

Minute - 01Minutes of the Meeting of IQAC held on 21 June 2022.Report of the Meeting

The meeting held on 21st June 2022, was done regarding the discussion of the academic activities organized by various departments. The verification of the status of the data collection for the PAC accreditation process has been done. The meeting ended at 2.15 pm.

Agenda of the meeting

- The head of the department of Business administration put forward an idea of seminar on Basics of logistics and skill development.
- Fashion Designing department came with an idea of Paper bag awareness campaign.
- Department of English extended their venture of an 'English for Careers' class.

Decisions Taken

- It is decided to conduct the seminar on 3rd week of July 2022.
- Fashion design department and English department has chosen the dates for August.
- English department has decided to conduct the meeting on online mode using google meet application.

Attendance:

1. E.K. Umar

2. Shemi - M - A

3. Nasira

4. Maimoonath M.M.

5. Safua mol

6. Soumya

7. ANEESA . K . B

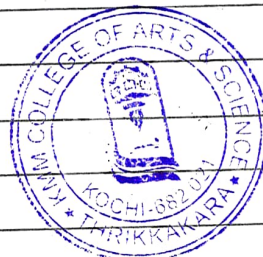
8. Usha Thomas

9. Rejeesh K.K

10. Sahaina . P . S

11. Deepa . V . A

12. Aneesa M.A



ANEESA K.B
24/08/2022
(IQAC coordinator)

Minute - 02

Minutes of the Meeting of IQAC held on 24th August 2022.

Report of the meeting.

The meeting held on 24th August was organized to discuss the various meetings to be held at college for the coming months. The HOD's, IQAC members, Principal participated in the meeting to discuss the various needs and requirements of each departments. The meeting ended at 2.00pm.

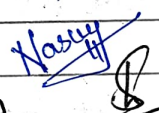
Agenda of the meeting


- The HOD of the department of commerce had explained their plan on executing a one week long faculty development programme on cryptocurrency, blockchain and cybersecurity.
- A discussion about the seminar on Vimukti and Gandhi Jayanti Programs were initiated for approval from the IQAC. The hosting department was Computer Science.
- Computer Science department also introduced an idea of a session on 'Net technologies' to be held in the college campus.
- Psychology department discussed about their dance drama show depiction on the basis of suicide prevention day for the IQAC approval.
- The meeting mainly focussed at examining the relevance of all the events mentioned and to give them approval for the execution.

Decisions Taken

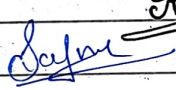
- The Principal, IQAC members, the head of the departments together discussed and approved the events initiated by the various departments.
- The FDP on cryptocurrency has scheduled to be held on September second week, i.e. from 12th September to 16th September.
- The session on Net technologies will be held on 28th September.
- The dance drama by Psychology department got approved for 27th September on the Edappally metro station.

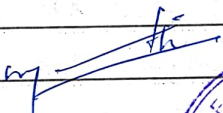
Attendance:

1. Nasiya 

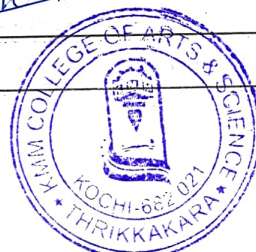
2. Sherrin M-A 

3. ANEESA K.B 

4. Safnamol 

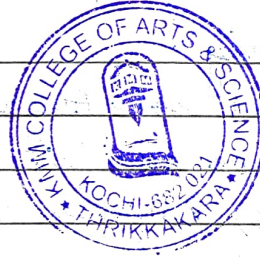
5. Malineonath M.M 

6. DEEPA V.A 



- 7 Jisri Nixon
 8 Asya
 9 Usha Thomas
 10 Sahaina P.S
 11 Aneesa M.A
 12 Rejeesh K.K

~~Asya~~
~~Usha~~
~~Sahaina~~
~~Aneesa~~
~~Rejeesh~~



ANEESA K.B
 29/09/2022
 IQAC coordinator

Minutes of the meeting held on 29th September on IQAC approval discussion on various events.

Report of the Meeting

The meeting held on 29th September 2022, was organized regarding the discussion of the academic activities planned by the various departments to refine the curricular and extra curricular aspects. The meeting looked into the aim of the events that is going to happen in the college campus.

Agenda of the Meeting

- The IQAC coordinator talked about the need and requirement of academic programmes in college and further discussed about the upcoming events.
- Commerce department Head put forward their idea of visiting an Old Age Home as part of a Social Service activity.
- Fashion Design Department introduced their plan of having a career orientation class on fashion.
- Department of Business Administration discussed about their idea of having a penalty shootout game for the students in campus itself.
- Maths department put forward their idea to make a visit to welfare Association Trust, west Velliyathanadu P.O Aluva.

