



**THE ZAMORIN'S GURUVAYURAPPAN COLLEGE**  
Guruvayurappan College PO, Kozhikode-673014, Kerala, India  
(Established in 1877. Affiliated to the University of Calicut & Aided by Govt. of Kerala)

**Re-accredited by NAAC with Grade A**  
**INTERNAL QUALITY ASSURANCE CELL**

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Date: 01/11/2018

### **MINUTES OF IQAC CORE COMMITTEE MEETING HELD ON 01-11-2018**

The meeting was called to order at 2.30 PM

Members Present:

1. Dr. T. Ramachandran
2. Dr. N. E. Rajeevan
3. Smt. Tanuja Raghavan
4. Dr. Rajani B
5. Dr. Rajesh. k. p
6. Smt. Saleena k. k
7. Sri, Vinayak N

#### AGENDA

1. Submission of AQAR
2. IQAC working fund
3. IQAC committee expansion
4. Training for office staff
5. IQAC staff
6. Academic audit

#### DECISION TAKEN

1. Decided to distribute student feedback forms, mentoring cards, tutorial cards, class diary and Teacher's work diary to various departments. Distribution to start on 5<sup>th</sup> Nov 2018
2. The departments have to submit evaluative report of the period July 1, 2017-June 30, 2018 Before Nov 9, 2018
3. To discuss with the management the following issues:
  - 1) Institutional website updation
  - 2) Bad condition of roads
  - 3) Classroom shortage
  - 4) Multipurpose Hall
  - 5) Bookshelves for the library
  - 6) IQAC working fund
  - 7) To get an appointment with the management at the earliest

4. To request the principal to find sources such as a) unspent balance of PD Account b) alumni
5. Two members of the teaching staff to be inducted to IQAC core committee-Dr.Sudheer of the department of Zoology and Dr.Remmiya Rajan of the department of Economics
6. The full committee of IQAC to be expanded with the addition of the following members:

Industry-Kishore (ULCC)

Alumni - Dr.K.V Mohanan

Dr.V.K Haridasan

Experts –Dr.Sabu

Sri.Saji Gopinath

Sri. Pradeep Kumar

Sri. Vijayan IPS

Sri. Anil Kumar M

Employers – VKC Mammad Koya, K.V.Santhoshkumar

Stkeholder – prof.Shobeendran

Local Society – Dr.Madhavikutty

7. Decided to hold staff training for office staff in the month of November
8. To retain Smt.Sindhu at information centre of the college. Her working hours at the information centre will be from 10 AM TO 12.30 PM
9. Smt.Sheena's services to be utilized only for IQAC related matters and Ladies Room facilities salary increase of Rs.1000/- recommended for Smt.Sheena
10. Academic Audit to be finalized by the end of November
11. Department level representatives (other than HOD)to be identified for reporting of department activities to IQAC

The meeting concluded at 4.30 PM