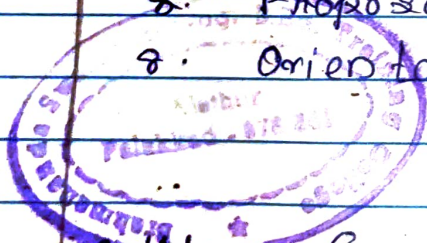


B.S.S B.Ed Training College, Alathur
IQAC Meeting Circular
 Circular : B.S.S- IQAC : 1025-2024-25
 Date : 10-7-2024

This is to inform you that there will be an official meeting on 11-7-2024 in Principal's chamber at 4 p.m. Hence all faculty members are requested to attend the meeting.

Meeting Agendas :

1. IQAC Composition 2024-25 & Cells & Comm
2. NAAC A&AR - Discussion
3. Conducting Induction programme for 1st year students.
4. Discussion on Linkage programme with Ravunni Panicker Trust, Barcelona
5. Outreach activity / community engagement
6. Conducting awareness programme
7. Conducting eye camp Talents Day for students.
8. Proposals of IQAC 2024-25.
9. Orientation programme for teachers



Smt Meena Suresndran
 Smt Meera T.N
 Smt Rasmi VM
 Smt Jini M George
 Smt Jaisidha S

[Handwritten signatures and initials]

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

Smt Priyanka Raj
 Ms Salabha B
 Sri Prjith G.P
 Sri Santhosh V
 Sri Sagar Desh

Meeting Minutes.

11-7-2024.

An official meeting was held on 11-7-2024 in Principal's chamber organised by IQAC at 4.P.M headed by Dr K.S Balambika, Principal, B.S.S. B.Ed Training College, Alathur.

Meeting Minutes

Agenda -1 IQAC composition 2024-25

New IQAC cell was formed and approved by the Principal. Smt Neema Surendran, Assistant Professor will be the IQAC co-ordinator for 2024-25 academic year. Cells and committees were formed for 2024-25.

Agenda -2 - NAAC AQAR Submission 2023-24

Teamwise work done report was submitted by the NAAC committee members.

Agenda 3 - Induction Programme

It is decided to organise induction programme for the 1st year students.

Agenda 4 - Linkage programme with Ravumni Parickan Trust.

Proposal of linkage programme with Ramunni Parickan Trust, Barcelona

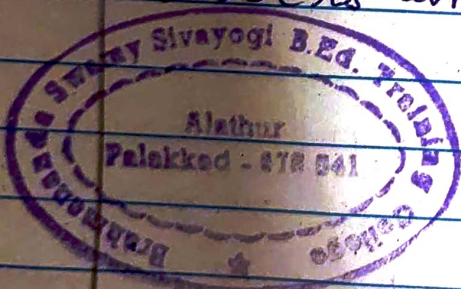
was presented by Principal.

Agenda 5 - Out reach activity / community engagement
It is decided to organise out reach activities / community engagement programmes in every month.

Agenda 6 - Awareness programmes.
Principal and faculty members discussed to organise awareness programmes in every month.

Agenda 7 - Talents Day
It is decided to conduct Talents day for 8th year students

Agenda 8 - Orientation programme for Faculty members.
Orientation programme was decided to organise for faculty members and non teaching staffs.



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Smt Meetes TN
Smt Rasmi VM
Smt Jini M George
Smt Keema Surendran
Ms Salabha B
Smt Janitha S

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Smt Priyanka Raj
Sri Prifith G.P
Sri Sandosh V
Sri Sagardas Id

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Action Taken Report

[A T R of Meeting held on 11-7-2024]

Agenda 1: IQAC and cells/committees formation.

Principal gave proper instructions to IQAC cell. The cell started to function. The other cells and committees were also started their works.

Agenda 2: NAAC AAR Submission.

Principal conducted review meeting with each team members. They are instructed to complete their pending tasks before the end of October 2024.

Agenda 3: Induction programme for 1st year students.

Induction programme for 1st year students was organised on 24th July and 29th and 30th August 2024. It was lead by Dr. K. S. Balambika, Principal, BSS Bed Training College, Alathur.

Agenda 4: Linkage programme with Ravunni Panicker Trust, Barcelona.

We decided to organise one linkage programme with Ravunni Panicker Trust, Barcelona. Dr. Smt Priyanka Raj, Assistant Professor was appointed as its co-ordinator.