Decisions Taken

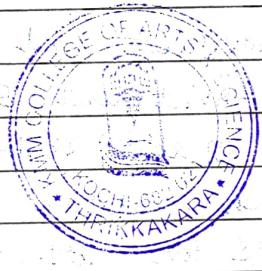
- The meeting discussed about all these ideas put forward by different departments and decisions were taken appropriately.
- The Commerce Department Old age Home visit was scheduled for 6th October 2022, whereas the Maths department's visit to welfare Association trust got decided on 13th October 2022.

Minute - 04

- The Career Orientation on fashion got scheduled on 07th October 2022.
- The Penalty Shootout for students organized by BBA department was scheduled on 14th October 2022.

Attendance

1. ANEESA K.B. ~~SKB~~
2. Shemi M.A. ~~SKB~~
3. Nasija ~~Nasija~~
4. Usha Thomas ~~Usha~~
5. Maimoonath M.M. ~~my~~
6. Jissin Nixon ~~AS~~
7. Safina ~~Dafina~~
8. DEEPA V.A. ~~Deepa~~
9. Ashya K. Salim ~~SKB~~
10. Sahana P.S. ~~SKB~~
11. Aneesa M.A. ~~Ana~~
12. Rejeesh K.K. ~~Rejeesh~~
- 13.



SKB
ANEESA K.B
14/10/2022
IQAC COORDINATOR

Minutes of the Meeting held on 14th October 2022 on the IQAC approval discussion for various academic events.

Report of the Meeting

The meeting held on 14th October 2022, was organized to discuss the different academic events should be held at the college on October Month. The meeting held in the presence of IQAC members and all the Department heads. The meeting focussed at discussing the need and aim of all the programmes to be held.

Agenda of the Meeting




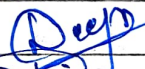


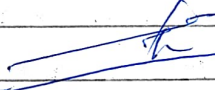
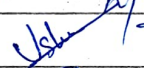

- Department of commerce had asked approval for organizing a cultural tribute mainly focussed on the exhibition of students talents.
- Department of Business Administration initiated a cookery competition, that too with a challenge of cooking without fire.
- Department of English had put forward their idea of Anti drugs campaign organized in association with Information and public relation department, Emakulam.

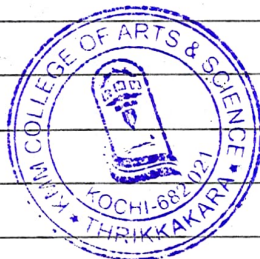
- Commerce Department introduced their plan of a talk session on Investment Banking for the students.
- Department of commerce also put forward their plan on having a workshop programme about 'GST'.


Decisions Taken

- As per the requirement of the department and the availability of students, cooking without fire contest got scheduled on 17th October 2022, at our college campus. The department was assigned with the duty of preparing the rules and regulations.
- The cultural tribute (song of Youth) organized by the Department of Commerce was scheduled on 17th October 2022, in connection with World Students day. The programme organized as an afternoon session.
- Commerce department had plan on two academic programmes. The talk on Investment Banking and the workshop about GST got approved for 21 and 28th October respectively.
- The Anti drugs campaign hosted by the Department of English got scheduled for 18th October.

Attendance

1. ANEESA. K. B 
2. Shemi. M. A 
3. Nasiya 
4. DEEPA. V. A 
5. Safwan 
6. JISMI. N. I. I. 
7. Maimoonath. M. M. 
8. Usha Thomas 
9. Sahaina P S 







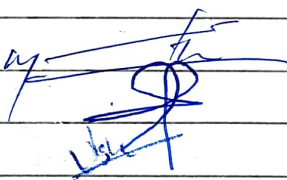
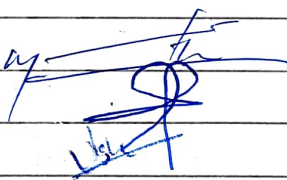
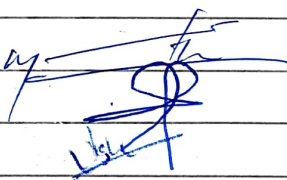
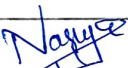



 ANEESA. K. B.
 21/10/2022
 (IQAC coordinator)

Minutes of the IQAC Meeting held on 21 October 2022.

Agenda of the Meeting.

