
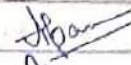




ACADEMIC MONITORING COMMITTEE Meeting Minutes

13.01.2022 IQAC Room 3.30 pm

Members Present

1. Dr. K. AJAYAKUMAR , Principal
2. Dr. P.K. ANITHA , IQAC coordinator
3. Dr. K.P. PRASANTH, HoD Botany 
4. Dr. APARNA P, Asst. Professor 
5. Dr. JEESHMA MV, Asst. Professor 
6. Ms - SHALIYA T, Asst. Professor on Contract 

Dr. KP PRASANTH, HoD Botany welcomed all members. Dr. K. AJAYAKUMAR, Principal informed that the vision of AMC meeting is to relentlessly foster an enabling environment of teaching and learning of international standards through an efficient academic monitoring system.

Important decisions and discussions

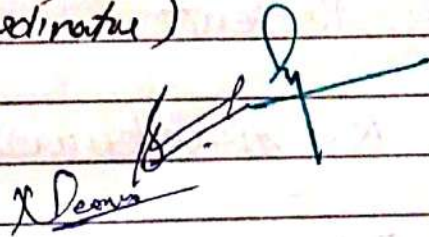
- ✓ Reviewed the AMC meeting held at 17.11.21.
- ✓ Academic matters are going smoothly in the dept.
- ✓ IV sem core and Complementary Practical examinations were held on Nov 29, 30, Dec 1.
- ✓ Chemistry Compl. Practical examinations held on 1, 2 Dec.
- ✓ Zoology Compl. Practical examination held on 8/12/21
- ✓ X-mas Celebrations was conducted.
- ✓ Eleven Botany students were participated in the NSS Camp
- ✓ Conducted online classes on X-mas Holidays.
- ✓ Dr. MV Jeeshma and Dr. KP Prasanth were took classes in connection with NSS Camp.
- ✓ Time table for 1st, 4th and 6th semesters were submitted
- ✓ Classes for Open course students was completed, Model examination conducted, Result published.
- ✓ Dr. Aparna P participated in the Refresher Course from 9th December 2021 to 22 December 2021.
- ✓ Second semester model examination successfully conducted, marks uploaded in the E+Lab.

04-07-2021

1

AMC Meeting of the Department held on 04/07/21 through online mode via Google Meet Platform, at 5.00pm.
Agenda: Academic Matters of the Dept. for 2021-22.
Members Present

1. Dr. K. Ajayakumar (Principal)
2. Dr. K.P. Prasanth (Coordinator)
3. Dr. P.K. Anitha (IQAC Coordinator)
4. Sumesh P.C.
5. Ms. Samina Satyanath
6. Ms. Sneha K.P.


X Deans

Decisions:

- Principal discussed about the academic activities of the college and about the department
- Discussed the result of the previous batches.
- Departmental activities for the academic year 2021-22.
- Remedial coaching for the students.

03-10-2021

AMC Meeting of the department held on 02-10-21 through online mode via google meet platform at 6.45 pm.

Agenda.

1. Academic Matters.
2. Any Other Matters.

Members Present

1. Dr. K. Ajayakumar - Principal.
2. Dr. P.K. Anita - IGAC Coordinator
3. Mr. Suresh P.C. - HoD of the Management Studies
4. Ms. Samina Sathyanath
5. Ms. Neeru R.P.

Decisions

- Classes should be as per the timetable to maintain academic discipline.
- online classes should be conducted as per timetable.
- Maximum interaction of students in the online mode.

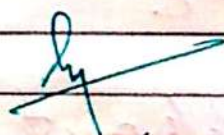
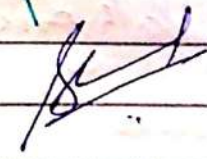
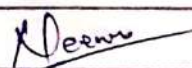
20-01-2022

AMC Meeting of the department held on 20.01.22
in the Principal's Chamber at 2.30 pm

Agenda:

1. Academic Matters
2. Dept reporting.

Members Present

1. Dr. K. Ajayakumar Principal
2. Dr. P.K. Anthoni ICAE Coordinator
3. Suresh P.C. 
4. Samina Sathyanath 
5. Neenu M.P. 

Decisions

- Remedial Coaching for the back loggers.
- Punctuality of Students in the College.
- Late comers should be informed about the punctuality.
- Clear test and model exams.

