

## CIRCULAR

Circular No.: BSS-IGAC/006/2021-2022

Date: 07.07.2022

This is to inform you that, there will be an official IGAC meeting on 8<sup>th</sup> July, 2022 in the Principal's Chamber at 04:00 p.m. Hence, all the faculty members are informed to attend the meeting.

## Meeting Agendas

1. IGAC Composition
2. Outreach Activity
3. Placement
4. School Internship
5. Model Examination
6. University Result Analysis
7. Convocation
8. College Magazine
9. 2022-2024 Batch Admission
10. Academic calendar for 2022-2023
11. Roles and responsibilities of faculty members.



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

Smt. Rasmi V M

Smt. Meera T N

Sri. Santhosh T

Sri. Prijith E P

Sri. Sagar das P H

Smt. Neema Jurendran

Smt. Jini M George

Sri. Charles F

Sri. Santhosh V

Ms. Salabha B



## Minutes of Meeting

Date: 08.07.2022

An official staff meeting was held on 8<sup>th</sup> July 2022 in the Principal's chamber at 04:00 p.m headed by Dr. K.S. Balambika, the Principal.

### Meeting Agendas

1. IQAC Composition
2. NAAC - IQAA and SSR Submission
3. Outreach Activity
4. Placement
5. School Initiatory
6. School Internship
7. Model Examination
8. University Result Analysis
9. Convocation
10. College Magazine
11. Admission 2022-2023
12. Academic Calendar 2022-2023
13. Roles and Responsibilities of staff members

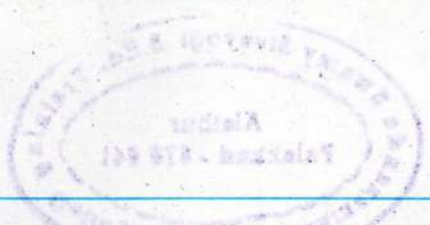
Members Present : 11

Decisions / Discussions / Resolutions :

### Agenda 1: IQAC Composition

- ✓ Due to academic and administrative reasons, it is decided to change the IQAC Coordinator.
- ✓ Dr. K.S. Balambika, Principal and chairperson of IQAC, officially declared that Sri. Charles F, Assistant Professor in Mathematics will be the Co-ordinator of the IQAC and his validity shall be for a period of two years.





### Agenda-2 - NAAC IQA and SSR Submission

- ✓ Team wise workdone report was submitted by the NAAC Committee members.
- ✓ It is decided to submit the NAAC - Institutional Information for Quality Assessment (IQA) in the month of October, 2022.

### Agenda-3 : Outreach Activity

- ✓ It is decided to conduct one outreach activity for the 2022-2024 batch student-teachers after the finalization of the enrolment by the University of Calicut.

### Agenda-4 : Placement

- ✓ It is decided to collect the recruitment advertisements in different kinds of media like social media, print media etc.
- ✓ It is decided to conduct an orientation programme on job recruitment for the 2021-2023 batch student-teachers.
- ✓ It is decided to conduct campus interview or similar programme.

### Agenda-5 : School Initiatory

- ✓ As per the curriculum, it is decided to send our students for one-week school initiatory programme to their respective convenient schools.
- ✓ It is decided to get proper permission from the school education department.

### Agenda-6 : School Internship

- ✓ As per the school internship programme guidelines given by the University of Calicut, it is decided to send 2021-2023 batch student-teachers for 16-weeks school internship to their respective selected schools with the proper permission from the school education department.
- ✓ It is decided to collect the convenient schools details from the student-teachers.





### Agenda-7: Model Examination

- ✓ It is decided to conduct a model examination in the month of August, 2022. (2021-2023 Batch)

### Agenda-8: University Result Analysis

- ✓ It is decided to analyse the first semester university results for the batch 2021-2023 and assess the effectiveness of teaching-learning process. Also the result analysis of the 2020-2022 batch for the graduation ceremony.

