

Circular

Circular No: BSS-1QAC/003/2021-2022.


Date: 21.10.2021


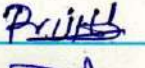



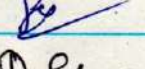

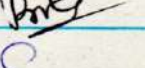
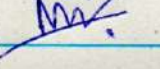

This is to inform you that, there will be an official meeting on 22nd October, 2021 in the Principal's chamber at 04.30 pm hence, all the faculty members are informed to attend the meeting.

Meeting Agendas:

- * Vision and mission of IQAC
- * Objective of IQAC
- * Strategies of IQAC
- * Functions of IQAC
- * Composition of IQAC
- * Quorum of the IQAC meeting
- * Validity of IQAC membership.
- * Frequency of IQAC meeting and reports
- * Action plan of IQAC.




PRINCIPAL,
S. S. B Ed. Training College,
Alathur (PO), Palakkad-District
Kerala - 678 541.

Name	Signature	Name	Signature
Smt. Rasmi V.M		Shri. Prjithi R.P.	
Smt. Meera T.N		Shri. Santhosh V	
Smt. Neema Surendran		Shri. Sagar Das	
Smt. Jini M. George		Smt. Priya Gopinath	
Shri. Santhosh T.		Smt. Sruthy S.	



Minutes of Meeting

Date : 22.10.2021

An official faculty meeting was held on 22nd October 2021 at 04.30 pm in the Principal's chamber headed by Dr. K.S. Balambika, Principal, BSS Training college

Meeting Agendas :

1. Vision and Mission of the IQAC
2. Objectives of IQAC
3. Strategies of IQAC
4. Functions of IQAC
5. Composition of IQAC
6. Quorum of IQAC
7. Validity of IQAC membership
8. Frequency of IQAC meeting and reports
9. Action Plan of IQAC

Faculty members presented : 11

The meeting started with prayer and Dr. K.S. Balambika, Principal welcomed all the faculty members. The minutes of previous meeting were read by Smt. Jini M George, co-ordinator, Internal Quality Assurance Cell. Further, IQAC co-ordinator furnished all the details regarding each agenda.



Agenda - 1 The Vision of IQAC in the institution

- * To be the institution of excellence in teacher education
- * Promote holistic development
- * Promote quality culture

The mission of IQAC

- * Develop a system for conscious, consistent, and catalytic improvement of the institution.
- * Belongingness and participation of IQAC in all the institutional activities

Agenda - 2 Objectives of IQAC in the institution

- * To develop a mechanism to promote conscious, consistent and catalytic action plans to improve academic and administrative performance of the institution.
- * To promote institutional quality enhancement and sustenance through the internalisation of quality culture and institutionalization of the best practices.

Agenda - 3 Strategies of IQAC in the institution

- * Ensuring timely, efficient and progressive performance of academic administrative and financial units.
- * Adoption of the relevant and quality academic and research programmes.
- * Ensuring equitable access to and affordability of academic programmes for various sections of the society.
- * Optimization and integration of modern methods of teaching and learning.

- * Ensuring the proper allocation, adequency and maintenance of support and services;
- * Ensuring credible assessment and evaluation process.

Agenda - 4 Functions of IQAC in the institution

- * Development and application of quality benchmarks.
- * Planning and monitoring quality related activities
- * Setting parameters for various academic and administrative activities of the institution.
- * Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.
- * Collection and analysis of feedback from all the stakeholders on quality-related institutional process.
- * Organization and participation of intra- and inter-institutional workshops and seminars on quality related themes and promotion of quality circles
- * Documentation of various programmes/ activities leading to quality improvement.
- * Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of

the best practices.

- * Development and maintenance of institutional database for the purpose of maintaining and enhancing institutional quality.
- * Periodical conduct of Academic and Administrative Audits along with their follow-up-activities.
- * Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

Agenda - 5. Composition of IQAC

Dr. K. S. Balambika.
Principal
BSS B-Ed Training College
Chairperson, IQAC

Dr. Vijayan V Anand
Director, BSS Institutions
Management Member, IQAC

Smt. Jini M George
Assit. Prof in General education
co-ordinator, IQAC.

Sri. C. Balachandran
President, BSS Education Society
Management member, IQAC.

Smt. Rasmi. V M
Assit. Prof in commerce
member, IQAC

Smt. Meera. T N
Assit. Prof. in social science
Member, IQAC.

Smt. Neema Sureshnan
Assit. Prof in English
Member, IQAC.

Sri. Santhosh. T
Assit. Prof in General education
Member, IQAC

Sri. Prithi E P
Assit. Prof in Physical Science
Member, IQAC.

Sri. Santhosh V
Assit. Prof in Physical Education
Member, IQAC

Sri. Sagar Das
Assit. Prof in Music
Member, IQAC

Smt. Priya Gopinath
Assit. Prof in Mathematics
Member, IQAC

Smt. Sruthy S
Assit. Prof. in ICT
Member, IQAC

Sri. Manikuttan
Office Superintendent
Member, IQAC.

Sri. E B Ramesh
Chairman, Daya Charitable
Trust
Society Nominee, IQAC

Smt. Gopika R
Student Nominee
Member, IQAC

Smt. Smrithy M Nair
Student Nominee
Member, IQAC

Smt. Bindu S Nath
Alumni Nominee
Member, IQAC

Sri. Ananthan
Stakeholder Nominee
Member, IQAC

Sri Ramdas G.
Stakeholder Nominee
Member, IQAC

Agenda - 6 Quorum of the IQAC Meeting

* The quorum for the meeting shall be two-thirds of the total number of members

Agenda - 7 Validity of IQAC membership

- * The membership of the nominated members shall be for a period of two years and necessary modifications in the composition as per the institution's

Agenda - 8 - Frequency of IQAC meeting & reports

- * The IQAC should meet at least once in every quarterly in an academic year.

Agenda - 9 - Action Plan of IQAC.

- * Plan of action at the beginning of the Academic year towards Quality Enhancement
- * Preparation of Academic Calendar.
- * Assisting various cells/committees/clubs in their quality performance.
- * Analysing various Minutes of meeting
- * Feedback analysis and necessary remedial recommendations and actions.
- * Ensuring effective internal assessment and proper documentation.
- * Preparation of outcome achieved by the end of the academic year.
- * Assisting ICT related support towards effective teaching learning process.
- * AISHE submission.
- * Yearly budget for augmentation/extension of the infrastructure of the institution
- * Plan of action related to the professional development of the faculty members.
- * Plan of action related to teaching skills



enhancement.

* Academic audit and teaching performance evaluation.

* Enriching the institution best practices, strategic plan, distinctiveness etc.

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The above resolutions were made and accepted by all the members. Vote of thanks was given by Smt. Jini. M. George, IQAC co-ordinator.

Members

PRINCIPAL
B. B. B. Ed. Training College
Alathur (PO), Palakkad - 678 841.
Kerala - 678 841.

Smt. Rasmi V M.	
Smt. Meera T. N.	
Smt. Neema Barendran	
Smt. Jini. M. George.	
Sri. Santhosh T.	
Sri. Prjith G. P.	
Sri. Santhosh V.	
Sri. Sagar Das.	
Smt. Priya Kopilath.	
Smt. Sankhy S.	