- The meeting was chaired by the IQAC coordinator. The meeting commenced with all the members present.
- To review and discuss about all the department activities to be held by the next month.
- Reviewed the programs conducted by various department for the last few weeks, appreciated and some suggestions and corrections were made through discussion.


Attendance

1. V. U. Noorudin 
2. Shermi. m. A 
3. Safna Mol 
4. DEEPA. V. A 
5. Mairsoonath. m. m 
6. JISNI NERAN 
7. Usha Thomas 
8. Nasuya 
9. Sreelamol K.S. 
10. ANEESA. K. B 

Decisions Taken

- (1) Department of Computer Science had presented their idea of having a cybersecurity awareness programme and everyone approved the initiative and decided to conduct it on 08th November 2022.
- (2) The Kerala piravi was decided to celebrate as a oneday programme itself and the Department of Business administration was decided to take over the duty of organizing the same. Various cultural programs and competitions were decided to be held. The program was decided to be held on 1 November 2022.
- (3) Department of English has put an initiative to conduct a Health awareness campaign for all the faculty members of KMM College of Arts and Science, and it was decided on 18th November 2022. A complete body composition analysis will be done by efficient medical staff from Revolution Transform.






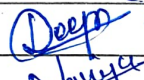

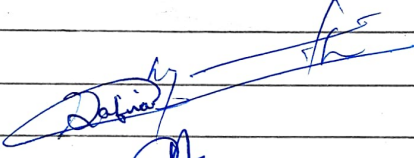
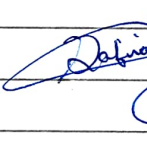
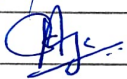
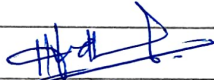
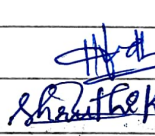

 ANEESA K.B.
 23/11/2022.
 (IQAC Coordinator)

Minutes of the IQAC Meeting held on 23 November 2022.

Agenda of the Meeting

- The meeting was chaired by the IQAC coordinators.
- The meeting commenced in the presence of IQAC members and all Department heads.
- The main concern of the meeting was to discuss and decide upon the curricular and co-curricular activities to be held in college the coming month.
- The Department Heads were very much prepared to present their ideas for discussion.

Attendance

1. ANEESA-K.B 
2. Sherini-M-A 
3. JISNINIXON 
4. DEEPA-V.B 
5. Nasuya 
6. Maimoonath.M.M 
7. Safana 
8. Ashya-K.Salim 
9. Usha Thomas
10. Sindhu shaji 
11. Shreuthi Kumar 

Decisions Taken

- (1) IQAC coordinator has informed the gathering that college election may happen the coming week and all the programmes were planned and scheduled accordingly without affecting the election procedures.
- (2) Department of MCA in association with CYRIX, has planned to conduct a computer awareness programme at Cardinal HSS, St. Joseph L.P. School and KMM college Vazhakkala. IQAC reviewed and approved the initiative and scheduled the event on 02nd December 2022.
- (3) Department of English has introduced their faculty development programme. The FDP was planning as a week long event where five resource person will be addressing

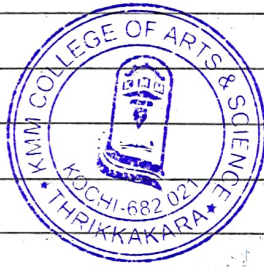
the participants each day on various topics. IQAC approved and scheduled the date on 12th December. As it ~~was~~ is a one week program, it will be from 12th December to 17th December 2022.

(4) Department of Commerce is organizing a workshop on Academic research and report preparation. And the date scheduled for the event is on 22nd December.

~~S~~ 12/23

Suhaina P.S

IQAC Coordinator



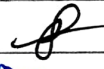

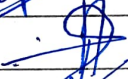

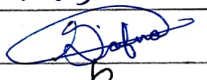


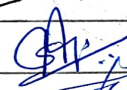

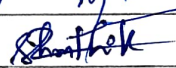
Minute 07

Minutes of the meeting held on 07th February 2023, Tuesday.

Agenda of the meeting:

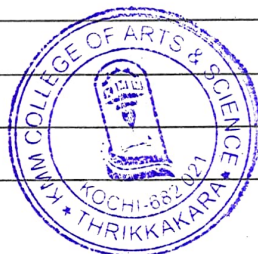
- The meeting was chaired by the IQAC coordinator.
- Meeting commenced on the presence of all IQAC members and the department heads.
- The main agenda of the meeting was to discuss and decide upon the various programmes to be held at the departments on coming days.
- The department heads were discussing about their plans on curricular activities.