### Agenda-9: Convocation

- ✓ It is decided to conduct the graduation ceremony for the 2020-2022 batch in the month of September.

### Agenda-10: College Magazine

- ✓ It is decided to publish the college magazine for the academic year 2021-2022 during the graduation ceremony.

### Agenda-11: Admission 2022-2024 Batch

- ✓ It is decided to follow the admission guidelines given by the University of Calicut for the academic year 2022-2023 of batch 2022-2024.

### Agenda-12: Academic Calendar for 2022-2023

- ✓ It is decided to create our institution's academic calendar for the academic year 2022-2023 with reference to the University of Calicut's academic calendar.





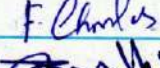
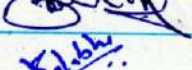
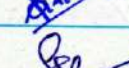
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### Agenda - 13 : Roles and Responsibilities of faculty members

- ✓ It is decided to assign the new roles and responsibilities to all the faculty members for the academic year 2022-2023.



  
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| Sl.No | Name of the Member   | Signature                                                                            |
|-------|----------------------|--------------------------------------------------------------------------------------|
|       | Smt. Rasmi V M       |   |
|       | Smt. Meera T N       |  |
|       | Smt. Neema Shrendran |  |
|       | Smt. Jini M George   |  |
|       | Sri. Santhosh T      |  |
|       | Sri. Prithi E P      |  |
|       | Sri. Charles F       |  |
|       | Sri. Santhosh V      |  |
|       | Ms. Salabha B        |  |
|       | Sri. Sagar Das P H   |  |





## ACTION TAKEN REPORT (ATR)

### 1. IRAC Meeting Minutes Record

IRAC meeting minutes record and other documents submitted to the new IRAC co-ordinator Sri. Charles F, Assistant Professor in Mathematics.

### 2. NAAC IQA and SSR Submission

All the NAAC committee members are instructed to complete their respective pending works before the end of September, 2022.

### 3. Outreach Activity

Smt. Meera T N and Ms. Dalabha B are given the role to organize an outreach activity.

### 4. School Initiatory Programme

| Sr.No | School Name       | Teacher-educators in-charge | sign |
|-------|-------------------|-----------------------------|------|
| 1     | GUVHSS, Nenmara   | Smt. Rasmi V M              |      |
| 2     | GUVHSS, Chittur   | Sri. Charles F              |      |
| 3     | GHSS, Pazhayannur | Sri. Poojitha E P           |      |
| 4     | GHSS, Kumarapuram | Smt. Meera T N              |      |
| 5     | GVGHSS, Alathur   | Smt. Neema Shmendra         |      |
| 6     | GHSS, Erimayur    | Smt. Neema Shmendra         |      |

Teacher-educators are expected to inform their respective school HMs/Principals in person and report the same to the Principal/In-charge.

### 5. School Internship

All the optional teachers are expected to give an orientation class regarding the school internship.





## 6. Model Examination

All the teachers are expected to prepare question paper and submit to the exam cell co-ordinators as per the direction by the Examination Cell.

## 7. University Result Analysis

IBAC co-ordinators has given the in-charge.

## 8. Convocation 2020-2022 Batch

| Sl.no | Teachers-educators | Convocation Duty           | Sign      |
|-------|--------------------|----------------------------|-----------|
| 1     | Smt. Rasmi V M     | Overall in-charge          |           |
| 2     | Smt. Neema Suresh  | Overall in-charge          |           |
| 3     | Smt. Meera T N     | Mess and Hall Arrangement  |           |
| 4     | Sri. Charles F     | Convocation Chow in-charge | F Charles |
| 5     | Sri. Santhosh T    | Technical in-charge        |           |
| 6     | Ms. Lalabha B      | Technical in-charge        |           |
| 7     | Smt. Jini M George | Certificate in-charge      |           |
| 8     | Sri. Prithvi E P   | e-magazine                 |           |

## 9. College Magazine

Smt. Jini M George, Assistant Professor in General Education has given the in-charge.

