

**S N M TRAINING COLLEGE, MOOTHAKUNNAM**  
**Minutes of IQAC meeting 2019-2020**

Sl. No.	Date	Agenda	Minutes of the meeting	Action taken
1	6-06-2018	<p>1. Appraisal of IQAC initiated activities/Action taken report of AY 2018-19</p> <p>2. Review of functioning of various cells/ committees</p> <p>3. Staff in charge of various cells/ committees</p> <p>4. Plan of action for AY 2019-20</p> <p>5. Admission Procedure</p> <p>6. Preparation of Academic calendar</p>	<p>1. Discussion were held on the different dimensions to be included in the plan of action</p> <p>2. Resolved to boost the emphasis on the following dimensions in the plan of action</p> <ul style="list-style-type: none"> <li>❖ To provide rich and varied experiences to the student teachers to nurture the teacher dimensions</li> <li>❖ Extension programmes</li> <li>❖ Involvement of faculty members in curricular development and professional development activities</li> <li>❖ Celebration of important days</li> <li>❖ Values added programmes</li> </ul> <p>3. Formed sub committees to prepare plan of action Academic calendar and admission procedure</p> <p>4. Discussions on previous year's stock verifications were held</p>	<p>Every member of the IQAC forum contributed for developing the draft of plan of action. Staff in charge of various cells and committees for the academic year were decided. The admission committee was constituted. Sub committees prepared the draft of the Rank list for admission prepared and initiated the admission procedure and planned to begin classes in the month of July 2019. Admission procedure completed successfully</p>



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26-06-2018

<p>1. Discussion on action taken report</p> <p>2. Finalization of plan of action for AY 2019-20</p> <p>3. Resolutions about activities for the next trimester</p>	<p>1. Discussions were held on the action taken report. It is observed that activities were conducted in accordance with the plan</p> <p>2. Prepared plan of action is analysed and finalized with necessary modification (attached here)</p> <p>3. Finalised the academic calendar and Hand book after discussion</p> <p>4. Resolved to start Biometric attendance for staff and students.</p> <p>5. Curriculum transaction planning committee was constituted.</p> <p>6. Resolved to conduct the following programmes during the first quarter of the year</p> <ul style="list-style-type: none"> <li>❖ Activities to enhance the self confidence and hidden potentialities of student teachers</li> <li>❖ Orientation programmes</li> <li>❖ organization for a week</li> <li>❖ 1<sup>st</sup> phase activities of various clubs</li> <li>❖ Maintaining an activity log by teachers including academic and non academic programmes</li> </ul>	<p>Activities were conducted to enhance the self confidence and hidden potentials of student teachers. Some of the activities were</p> <ul style="list-style-type: none"> <li>➤ Induction programmes for the new batch of students, M Ed &amp; B Ed</li> <li>➤ Orientation week to sensitise with the new programme</li> <li>➤ A teacher a tree project</li> <li>➤ Workshop on preparation of teaching leaning materials</li> <li>➤ 'Changathi' Training</li> <li>➤ Vayana pakshacharanam</li> <li>➤ Keshavadev anusmaranam</li> <li>➤ Yoga class V B</li> <li>➤ Bridge course ICON - Transformation to an Ideal Teacher . Shine V Shaji, Mind trainer, success coach</li> <li>➤ Inauguration of Science bulletin board</li> <li>➤ INCANDO magazine by commerce club</li> <li>➤ MATHELETS mathematics bulletin board</li> <li>➤ Math Shutter Bug photography contest</li> <li>➤ Awareness class on Nationalization of Banks &amp; Current practices in Banking</li> <li>➤ Talent day celebration</li> </ul>
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- THORAMAZHA
- SIGNATURE 2K19 magazine release by science club
  - Equal opportunity cell inauguration Interaction with Mrs princy shaji on paraenting of Autistic children, distribution of audio notes to shibas C S
  - KAIZEN Commerce Bulletin board inauguration
  - Rangoli competition SS club- Independence day
  - Ozone day celebration by eco club quiz competition , poster making competition
  - Poster making competition
  - Teachers day program
  - Inauguration of film club, screening of akakkannu, a film by physically challenged persons, honouring of our student Shibas C S who played a character role in the movie.
  - Ellavarkkum Oraksharam Malayalam option
  - one day workshop on M LEARNING in collaboration with IQAC & AKCTA Dr K Thiyagu



