

NOTICE

A meeting of IQAC, VTM NSS College, Dhanuvachapuram, will be held on 26.05.2021.

Platform: Google Meet. Time: 10:30 am.

Google Meet Link: IQAC Meeting

Wednesday, May 26, 2021 10:30am – 12:30pm

Time zone: Asia/Kolkata

Google Meet joining info


Video call link: <https://meet.google.com/ciy-eycg-kcb>

Or dial: (US) +1 650-535-0792 PIN: 820 740 413#

More phone numbers: <https://tel.meet/ciy-eycg-kcb?pin=7675522133738>

Agenda

- Discussion on Action Plan for the current academic year 2021-22
- Review of the quality initiatives of the previous year by IQAC
- Induction of new IQAC members
- Infrastructural augmentation
- Upgrading the institutional website
- Any other matter



Principal
V.T.M.N.S.S. College
Dhanuvachapuram



Minutes of the IQAC Meeting held on 26.05.2021

Platform: Google Meet

Time: 10:30 am

Agenda

- Discussion on Action Plan for the current academic year 2021-22
- Review of the quality initiatives of the previous year by IQAC
- Induction of new IQAC members
- Infrastructural augmentation
- Upgrading the institutional website
- Any other matter

Members Present

1. Dr V M Anandakumar, Chairperson
2. Dr C Gopinathan Pillai, Secretary, NSS College's Central Committee, Member, Management
3. Ms Shama Pillai, IQAC Coordinator
4. Dr Deepa V, Member
5. Dr Susmitha O V, Member
6. Dr Ratheesh Kumar V K, Member
7. Mr Vishnu Gopan, Member
8. Ms Manjary S, Member
9. Dr Deepak S S
10. Mr Vishnu P S, Member
11. Ms Lakshmi Menon, Member
12. Rajeev O S, Junior Superintended
13. Dr Sanalkumaran Nair V, Alumnus, Member

Members Absent

1. Sathikumari L, Parent, Member
2. Baiju G, Panchayat Member, Member
3. Mr K Rajasekharan Nair, Industrialist
4. Geethu C M, Student, Member

Minutes

1. IQAC Coordinator, Ms Shama Pillai, welcomed the virtual gathering and introduced the members of the IQAC for the academic year 2021-22.
2. The minutes of the previous meeting was read and approved unanimously by the committee members.
3. The Principal and IQAC Chairperson, Dr V M Anandakumar detailed on the significant contributions that IQAC should work on to improve academic and administrative quality with special emphasis on holistic development and extension/social outreach programmes.
4. The committee reviewed the quality initiatives, implemented by IQAC in the previous year, especially the methodologies adopted for the dissemination of curricular, co-curricular and extra-curricular aspects.
5. The principal suggested that the institution should work towards improving the quality of education, in order to foster an epistemologically and skilfully equipped academic community.
6. The panel unanimously agreed that the plan of action (implemented in the previous year) was implemented efficaciously, despite the constraints of the pandemic.
7. The members discussed various strategies for a definitive plan of action for the academic year 2021-22.
8. The committee charted out the required data for submitting the AQAR for the academic year 2020-21.
9. The committee proposed and finalised infrastructural maintenance of the roof of the main academic cum administrative building as per the availability of the funds.
10. Existing academic measures like bridge course, remedial coaching, NET coaching and best practices and extension/social extension programmes through various departments and NSS and NCC were charted out.
11. The committee proposed to revamp the skill enhancement initiatives/programmes conducted by various departments and decided to rename the initiatives as “*Naipunya – One Student-One Skill*” – and the programme will be flagged off on World Youth Skill Day on July 15th 2021.
12. The committee also agreed that “*Naipunya – One Student-One Skill*” can be charted out as one of the best practices of the institution.

13. Academic Training programme for teachers and the resource persons for the same was finalised.
14. The panel members evaluated the status of the Management Information System Software developed and discussed on reconstructing the existing institutional website in WordPress.
15. As part of gender sensitisation programmes, the committee members agreed to conduct such programmes, especially in the upcoming pride month – The programme *La Fiertè* (means Pride) – was proposed and approved.
16. As part of NEP, a in order to promote regional culture, history, heritage and language, IQAC suggested the conduct of bilingual literary and poetry fest, talks and interactive session with eminent scholars and pioneers from their respective fields of expertise.
17. The meeting came to an end at 12:50 pm.