## 10. Admission 2022-2024 Batch

Smt. Rasmi V M and Smt. Neema Suresh are given the in-charge.

## 11. Academic Calendar for 2022-2023 year

Smt. Rasmi V M and Sri. Charles F are given the in-charge.

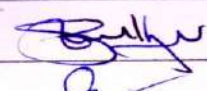
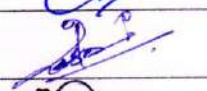
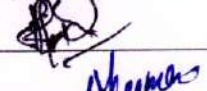
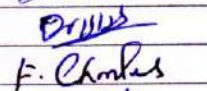
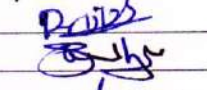
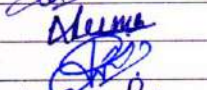
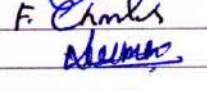
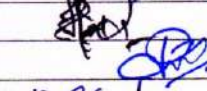
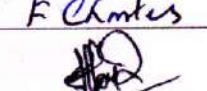
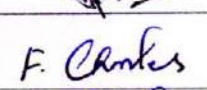
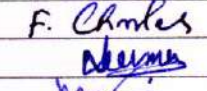
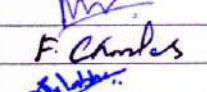
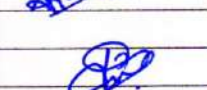
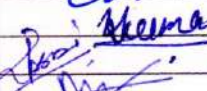
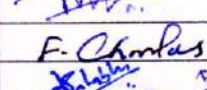
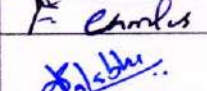
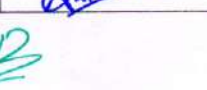
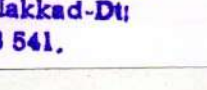


## 12. Roles and Responsibilities of staff (2022-2023)

| Sl.No. | Duty                                   | In-charge/Co-ordinator(s)              | Signature           |
|--------|----------------------------------------|----------------------------------------|---------------------|
| 1      | Academic Development Committee (ADC)   | Sri Charles F                          | F. Charles          |
| 2      | Admission Cell                         | Smt. Neema Surendran<br>Smt. Rasmi V M | Neema<br>Rasmi      |
| 3      | Alumni Association                     | Smt Meera T N<br>Sri Prijith E P       | Meera<br>Prijith    |
| 4      | Anti-ragging Cell                      | Smt Meera T N                          | Meera               |
| 5      | College Development Council (CDC)      | Principal                              |                     |
| 6      | Discipline Committee                   | Smt. Rasmi V M<br>Sri. Charles F       | Rasmi<br>F. Charles |
| 7      | Examination Cell                       | Smt. Neema Surendran                   | Neema               |
| 8      | Examination Grievance Redressal Cell   | Smt Jini M George                      | Jini                |
| 9      | Health and Yoga Club                   | Sri Santhosh V                         | Santhosh            |
| 10     | Library Committee                      | Smt. Jini M George                     | Jini                |
| 11     | Parent Teacher Association (PTA)       | Smt. Rasmi V M                         | Rasmi               |
| 12     | Placement Cell                         | Smt Meera T N                          | Meera               |
| 13     | Staff Welfare Committee                | Sri. Santhosh T                        | Santhosh            |
| 14     | Student Development Committee (SDC)    | Sri. Santhosh T                        | Santhosh            |
| 15     | Students' Council                      | Principal                              |                     |
| 16     | Women Empowerment Committee            | Smt. Jini M George                     | Jini                |
| 17     | NAAC Committee                         | Smt. Rasmi V M<br>Sri. Santhosh T      | Rasmi<br>Santhosh   |
| 18     | Internal Quality Assurance Cell (IQAC) | Sri Charles F<br>Smt. Neema Surendran  | F. Charles<br>Neema |
| 19     | Commerce Club                          | Smt Rasmi V M                          | Rasmi               |
| 20     | Language Club                          | Smt Neema Surendren                    | Neema               |
| 21     | Mathematics Club                       | Sri Charles F                          | F. Charles          |
| 22     | Science Club                           | Sri Prijith E P                        | Prijith             |
| 23     | Social Science Club                    | Smt Meera T N                          | Meera               |