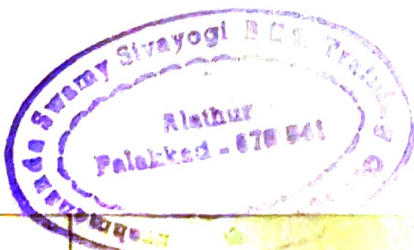
BSS B.Ed. Training College

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Alathur, Palakkad- 678541 Kerala



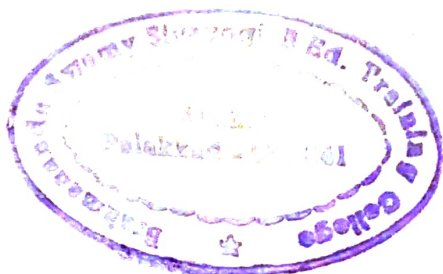
Roles and Responsibilities of staffs

Sl No	Duty	In-charge/ Co-ordinator
1	Academic Development Committee (ADC)	Dr K S Balambika and all teachers
2	Admission Cell	Smt Neema Surendran Smt Rasmi V M
3	Alumni association	Smt Meera T N Sri Prijith E P
4	Anti Ragging Cell	Smt Meera T N
5	College Development Council(CDC)	Principal
6	Discipline Committee	Smt Rasmi V M Neema Surendran
7	College Election Committee	Smt Jini M George
8	Examination Cell	Smt Jini M George Ms Salabha B
9	Examination Grievance Redressal Cell	Smt Jini M George
10	Yoga and Health Club	Sri Santhosh v
11	Library Committee	Smt Janitha S
12	Parent Teacher Association(PTA)	Smt Rasmi V M
13	Placement Cell	Smt Neema Surendran
14	Staff Welfare Committee	Dr Santhosh T
15	Student Development Committee(SDC)	Dr Santhosh T
16	Students' Council	Principal
17	Women Empowerment Committee	Smt Priyanka Raj
18	NAAC Committee	Smt Neema Surendran Smt Rasmi V M
19	Internal Quality Assurance Cell(IQAC)	Smt Neema surendran
20	Commerce Club	Smt Rasmi V M
21	Language club	Smt Neema Surendran
22	Mathematics Club	Sri Charles f
23	Science Club	Sri Prijith E P
24	Social Science Club	Smt Meera T N
25	Arts Club	Sri Sagardas H
26	Morning Assembly and Attendance	Smt Jini M George Smt Priyanka raj
27	Orientation and Induction Programme	Smt Rasmi V M
28	Talents' day	Smt Meera T N Smt Priyanka Raj
29	Students' Uniform	Smt Neema Surendran
30	Students' E Grants	Smt Rasmi VM



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

31	Community Living camp	Smt Neema surendran Smt Jini M George
32	Sports Day	Sri Santhosh V Smt Jini M George Sri Prijith E P
33	Annual day Celebration	Smt Neema Surendran Ms Salabha B
34	Convocation	Smt Rasmi V M Smt Janitha S
35	Arts Day	Smt Jini M George Sri Prijith E P
36	Annual Report	Smt Neema Surendran
37	College Magazine	Smt Rasmi V M Ms Salabha B
38	Teaching Learning Materials Workshop	Smt Rasmi V M
39	School Initiatory and Internship	Smt Meera T N Sri Prijith E P
40	Seminar/workshop/conference	Smt Jini m George Smt Janitha S
41	Article about Programmes	Smt Meera T N (Malayalam version) Sri Charles F (English version)
42	Diary	Sri Prijith E P
43	Suggestion Box	Smt Neema Surendran
44	Website/Blog	Dr Santhosh T Sri Charles F Ms Salabha B
45	Monthly Celebration (PRAYANA)	Optional Teachers
46	SUPW	Smt Jini M George Ms Salabha B
47	University Correspondence	Smt rassmi V M Sri Prijith E P
48	University Notifications	Sri Prijith E P
49	NCTE Nitifications/ PAR	Dr Santhosh T Sri Charles F
50	E Mail	Ms Salabha B
51	Time Table	Smt Rasmi V M
52	First Aid & Rest Room	Smt Meera T N
53	Collaboration with other institutions	Smt Rasmi V M Smt Neema Surendran
54	ID cards	Ms Salabha B Smt Priyanka Raj
55	Study Tour/ Field trip	Smt Priyanka Raj Ms Salabha
56	AISHE	Sri Prijith E P




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