Principal
V.T.M.N.S.S. College
Dhanuvachapuram



Action Taken Report as part of Minutes of the IQAC Meeting held on 26.05.2021

Suggestions/Decisions	Action Taken Report
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1.	Conduct gender sensitisation programmes as part of Pride month	1.	A 7-Day Gender Sensitisation programme – La Fiertè (means Pride) was conducted from 21.06.2021 to 26.06.2021.
2.	Extension/Social Outreach Programmes	2.	Various extension and social outreach programmes were conducted through various departments and NSS and NCC - especially in sensitising the local community about the Covid 19 pandemic.
3.	Environment friendly activities	3.	Rain Water Harvesting was done to address the shortage of water during summer season, paperless submission of documents from academic fraternity was encouraged – Go Green Campaign by the Department of Chemistry
4,	Infrastructural augmentation – maintenance of the main academic and administrative roof to counter rain water seepage - installation of fans in classrooms	4.	The tender notice for the same was prepared and published in the institutional website – fans received through alumni donation were installed in various classrooms
5.	Conduct Academic audit for odd semester	5.	The academic audit for the odd semester was completed and forwarded by the various departments to the Academic Committee and documented and forwarded the same to IQAC
6.	Conduct “ <i>Naipunya</i> - One Student - One Skill” – Skill development programme	6.	The revamped skill enhancement initiatives of the various departments were consolidated and re-launched as <i>Naipunya</i> on 15.07.2021 as part of World Youth Skill Day– to equip each and every learner with at least one life skill apart from the curriculum – aiming

			at the holistic development of the learner
7.	Taking Feedback and rectifying grievances, if any	7.	The feedback was initially collected through G forms, analysed and the grievances were rectified
8.	As qualitative improvement, IQAC suggested the departments to start new Add-on courses to inculcate additional skills and employability traits	8.	The programmes were initiated by various departments with duration of minimum 30-hour courses and inducting a minimum of 30 to 40 students from various departments.
9.	Exhibitions/Talks	9.	Various Departments/clubs/committee/cells conducted sensitisation programmes on gender, Covid 19 pandemic, anti-dowry pledge campaign, online exhibitions
10.	Reconstructing the institutional website	10.	Quotations were invited and published in the institutional website
11.	Hybrid classes owing to Covid 19 protocol	11.	Special timetable was formulated to include students attending classes physically and the learners attending the same online, simultaneously
12.	More use of LMS platforms like Google classrooms	12.	All the departments introduced Google classrooms and the virtual mode is currently being carried out effectively.
13.	Co-ordinated various clubs and cells to initiate career-oriented skill enhancement programmes	13.	The various clubs and other functioning bodies organised various programmes – like Handicraft Training and Skill Development Training through the Department of History and People’s Planning forum was conducted respectively - the details of the same was documented and recorded by IQAC

14.	Special academic aid for students	14.	Mobile handsets were provided to learners who couldn't afford the same, so that they could attend classes without fail.
15.	Enabling Wi-Fi in the campus and checking the condition of wiring in all classrooms	15.	The Wi-Fi was installed and routers were established at different points throughout the campus. LAN connection was also established in all PG classrooms. The wiring was checked and damaged ones were replaced wherever necessary.
16.	Launching of Institutional YouTube Channel	16.	Under the banner of IQAC, the institution started a Youtube channel in August and most of the recorded programmes were uploaded and the Valedictory session of Arts fest was live streamed

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Principal
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Dhanuvachapuram



NOTICE

**A meeting of IQAC, VTM NSS College, Dhanuvachapuram, will be held on 22.11.2021.
Platform: Google Meet. Time: 11:00 am.**

IQAC Meeting

Monday, November 22, 2021

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/msf-bwsf-pms>

Or dial: (US) +1 916-836-2792 PIN: 931 590 340#

More phone numbers: <https://tel.meet/msf-bwsf-pms?pin=2576274979152>

Agenda

1. Review of the minutes of the previous meeting and the action taken towards the decisions finalised.
2. Finalising the data for submitting AQAR 2020-21 as per the extension given by NAAC
3. Academic Training programme for Administrative Staff
4. Orientation on revised NAAC framework for accreditation framework and AQAR data upload.
5. Any other matter



Principal
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Minutes of the IQAC Meeting held on 22.11.2021

Platform: Google Meet

Time: 11:00am

Agenda

1. Review of the minutes of the previous meeting and the action taken towards the decisions finalised.
2. Induction of new IQAC members
3. Finalising the data for submitting AQAR 2020-21 as per the extension given by NAAC
4. Academic Training programme for Administrative Staff
5. Orientation on revised NAAC framework for accreditation framework and AQAR data Upload.
6. Any other matter