|    |                                        |                                                                         |                                                                                                                                                                                                                                                                         |
|----|----------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24 | Health & Yoga Club                     | Sri Santhosh V                                                          |                                                                                                                                                                                       |
| 25 | Arts Club                              | Sri Sagardas                                                            |                                                                                                                                                                                      |
| 26 | Morning Assembly and Attendance        | Smt Jini M George                                                       |                                                                                                                                                                                      |
| 27 | Orientation and Induction Programme    | Smt Rasmi V M                                                           |                                                                                                                                                                                      |
| 28 | Talents' Day                           | Smt Meera T N                                                           |                                                                                                                                                                                      |
| 29 | Students' Uniform                      | Smt Neema Surendran                                                     |                                                                                                                                                                                      |
| 30 | Students' E-grants                     | Smt Rasmi V M                                                           |                                                                                                                                                                                      |
| 31 | Community Living Camp                  | Sri Prijith E P<br>Sri Charles F                                        | <br>                                                                                              |
| 32 | Sports Day                             | Sri Prijith E P<br>Sri Santhosh V                                       | <br>                                                                                             |
| 33 | Annual Day Celebration                 | Smt Neema Surendran                                                     |                                                                                                                                                                                    |
| 34 | Convocation                            | Smt Rasmi V M<br>Smt Neema Surendran                                    | <br>                                                                                          |
| 35 | Arts Day                               | Smt Jini M George                                                       |                                                                                                                                                                                    |
| 36 | Annual Report                          | Sri Charles F                                                           |                                                                                                                                                                                    |
| 37 | College Magazine                       | Smt Neema Surendran<br>Sri Charles F                                    | <br>                                                                                          |
| 38 | Workshop (Teaching Learning Materials) | Smt Rasmi V M                                                           |                                                                                                                                                                                    |
| 39 | School Initiatory and Internship       | Smt Rasmi V M<br>Smt Meera T N                                          | <br>                                                                                          |
| 40 | Seminar/workshop/conference            | Smt Jini M George<br>Sri Charles F                                      | <br>                                                                                          |
| 41 | Article about Programmes               | Smt Meera T N<br>(Malayalam version)<br>Sri Charles F (English version) | <br>                                                                                          |
| 42 | Diary                                  | Sri Charles F                                                           |                                                                                                                                                                                    |
| 43 | Suggestion Box                         | Smt Neema Surendran                                                     |                                                                                                                                                                                    |
| 44 | Website/Blog                           | Sri Santhosh T<br>Sri Charles F<br>Ms Salabha B                         | <br><br> |
| 45 | Monthly Celebration (PRAYANA)          | Optional Teachers                                                       |                                                                                                                                                                                    |
| 46 | SUPW                                   | Smt Jini M George                                                       |                                                                                                                                                                                    |
| 47 | University Correspondence              | Smt Neema Surendran                                                     |                                                                                                                                                                                    |
| 48 | University Notifications               | Smt Rasmi V M                                                           |                                                                                                                                                                                    |
| 49 | NCTE Notifications / PAR               | Sri Santhosh T<br>Sri Charles F                                         | <br>                                                                                          |
| 50 | E-mail                                 | Ms Salabha B                                                            |                                                                                                                                                                                    |
| 51 | Time-table                             | Smt Rasmi V M                                                           |                                                                                                                                                                                    |
| 52 | First Aid & Rest Room                  | Smt Meera T N                                                           |                                                                                                                                                                                    |
| 53 | IGL (Collaboration)                    | Sri Charles F                                                           |                                                                                                                                                                                    |
| 54 | ID Card                                | Ms Salabha B                                                            |                                                                                                                                                                                    |



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