

Dr. Jijo P U

Dr. Suresh V N

Dr. Angel Mathew

Prof. Lukmanul Hakeem

Prof. Thomas Antony

Dr. Sunish K S

Discussion/Decisions:

Orientation Programme for UG Students

It is decided to conduct an orientation programme for the first year UG students of the college. The meeting has decided to conduct the program by focusing upon the requirements of advanced learning in higher education and the various materials available for the same. It was decided to explain the various facilities and infrastructure available in the college for the

students especially the library facilities, the laboratory facilities and the various online learning materials available in the college.

Feedback on Curriculum

The meeting discussed the importance of taking feedback on curriculum from the students. This has been observed as a very important aspect of improving the overall quality of the teaching learning process. Decided to take the feedback on the basis of structured questionnaire to be prepared by the committee.

Academic Retreat

IQAC decided to conduct the academic retreat without affecting the regular classes of the college on a Saturday convenient to the majority. This time it is decided to give importance to and focus upon the various online teaching resources available and how to incorporate technology into the classrooms.

Student Database

It has been decided to create a student database for the effective management of student related activities and for the effective implementation of the decisions taken by the quality assurance cell.

DQAC

It has been decided to continue with the departmental level Quality Assurance Cell. Decided to conduct regular meetings of the coordinators of DQAC with IQAC for the effective monitoring and implementation of activities of the IQAC.

Formation of UG-SQAC (Under Graduate-Student Quality Assurance Cell)

The committees evaluated the formation of PG-SQAC constituted and found that it would be extended to the under graduate level also. In this regard it has been decided to constitute a quality assurance cell at the student level (undergraduate) for the effective implementation of various decisions taken by the IQAC.

Result Analysis

It has been decided to conduct a result analysis for each class. Decided to give direction to all the head of the departments to conduct departmental level staff meeting and to discuss the examination result of students and to submit the report within two weeks with the corrective measures to be implemented for improving the results.

Student Satisfaction Survey

It has been decided to conduct a student satisfaction survey to improve the functioning of the college and improving its activities.

AISHE

It has been decided to participate in the all India higher education survey and for that purpose decided to give immediate direction to all departments and the college office to submit the data requirements as early as possible preferably within two weeks.


Chairperson IQAC

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Coordinator, IQAC

Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 07/01/2016 @3:30 pm

Venue: IQAC Room

Agenda: Autonomy Review, Biometric Attendance Register, Academic Audit

Members Participated:

Prof. N L Beena (Principal and Chair Person)

Dr. Suresh V N (Chief Coordinator)

Dr. Harikumar T G (Coordinator)

Dr. Sunish K S

Dr. Angel Mathew

Prof. Thomas Antony

Dr Sreesha Sasi

Dr. Sreekumar

Prof. Sobhan

Discussion/Decisions:

Autonomy Review

It has been decided to conduct a review of the activities of autonomy given to the college. The meeting decided to discuss the various aspects of autonomy related activities with the governing council members for streamlining them with the quality initiatives of IQAC.

Biometric Attendance Register

It has been decided to conduct a review of biometric attendance register of the teaching faculty and the other staff members of the college by the last week of March.

Academic Audit

The committee also discussed the need to a conduct the academic audit by including external experts and eminent retired faculty members of the college who have experience with the accreditation process.



Chairperson IQAC



Chief Coordinator, IQAC

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Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 27/04/2016 @3:30 pm

Venue: IQAC Room

Agenda: Teacher's Diary and Class Log, Lesson Plan, Tutorial Programme, Academic Calendar, Academic Retreat

Members Participated:

Prof. N L Beena (Principal and Chair Person)

Dr. Harikumar T G (Coordinator)

Prof. Rita Manuel

Dr. Sunish K S

Dr. Angel Mathew

Dr. Anitha P N

Dr. M Gopikrishna

Prof. Regimon P K

Dr Sreesha Sasi

Discussion/Decisions:

Teacher's Diary and Class Log

The meeting discussed in detail the administration of students log book and the management of student attendance. It has been decided to continue with the present practice of managing attendance with the active participation of students by way of administering the student class log book. The tutors are requested to choose a student from each class to manage the class log book.

Regarding the teacher's diary, the present format is decided to continue for the upcoming academic year also.

Lesson Plan

The importance of lesson plan has been once again accentuated and it is directed to prepare the lesson plan well in advance. All teachers are directed to conduct classes as per the lesson plan with a view to completing the syllabus within the stipulated time

Tutorial Programme

The importance of tutorial system has been discussed. The IQAC members raised their concern regarding the efficient conduct of tutorial system. It had been decided to streamline the tutorial system in the most efficient manner throughout the academic year with the coordination of DQAC.