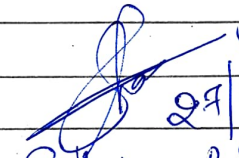
Attendance

1. Sahaina P S 
- 2 Deepa VA 
- 3 Jina Nixon 
- 4 Usha Thomas 
- 5 Safna mol 
- 6 Shemi-m-A 
- 7 ANEESA.K.B 
- 8 Ashya.K.Salim 
- 9 Mainooqth -M.M 
- 10 Shruthi Kumar 

Decisions Taken

- The Department of commerce has organized a seminar on 'Explore Your Career in Accounting' on 15th February 2023 at the college Seminar Hall and the programme got approved by the IQAC.
- Teachers from different departments were informed through the heads about a one week faculty development programme on NEP-2020 at SKCMS college, Kunnappampady.




29/2/23
Sahaina P S
IQAC Coordinator

Minute - 08

Minutes of the meeting held on 27th February 2023, Monday.

Agenda of The meeting.

- The meeting was chaired by the IQAC coordinator.
- Meeting commenced on the presence of IQAC members and the Department Heads.
- The main motive of the meeting was to discuss about the programmes to be hosted as part of the women's Day celebrations.
- The women cell coordinator and a member were present for the meeting.

Attendance

1. Suhaina P S

2. Deepa V.A

3. ANEESA K.B

4. Safna mol

5. Shemi M.A

6. Maimoonath M.M

7. Usha Thomas

8. Jisni Nixon

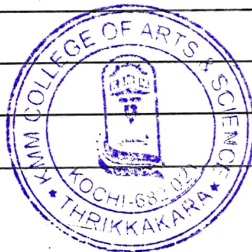
9. Ashya K. Salim

10. Anju Antony

11. Shreuthi Kumar

Decisions Taken

- International women's Day celebration is organized by the women cell and got approved by Internal Quality Assessment cell.
- women cell has organized a Self Defence Training Programme in association with Kochi City Police Team. The programme got scheduled for 9th March 2023.
- Prior to this programme a talk is organized on 'The widening horizon of women's liberty - A fact or fiction' by Dr. Devaki Antharyan. The talk got scheduled on March 08 at Our College Seminar hall.



2/3/23
Suhaina P.S
IQAC Coordinator

Minute - 09

Minutes of the meeting held on 03rd March 2023, Monday.

Agenda of the meeting.

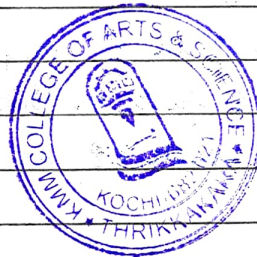
- The meeting commenced in the presence of IQAC members.
- The meeting held to discuss about the upcoming NAAC accreditation orientation class at the college.
- And to discuss and decide upon the different aspects of the orientation.

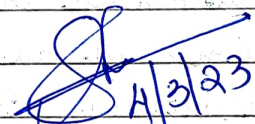
Attendance

- i. Moorudin Moorad
 • Suhaina P S S
 • Anju Antony Anjum
 • Shreethi Kumar Shreethik

Decision Taken

- It was decided by the IQAC committee to organize the NAAC orientation on 03rd March 2023 at our Seminar Hall.
- The resource person for the orientation is Prof. Sajid A.M, IQAC coordinator, Indira Gandhi College of Arts and Science, Kothamangalam.
- The orientation aims at making the faculty aware of the steps and procedures of NAAC process and also about the 7 different criteria.
- The meeting is been organized as an open discussion platform where faculties can ask and clear their queries and doubts.




 A/3/23
 Suhaina P S
 IQAC Coordinator


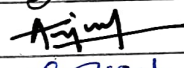

Minute - 10

Minutes of the meeting held on 04th March 2023, Wednesday.

Agenda of the Meeting.

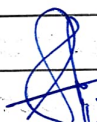
- The meeting was chaired by the IQAC coordinator and the meeting commenced in the presence of all the IQAC members.
- The meeting discussed about the related processes of criteria 1 of NAAC procedure.

Attendance

Subaina P S 
 Anju Antony 
 Shruithi Kumar 

Decisions Taken

- It was decided by the IQAC committee to prepare a word document common for all the department for the criterion 1 documentation of files.
- It is also decided to inform the Department Heads about this common word file and to give direction to the faculties to follow that format accordingly.
- It is decided to organize a meeting of criterion 1 this week.

 2/6/23

Subaina P S
 IQAC Coordinator