3	30-09-2018	<ol style="list-style-type: none"> <li>1. Review of previous IQAC meeting minutes</li> <li>2. Appraisal of the IQAC initiated activities</li> <li>3. Appraisal of feedback from various stake holders</li> <li>4. Plan of action for the next trimester</li> <li>5. Assessment of the ongoing programme</li> </ol>	<ol style="list-style-type: none"> <li>1. Action taken was discussed and observed that programmes were executed almost in accordance with the plan</li> <li>2. Feedback from various stake holders were analysed and discussions for assuring the quality were held</li> <li>3. Resolved to conduct value initiative activities for the students.</li> </ol>	<ul style="list-style-type: none"> <li>➤ Gandhi jayanthi celebration</li> <li>➤ ENTE GANDHIIJI essay competition for school students</li> <li>➤ VARAKALILE GANDHIIJI drawing competition</li> <li>➤ 150 birthday celebration of Mahatma Gandhi seminar series</li> <li>➤ Internal exams held</li> <li>➤ Vigilance awareness week</li> <li>➤ Malayaladinacharanam</li> <li>➤ KTET orientation class</li> <li>➤ Class on India post payment banking services</li> </ul>
4	6-12-2018	<ol style="list-style-type: none"> <li>1. Finalization and Approval of AQAR 2018-19</li> <li>2. Academic and administrative audit for the semester</li> <li>3. Result analysis of previous academic year</li> <li>4. Review of previous IQAC meeting minutes</li> <li>5. Appraisal of the IQAC initiated activities</li> <li>6. Plan of action for the next trimester</li> </ol>	<ol style="list-style-type: none"> <li>1. Discussion on ATR was held and noticed the drawbacks</li> <li>2. Resolved to arrange a seminar on curriculum reforms at schools and a career guidance class to the outgoing students</li> <li>3. Resolved to conduct the following programmes <ul style="list-style-type: none"> <li>➤ Workshops</li> <li>➤ Extension activities</li> <li>➤ Promotion of universal values</li> <li>➤ Sports and cultural programme</li> <li>➤ Gender equity promotion programmes</li> </ul> </li> <li>4. The meeting approved AQAR 2018-2019 and its Academic and Administration audit report</li> </ol>	<ul style="list-style-type: none"> <li>➤ Ethnic day celebration</li> <li>➤ SNM Fiesta</li> <li>➤ EBSB Cell launched</li> <li>➤ Gramasevanam- service activities in Ward 6 of vadakkekara grama panchayath</li> <li>➤ Visit to Abhayaranyam</li> <li>➤ Community living camp</li> <li>➤ Study tour</li> <li>➤ Smiling campus</li> <li>➤ Awareness class on women's health and hygiene</li> <li>➤ Kesadanam snehadanam</li> <li>➤ National Science day</li> </ul>



  
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12-03-2019	<p>1. Preparation of alternative schedule of work ( 11-03-2020 onwards)</p> <p>2. Review of previous IQAC meeting minutes</p> <p>3. Appraisal of the IQAC initiated activities</p>	<p>1. Resolved to make changes in the work schedule</p> <p>1. Action taken report is discussed</p> <p>2. Evaluated the ongoing IQAC activities in detail and gaps were identified</p> <p>3. Discussed criterion wise duties and activities to enable timely uploading of the document in the website</p>	<p>Alternative schedule of work for the online teaching was brought out.</p> <p>Significant contributions were made by IQAC in the previous quadrants.</p> <p>Organized outreach programmes to enhance social outlook of studies.</p> <ul style="list-style-type: none"> <li>➤ Covid 19 awareness programmes</li> <li>➤ Workshop on Google Apps for online learning</li> <li>➤ National webinar on Stepping into Digital Learning</li> </ul>
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