Members Present

Dr V M Anandakumar, Chairperson

Ms Shama Pillai, IQAC Coordinator

Dr Deepa V, Member

Dr Susmitha O V, Member

Dr Sushama Raj R V

Mr Ratheesh R J, Member

Ms Manjary S, Member

Dr Deepak S S

Mr Vishnu P S, Member

Ms Gayathri Menon K, Member

Dr Sanalkumaran Nair V, Alumnus, Member

Baiju G, Panchayat Member, Member

Geethu C M, Student, Member

Members Absent

Mr M R Unni, Secretary, NSS College's Central Committee, Member, Management

Rajeev O S, Junior Superintended

Sathikumari L, Parent, Member

Mr K Rajasekharan Nair, Industrialist

Minutes

1. Minutes of the previous meeting was read and approved.
2. New members from the teaching faculty were inducted in to the panel owing to the transfers of some of the previous members.
3. The programmes and activities conducted as the decisions finalised in the previous meeting was reviewed and analysed – with special emphasis on the importance of social responsibility, engender environmental consciousness, awareness on holistic living and progressive learning.
4. The committee finalised the date and resource person for the administrative training programme.
5. The committee decided to initiate Blood Donation Drive and engendering constitutional awareness among students.
6. The panel reviewed the extension/social outreach programme done by various departments and NCC and NSS – it was decided to conduct a merit day to appreciate Ms Akhilasree L, Ms Aparna Krishnan G and G Sarath Kumar for being selected as the Best NSS Programme officer, Best NSS volunteer and for creating a customised software for digital library, respectively.
7. The members reviewed the progress of the management Information Software and suggested valuable changes to suit the institutional academic and administrative procedures.
8. It was decided to hold a mass e-Shram registration drive to register unorganised workers in association with CSC and Ministry of Labour and Employment.
9. The committee decided that the academic fraternity including the teaching and non-teaching staff should be given orientation on new procedures and methodologies of NAAC grading and data collection and uploading of Annual Quality Assurance Report (AQAR) – IQAC was entrusted with the same.
10. IQAC also suggested to conduct on campus placement drive and give opportunities to students who have already pass out/completed their course from the institution.
11. The panel suggested and approved that an Annual research conference on research methodology may be conducted in all the streams – science, social science, language and commerce, at the international level.

12. The committee also decided to celebrate a two-week long programme to celebrate 7th International Day of Women and Girl in Science in the month of February.
13. The committee reviewed the environment friendly activities done so far and stressed on the importance of sustainable learning and development by inculcating the values of conserving the environment and universal ethics and values.
14. The meeting came to an end at 01:15pm.



Principal
V.T.M.N.S.S. College
Dhanuvachapuram



Action Taken Report as part of Minutes of the IQAC Meeting held on 22.11.2021

Suggestions/Decisions		Action Taken Report	
1.	Conduct Merit Day to felicitate the winners	1.	Ms Akhilasree L, Ms Aparna Krishnan G and G Sarath Kumar for being selected as the Best NSS Programme officer, Best NSS volunteer and for creating a customised software for digital library, respectively
2.	Conduct Academic audit for even semester	2.	The academic audit for the even semester was completed and forwarded by the various departments to the Academic Committee and documented and forwarded the same to IQAC
3.	Orientation programme on data collection and compilation for AQAR 2020 onwards	3.	The teaching faculty were given criteria wise orientation class (1 criteria per day)
4.	Extension/Social Outreach Programmes	4.	Blood Donation Drive, Constitutional Awareness, Campus cleaning and cleaning nearby Dhanuvachapuram Railway Station as part of Swachh Bharat Abhiyaan
5.	Organise e-Shram Registration Drive	5.	A One Day e-Shram registration drive was conducted on 21.12.2022 from 10:00 to 04:00 pm with almost 30 people registering
6.	Proposed the consolidation of AQAR for the academic year 2017-18 and 2018-19.	6.	Relevant data was consolidated by all the departments and the departmental AQAR was submitted to the IQAC by 30.08.2019 – the details were filled in the NAAC site and AQAR for 2018-19 was submitted in February 2020
7.	Workshops/Seminars to be conducted by IQAC Administrative Staff as part of Staff Improvement programme	7.	One Day Workshop for Administrative Staff on Office Administration was conducted on 29.01.2022
8.	Conduct a Programme to celebrate 7 th International Day of Women and Girl in Science in the month of February.	8.	The 2-week long programme to celebrate the same was conducted from 11 th February 2022 to 28 th February 2022 with women scientists, academicians and doctors participated and interacted with learners virtually – a documentary on women achievers in science was also released on You Tube with students from other institutions as attendees as well.