13-06-2022

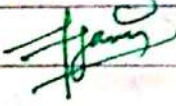
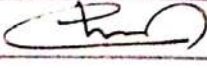
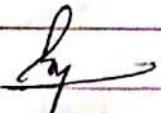
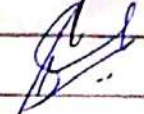
AMC Meeting of the Dept. held on 13-06-2022 at 2:30 pm.

Venue: Principal's Chamber

Agenda

1. Academic Matters.
2. Dept. Reporting.

Members Present

1. Dr. K. Anurag Kumar Principal. 
2. Dr. K.P. Prasad IQAC Coordinator 
3. Sumesh P.C. 
4. Samina Satyanath 

Decisions

- Tutorial System should be introduced among all the batches.
- Time table of odd sem and 2nd sem.
- Remedial Coaching for students.
- PTA Meeting for 1st and 2nd years.
- Future Plans of the dept. (Management Fest and BBA Day)

06-12-2022


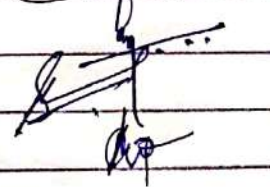
AMC Meeting of the Department held on 06.12.22 at 12:30 PM
 Venue: Principal's Chamber

Agenda

1. Academic Matter
2. Dept. Reporting.

Members Present

1. Dr. K. Ajayakumar - Principal.
2. Dr. K.P. Praveen - IQAC Coordinator.
3. Suresh P.C. - HoD
4. Samra Satyanath -
5. Dr. Sibila P.
6. Sneha T.K.


 06/12/22


Decision

1. Decided to give Remedial Coaching for IIIrd Year Students. IIIrd Sem Numerical Skills.
2. PTA Meeting for Ist and Vth Sem. 15th and 16th Dec. 2022.
3. Attendance should be made very strict.
4. Alumni Meeting of the Dept. on 18-12-2022.
5. Tutorial systems should be introduced among the Ist Year.
6. Daily Interaction between Students and Tutor.
7. Principal and IQAC Coordinator appreciated Dr. Sibila P for the award of Ph.D. Degree in Management.

Date: 7/7/21

Time: 2:30

Venue:

Agenda: Online class program.

Members Present

1. Dr. Ajaykumar K (Principal)
2. Dr. Anita (IGAC coordinator) JK
3. Dr. Punnaabai Vandana M. PK
4. Dr. Jayasree T.O. JTO
5. Dr. Bindu V.V. BVV
6. Dr. Rajeev M
7. Ms. Priyanka Jayaprakash PJ
8. Ms. Sophia D.G.

Procedure & Decision

1. The Unanimous decision of the department of not having members of other department present in the AMC was expressed to the Principal. The principal magnanimously agreed that only the IGAC coordinator would be present in the AMC meeting with the department.
2. The meeting reviewed the performance of the online classes. Classes were regularly being conducted and the weekly details were being submitted to the principal on time.
3. Low attendance in the UG classes was discussed and it was decided to have a PTA meeting of the at the earliest.
4. Principal reiterated the importance of tutorial system.

Principal

Date 8/8/21

Online mode.