Academic Calendar

It has also been decided to prepare an academic calendar to be implemented from the beginning of the next academic year. The committee felt that every activity of the college for the next academic year should be strictly on the basis of the academic calendar.

Academic Retreat

It has been decided to conduct an academic retreat for all the teaching staff with the aim to strengthening synergy, cooperation and friendly relationship among faculty members.


Chairperson IQAC


Coordinator, IQAC

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Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 03/08/2016 @3:30 pm
Venue: IQAC Room
Agenda: Orientation Programme for PG Students, UG/PG-SQAC
(Under Graduate/Post Graduate-Student Quality Assurance Cell), Faculty Orientation Programme, Academic Audit

Members Participated:

Prof. N L Beena (Principal and Chair Person)

Dr. Harikumar T G (Coordinator)

Prof. Rita Manuel

Dr. Sunish K S

Dr. Angel Mathew

Dr. Anitha P N

Dr. M Gopikrishna

Prof. Regimon P K

Dr Sreesha Sasi

Discussion/Decisions:

Orientation Programme for PG Students

It is also decided to conduct an orientation programme for the first year students of the college. The meeting has decided to conduct the program by focusing upon the requirements of advanced learning in higher education and the various materials available for the same. It was decided to explain the various facilities and infrastructure available in the college for the students especially the library facilities, the laboratory facilities and the various online learning materials available in the college.

UG/PG-SQAC (Under Graduate/Post Graduate-Student Quality Assurance Cell)

The committee evaluated the functioning of UG/PG-SQAC constituted and found that it would be continued for this academic year as well. Decided to constitute a quality assurance cell at the student level (undergraduate and post graduate) for the effective implementation of various decisions taken by the IQAC.

Faculty Orientation Programme

Decided to conduct a faculty orientation programme for all the teaching staff including the guest lecturers of the college. The committee decided to conduct the orientation programme without disturbing the regular classes. It has been decided to conduct the program on a Saturday convenient to the majority. The main focus of the orientation program should be on the innovative teaching methods for effective learning especially for the slow learners.

Academic Audit

The committee discussed to conduct its annual academic audit on last week of October by releasing a schedule of the audit to all departments to avoid any confusion reading its timeline. The meeting decided to continue with the present arrangement of conducting the academic audit by including external experts and eminent retired faculty members of the college who have experience with the accreditation process.


Chairperson IQAC


Coordinator, IQAC

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Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 21/12/2016 @3:30 pm

Venue: IQAC Room

Agenda: Orientation Programme for UG Students, Feedback on Curriculum, Teacher and Student Database, DQAC (Department level Quality Assurance Cell), Result Analysis, Student Satisfaction Survey, AISHE

Members Participated:

Prof. N L Beena (Principal and Chair Person)

Dr. Harikumar T G (Coordinator)

Prof. Rita Manuel

Dr. Sunish K S

Dr. Angel Mathew

Dr. Anitha P N

Dr. M Gopikrishna

Prof. Regimon P K

Dr Sreesha Sasi

Discussion/Decisions:

Orientation Programme for UG Students

It is decided to conduct an orientation programme for the first year under graduate students of the college. It was decided to explain the various facilities and infrastructure available in the college for the students especially the library facilities, the laboratory facilities and the various online learning materials available in the college.

Feedback on Curriculum

The meeting discussed the importance of taking feedback on curriculum from the students and decided to use the template administered for the last year for taking the feedback.

Teacher and Student Database

It has been decided to create a database for both teachers and students for the effective management of activities of the IQAC and for its effective implementation.

DQAC (Department level Quality Assurance Cell)

It has been decided to conduct an evaluation of the activities of DQAC functioning in the college under IQAC. Decided to conduct regular meetings of the coordinators of DQAC with IQAC for the effective monitoring and implementation of activities of the IQAC.

Result Analysis

It has been decided to conduct a result analysis for each class for the latest results announced. Decided to give direction to all the head of the departments to conduct departmental level staff meeting and to discuss the examination result of students and to submit the report within two weeks with the corrective measures to be implemented for improving the results.

Student Satisfaction Survey


It has been decided to conduct a student satisfaction survey to improve the functioning of the college by incorporating the viewpoints of the students regarding the various aspects of functioning of the college and the departments.