9.	Conduct induction/orientation programmes and Bridge course for first year degree students	9.	Induction/Orientation programme at the college level was conducted and the departments conducted 2-week long Bridge Course as well
10.	Conducting Annual Research Conference	10.	An Annual Research conference ARCSSCAL 2022 was conducted at the international level in science, social science, commerce arts and language streams with a pan world presence in the form of resource persons, conference delegates on a virtual platform – the conference proceedings were published later on

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NOTICE

**A meeting of IQAC, VTM NSS College, Dhanuvachapuram, will be held on 27.04.2022.
Platform: Google Meet. Time: 11:30 am.**

IQAC Meeting

Tuesday, April 27, 2021 · 11:30am – 1:00pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/xdy-fpsr-zyk>

Or dial: (US) +1 662-626-3537 PIN: 304 494 747#

More phone numbers: <https://tel.meet/xdy-fpsr-zyk?pin=6961725151321>

Agenda

1. Review of the minutes of the previous meeting and the action taken towards the decisions finalised.
2. Review of programmes and activities conducted
3. Review of infrastructural maintenance work
4. Any other matter



Principal
V.T.M.N.S.S. College
Dhanuvachapuram



Minutes of the IQAC Meeting held on 27.04.2022

Platform: Google Meet

Time: 11:30 am

Agenda

1. Review of the minutes of the previous meeting and the action taken towards the decisions finalised
2. Review of programmes and activities conducted
3. Review of infrastructural maintenance work
4. Any other matter

Members Present

Dr V M Anandakumar, Chairperson

Ms Shama Pillai, IQAC Coordinator

Dr Deepa V, Member

Dr Susmitha O V, Member

Dr Sushama Raj R V

Mr Ratheesh R J, Member

Ms Manjary S, Member

Mr Vishnu P S, Member

Ms Gayathri Menon K, Member

Dr Sanalkumaran Nair V, Alumnus, Member

Baiju G, Panchayat Member, Member

Geethu C M, Student, Member

Members Absent

Mr M R Unni, Secretary, NSS College's Central Committee, Member, Management

Rajeev O S, Junior Superintended

Sathikumari L, Parent, Member

Mr K Rajasekharan Nair, Industrialist, Member

Dr Deepak S S, Member

Minutes

1. Minutes of the previous meeting was read and approved.
2. The programmes and activities conducted as the decisions finalised in the previous meeting was reviewed and analysed.
3. The panel suggested that the skill development programmes must be continued further as students expressed a general interest in acquiring additional skills and the initiative *Naipunya* can be hailed as one of the best practices of the institution.
4. The maintenance of the roof over the main administrative and academic building has been finalised and the lowest tender quoted has been accepted and the work is expected to commence in the month of May.
5. The members discussed the newly constructed website and suggested changes to make it more dynamic.
6. The members agreed to give instructions to teachers to attend workshops to learn/acquire/get acquainted with the online mode of teaching and how to handle these tools for guiding the learners who are digitally divided.
7. The panel suggested to introduce more learner-oriented programmes and activities and also suggested to introduce more extension programmes to engender social responsibility amongst the learners.
8. The meeting came to an end at 12:40 pm.


Principal
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Dhanuvachapuram



Action Taken Report as part of Minutes of the IQAC Meeting held on 27.04.2022

Suggestions/Decisions		Action Taken Report	
1.	Teachers were encouraged to attend workshops and webinars to handle online mode of teaching	1.	Various faculty members attended workshops and webinars on the same conducted by various government, private institutions to acquaint themselves with the latest mode of teaching-learning – documented by IQAC
2.	Social Outreach programme by NSS, NCC and various departments/cells	2.	Various extension/social outreach programmes were conducted and documented
3.	The maintenance of the roof over the main academic and administrative building	3.	The roof maintenance has been done in the month of May
4.	Conduct of <i>Naipunya</i>	4.	More Skill development programmes under the banner of <i>Naipunya</i> was conducted maintaining all Covid 19 protocols.
5.	Online feedback	5.	Online feedback of all the stakeholders were taken through G forms. The responses were analysed and report was prepared.



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Dhanuvachapuram