Agenda Analysis of BA results

Members Present

1. Dr. Ajaykumar K (Principal)
2. Dr. Anitha (I.O.A.C. coordinator) *JA*
3. Dr. Vandana *JA*
4. Dr. Jayasee T.O. *JA*
5. Dr. Bindu V.V. *JA*
6. Dr. Rajeev M.
7. Ms. Priyanka Jayaprakash
8. Ms. Sophia D.C. - *JA*

Procedure & Decision

The final results of BA (2018 - 2021 batch) is as follows

Total number of students	-	53.
Total students appeared		49.
Total passed		33.
Pass percentage		67.34
Distribution		5(A).
First class and above		33.
Students passed ^{with A} in Economics		3 - A+ , 14 A
Total failed		14 A20
Students failed in all semester		20.5
Sports students failed		4.
Differently abled students failed		3
Students failed in only 1 ^{semester} Subject		4.

The results were analysed in details. The department was happy as all the students expected to pass had done well.

Steps to improve the results were discussed. Remedial classes were suggested.

[Signature]


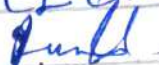


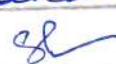
Date: 4/10/21.

Venue: Eco Department

5

Agenda: Analysis of III Sem BA & PG results.
Review of dept. activities
Any other matters

Members present

1. Dr. Ajayakumar K (Principal)
2. Dr. Anitha (CIC & AC coordinators) 
3. Dr. P. Vandana 
4. Dr. Jayasree T.O. 
5. Dr. Bindu V.V. 
6. Dr. Rajeev M.
7. Ms. Priyanka Jayaprakash
8. Ms. Sophia D.G. 

Procedures & Decision.

- III sem results were discussed. The result was expected. Many students have to improve their.
- Final year PG results were analysed. Dr. has secured III rank in the university exam. 4 students have failed in the exam. The percentage is 79%.
- Online model exams for IV semester was with the participation of maximum students.
- Discipline is to be maintained in off line classes along with COVID protocol.



Date: 11/11/21.

Time: 3.30

Agenda.

- Members present
1. Review of Dep. functioning of the Dep.
 2. Any other matter.

Members present

1. Dr. Ajayakumar (Principal) Present
2. Dr. Anitha (J. B. A. C. Coordinator) Present
3. Dr. P. Vandana Present
4. Dr. Jayasree T. O. Present
5. Dr. Bindu V-V Present
6. Dr. Rajeev M.
7. Ms. Priyanka Jayaprakash
8. Ms. Sophia D. G. Present

Procedures & Decisions.

1. The department was functioning normally with regular classes being conducted. 75% of the portions of V sem, & III sem, BA & III Sem, PG has been completed and the rest would be completed in a time bound manner.
2. The principal distributed the Teachers score based on the feedback form of final year outgoing students. The teachers of the department had uniformly attained high score. The principal mentioned that it may be improved further.
3. The teachers addressed their grievances of being to the Principal. All the Majority of the department teachers were of the opinion that they were being ignored when it and were not given responsibilities in the college. The Principal tried to ~~refute~~ refute the statement but agreed to consider it.

Present

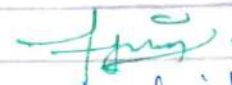


Date: 13/1/22.

Venue: ^{IQAC} Seminars Room

Time: 3.30

Agenda: 1. Review of the functioning of the department
2. Any other matters.

Members Present,

1. Dr. K. Ajaykumar 
2. Dr. Saintha P.K. (IQAC Coordinator) 
3. Dr. P. Vandana 
4. Dr. Jayasree T.O.
5. Dr. Bindu VV
6. Dr. Rajeev M.
7. Ms. Pnyanka Jayaprakash
8. Ms. Sophia D.G.

Procedures & Decisions.

1. Classes after xmas vacation started from 03/1/22. A review of the classes were done.
2. Model exams (V) to be started from 19/01/22. Students should attend the exams. Papers should be corrected & returned to the students immediately after the exam & before university exam.