AISHE

It has been decided to participate in the all India higher education survey conducted by the MHRD



Chairperson IQAC



Coordinator, IQAC

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Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 02/02/2017 @3:30 pm

Venue: IQAC Room

Agenda: Autonomy Review, Placement of Students, Biometric Attendance Register

Members Participated:

Prof. N L Beena (Principal and Chair Person)

Dr. Harikumar T G (Coordinator)

Prof. Rita Manuel

Dr. Sunish K S

Dr. Angel Mathew

Dr. Anitha P N

Dr. M Gopikrishna

Prof. Regimon P K

Dr Sreesha Sasi

Discussion/Decisions:

Placement of Students


The meeting discussed the present status of placement opportunities available to the students and decided to conduct a placement programme by organising a seminar.

Autonomy Review

Decided to conduct a review of the activities of autonomy with the governing council members for streamlining them with the quality initiatives of IQAC.

Biometric Attendance Register

The committee felt the need to strengthen the biometric attendance registering system without any problem related to the power supply. It has been decided to conduct a review of biometric attendance register of the teaching faculty and the other staff members of the college by the last week of March.


Chairperson IQAC

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Coordinator, IQAC

Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 26/04/2017 @3:30 pm
Venue: IQAC Room
Agenda: Teacher's Diary and Class Log, Lesson Plan, Tutorial Programme, Academic Calendar, DQAC (Department level Quality Assurance Cell),

Members Participated:

Prof. N L Beena (Principal and Chair Person)

Dr. Harikumar T G (Coordinator)

Prof. Rita Manuel

Dr. Sunish K S

Dr. Angel Mathew

Dr. Anitha P N

Dr. M Gopikrishna

Prof. Regimon P K

Dr Sreesha Sasi

Discussion/Decisions:

Teacher's Diary, Class Log and Lesson Plan

The meeting discussed in detail the administration of students log book and the management of student attendance. It has been decided to continue with the present practice of managing attendance with student class log book.

Regarding the teacher's diary, the meeting decided to implement it for the upcoming academic year also and decided to give direction to all teachers to keep the diary updated as far as possible.

The importance of lesson plan has been once again accentuated and it is directed to prepare the lesson plan well in advance. All teachers are directed to conduct classes as per the lesson plan with a view to completing the syllabus within the stipulated time

Tutorial Programme

The importance of tutorial system has been discussed and decided to streamline the tutorial system in the most efficient manner throughout the academic year with the coordination of DQAC.

Academic Calendar

It has also been decided to prepare an academic calendar by making appropriate changes given the practical problems faced during the last academic year. The committee felt that every activity of the college for the next academic year should be strictly on the basis of the academic calendar.


Chairperson IQAC

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Coordinator, IQAC

Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 03/08/2017 @3:30 pm

Venue: IQAC Room

Agenda: Academic Retreat, Orientation Programme for UG/PG Students, UG/PG-SQAC (Under Graduate/Post Graduate-Student Quality Assurance Cell), Academic Audit

Members Participated:

Dr. PS Ajitha (Principal and Chair Person)

Dr Vineeth KM (Coordinator)

Dr. P Ananthapadmanabhan

Dr. Prakasan K

Dr. Sunish KS

Dr. Lakshmi S

Dr. Jayaprabha M B

Dr Sreesha Sasi

Dr. Regimon P K

Dr Angel Mathew

Prof. Antony Dawson Dsilva

Dr Manoj S

Dr. Smitha TM

Dr. Gopikrishna M

Discussion/Decisions:

Academic Retreat

The meeting decided to conduct an academic retreat for teachers as an orientation programme with a view to familiarising them with the new developments in classroom teaching.

Orientation Programme for UG/PG Students

The IQAC decided to conduct an orientation programme for the first year students of PG and UG classes by focusing upon the learning related stress management and methods to deal with the pressures of job market.

UG/PG-SQAC (Under Graduate/Post Graduate-Student Quality Assurance Cell)

The committee evaluated the functioning of UG/PG-SQAC constituted and observed that its meetings should be conducted more frequently. It was decided to re-constitute the student level quality assurance cell (undergraduate and post graduate) for this year also for the effective implementation of various decisions taken by the IQAC.

Academic Audit

The committee also discussed the need to conduct the academic audit by including external experts and eminent retired faculty members of the college who have experience with the accreditation process and to conduct it in the first week the month of October.



Chairperson IQAC



Coordinator, IQAC

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Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 23/11/2017 @3:30 pm
Venue: IQAC Room
Agenda: Feedback on Curriculum, AISHE

Members Participated:

Dr. N Hitha (Principal and Chair Person)

Dr Vineeth KM (Coordinator)

Dr. Prakasan K

Dr. Sunish KS

Dr. Lakshmi S

Dr. Jayaprabha M B

Dr Sreesha Sasi

Dr. Regimon P K

Dr Angel Mathew

Prof. Antony Dawson Dsilva

Dr Manoj S

Dr. Smitha TM

Dr. Gopikrishna M.

Discussion/Decisions:

Feedback on Curriculum

The meeting decided to collect feedback on curriculum from the students. The IQAC found that the feedback survey in the past has given valuable inputs for updating the syllabus. It is decided to conduct the feedback survey on the basis of a structured questionnaire.

AISHE

Decided to participate in the all India higher education survey and for that purpose decided to give direction to all concerned to submit the data as early as possible preferably within two weeks.



Chairperson IQAC



Chief Coordinator, IQAC

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Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 06/02/2018 @3:30 pm

Venue: IQAC Room

Agenda: Autonomy Review, Biometric Attendance Register

Members Participated:

Dr. K N Krishnakumar (Principal and Chair Person)

Dr. Vineeth K M (Coordinator)

Dr. P Ananthapadmanabhan

Dr. Prakasan K

Dr. Sunish KS

Dr. Lakshmi S

Dr. Jayaprabha M B

Dr Sreesha Sasi

Dr. Regimon P K

Dr Angel Mathew

Prof. Antony Dawson Dsilva

Dr Manoj S

Dr. Smitha T M

Dr. Gopikrishna M.

Discussion/Decisions:

Autonomy Review

The review of the activities of autonomy given to the college has been made in detail by the meeting. The IQAC felt that the inadequate number of permanent supporting staff in the office of the controller of examinations is an issue to be addressed. The meeting decided to discuss the other aspects of autonomy related activities with the governing council members for streamlining them with the quality initiatives of IQAC.

Biometric Attendance Register

The IQAC expressed satisfaction regarding the review of the biometric attendance register of the teaching faculty and the other staff members of the college till the end of January 2018 and decided to finalise it by the last week of March.



Chairperson IQAC

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Coordinator, IQAC



Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 24/04/2018 @3:30 pm

Venue: IQAC Room

Agenda: Teacher's Diary and Class Log, Lesson Plan, Tutorial Programme, Academic Calendar, DQAC (Department level Quality Assurance Cell)

Members Participated:

Dr. K N Krishnakumar (Principal and Chair Person)

Dr. Vineeth K M (Coordinator)

Dr. Prakasan K

Dr. Sunish K S

Dr. Lakshmi S

Dr. Jayaprabha M B

Dr Sreesha Sasi

Dr. Regimon P K

Dr Angel Mathew

Prof. Antony Dawson Dsilva

Dr Manoj S

Dr. Smitha T M

Dr. Gopikrishna M.

Discussion/Decisions:

Teacher's Diary and Class Log

The IQAC decided to continue with the present practice of managing attendance with the active participation of students by way of administering the student class log book. The tutors are requested to choose a student from each class to manage the class log book. It has been decided to supply the diary and class log in the first week of June itself.

Regarding the teacher's diary, the present format is decided to be continued for the upcoming academic year also.

Lesson Plan

The IQAC evaluated the lesson plans prepared by the teachers and felt that a training programme has to be conducted for helping them in this regard. The importance of lesson plan has been once again accentuated and it is directed to prepare the lesson plan well in advance. All teachers are directed to conduct classes as per the lesson plan with a view to completing the syllabus within the stipulated time.

Tutorial Programme

The importance of tutorial system has been discussed and advised the teachers to use the session to address the differential learning needs of the students. The IQAC members raised their concern regarding the efficient conduct of tutorial system. It had been decided to streamline the tutorial system in the most efficient manner throughout the academic year with the coordination of DQAC.

Academic Calendar

The committee decided to prepare and distribute hard copies of the academic calendar to all tutors and student coordinators of class log from the beginning of the next academic year. The committee felt that every activity of the college for the next academic year should be strictly on the basis of the academic calendar.

DQAC

The IQAC evaluated the functioning of DQAC in the last year and expressed its satisfaction regarding its effectiveness. It has been decided to continue with the departmental level Quality Assurance Cell. Decided to conduct regular meetings of the coordinators of DQAC with IQAC for the effective monitoring and implementation of activities of the IQAC.



Chairperson IQAC



Coordinator, IQAC

**SPECIAL GRADE PRINCIPAL
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Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 14/08/2018 @3:30 pm
Venue: IQAC Room
Agenda: Academic Retreat, Feedback on Curriculum, UG/PG-SQAC
(Under Graduate/Post Graduate-Student Quality Assurance Cell)

Members Participated:

Dr. K N Krishnakumar (Principal and Chair Person)

Dr. Vineeth K M (Coordinator)

Dr. Jaya S

Dr. Anitha P N

Dr. Sunish K S

Dr Sreesha Sasi

Dr. Gopikrishna

Prof. Jaison Augustine

Prof. Janaky S R

Discussion/Decisions:

Academic Retreat


The meeting discussed the importance of conducting orientation programme for teachers. It has been decided to conduct the orientation programme without disturbing the regular classes of the college too much and the orientation programme in the afternoon session.

UG/PG-SQAC (Under Graduate/Post Graduate-Student Quality Assurance Cell)

The committee evaluated the functioning of UG/PG-SQAC constituted and found that it would be continued for this academic year as well. Decided to constitute a quality assurance cell at the student level (undergraduate and post graduate) for this year also for the effective implementation of various decisions taken by the IQAC.

Feedback on Curriculum

Decided to take the feedback on the basis of structured questionnaire to be prepared by the committee.



Chairperson IQAC



Coordinator, IQAC

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Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 18/12/2018 @3:30 pm

Venue: IQAC Room

Agenda: Teacher and Student Database, Result Analysis, Student Satisfaction Survey, AISHE

Members Participated:

Dr. K N Krishnakumar (Principal and Chair Person)

Dr. Vineeth K M (Coordinator)

Dr. Jaya S

Dr. Anitha P N

Dr. Sunish K S

Dr Sreesha Sasi

Dr. Gopikrishna M.

Prof. Jaison Augustine

Prof. Janaky S R

Teacher and Student Database

It has been decided to create a database by updating the existing database for both teachers and students for the effective management of activities of the IQAC and for its effective implementation.

Result Analysis

Decided to conduct a result analysis for each class for the latest results announced.
Decided to give direction to all the head of the departments to conduct departmental level

staff meeting and to discuss the examination result of students and to submit the report within two weeks with the corrective measures to be implemented for improving the results.

Student Satisfaction Survey

Resolved to conduct a student satisfaction survey to improve the functioning of the college by incorporating the viewpoints of the students regarding the various aspects of functioning of the college and the departments.

AISHE

Decided to participate in the all India higher education survey.



Chairperson IQAC



Coordinator, IQAC

**SPECIAL GRADE PRINCIPAL
MAHARAJA'S COLLEGE
ERNAKULAM**



Minutes of the Internal Quality Assurance Cell (IQAC)

Maharajas College, Ernakulam

Date and Time: 01/02/2019 @3:30 pm

Venue: IQAC Room

Agenda: Orientation Programme for UG/PG Students, Autonomy Review, Biometric Attendance Register, Academic Audit

Members Participated:

Dr. K N Krishnakumar (Principal and Chair Person)

Dr. Vineeth K M (Coordinator)

Dr. Jaya S

Dr. Anitha P N

Dr. Sunish K S

Dr Sreesha Sasi

Dr. Gopikrishna N.

Prof. Jaison Augustine

Prof. Janaky S R

Discussion/Decisions:

Orientation Programme for UG/PG Students

The IQAC expressed concern regarding the delay in conducting the orientation programme for the first year students even though this academic year was adversely affected by the great monsoon flood. It is also decided to conduct an orientation programme as early as possible for the first year students UG/PG students of the college. The meeting has

decided to conduct the program by focusing upon the requirements of advanced learning in higher education and the various materials available for the same.

Autonomy Review

Decided to conduct a review of the activities of autonomy with the governing council members for streamlining the autonomy related activities with the quality initiatives of IQAC.

Biometric Attendance Register

The committee felt the need to strengthen the biometric attendance registering system and decided to conduct its review by the last week of March.

Academic Audit

The committee thoroughly evaluated the results of academic audit conducted for the last year. On the basis of that experience, it has been decided to incorporate that experience in the upcoming annual academic audit. The schedule of the audit will be released to all departments well in advance. The meeting decided to continue with the present arrangement of conducting the academic audit by including external experts and eminent retired faculty members of the college who have experience with the accreditation process.



Chairperson IQAC



Coordinator, IQAC

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