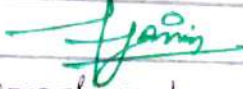







z:

Punke

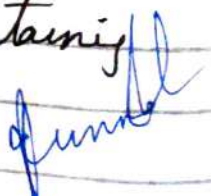
Date: 9/06/22
Time: 12.30

- Agenda:
1. Result analysis of V Sem
 2. Commencing of classes of V Sem BA
 3. Portion completion of odd semester
 4. Vacation classes-
 5. Any other matter

Members Present

1. Dr. K. Ajaykumar 
2. Dr. K. P. PRASANTH (QAC Coordinator) 
3. Dr. P. Vandana 
4. Dr. Rajeev. M 
5. Priyanka Jayaprakash 
6. Dr. Jayashree T. O 
7. Sophia. D. G. 
8. Dr. Bindu. V. V. 

1. Report was given about vacation classes and results of V Sem BA & III Sem MA.
2. Principal advised the teachers to be more stringent regarding tutorials & should be regularly taken.
3. PTA meeting for III Sem & V Sem BA should be conducted before the next semester exam.
4. Feedback forms have been collected from the students.
5. Medium of instruction should be English.
6. NAAC files of the department should be prepared for the inspection of Dr. Ravindran by mid 3rd July.
7. Teachers should become more active academically.
8. Improve academic atmosphere by maintaining discipline among students.

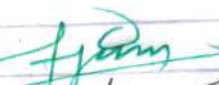

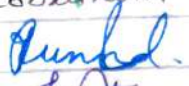

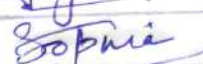





Date: 22/9/22.

Time: 3.30

- Agenda
- 1) Result analysis of III sem UG & final MA
 - 2) Alumni meet
 - 3) any other

Members present-

1. Dr. K. Ajayakumar 
2. Dr. K. P. PRASANTHA I@AC Coordinator 
3. Dr. P. Vandana 
4. Dr. Jayashree T-O 
5. Sophia D. G. 
6. Dr. Birdu. V. V. 
7. Dr. Rajeev. M. 
8. B. Janke Jayaprakash 

- 1) Results of III sem UG & Final MA was discussed.
 III sem UG. → 51%. overall pass.
 55% passed - Economics
 Final MA - 70%.

- 2) Grand alumni Meet is to be held on 27th November 2022 at College Auditorium. Principal & I@AC coordinator were informed about this.

3. Feedback form of ^{individual} teachers & ^{department} from the outgoing UG & PG students were given and the dept was asked to analyse it.

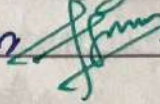
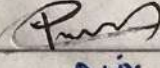





ACADEMIC MONITORING COMMITTEE MEETING

5-7-2021

A meeting of department academic monitoring committee was held on 5-7-2021 at 5 pm on online mode via Google meet, to discuss the academic related matters of the department of Microbiology.

Members Present:

1. Dr. K. Ajayakumar 
2. Dr. P. K. Amitha
3. Dr. K. P. Prasanth 
4. Prajina. P 
5. Dr. Ayana. N 
6. Ramesan. C. K. V 

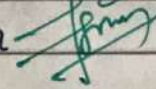
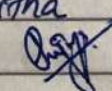
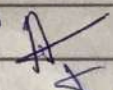
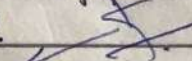
- Review of online classes: A review of online classes conducted till date was presented and the status of portion completion was also reported.
- Use of etlab for online classes: Online classes should be conducted through etlab only.
- V Semester result analysis: No. of students registered = 31
No of students passed = 27
Pass percentage = 87%

Academic monitoring committee meeting

12.8.2021

A meeting of the academic monitoring committee of Microbiology department was held on 12.8.2021 on online mode via Google meet, at 7pm to discuss the academic and related activities of the department.

Members present:

1. Dr. K. Ajaykumar 
2. Dr. P.K. Anantha
3. Pragna. P 
4. Dr. Ayana. N 
5. Ramesan. C.K.V. 

→ i semester result analysis: 2018-21 batch.

No. of students registered : 31

No. of students passed : 23

Pass percentage : 74.2%

A⁺ = 3 students, A = 9 students, B = 9 students, C = 2 students

No. of students failed :

The details of the failed papers and the reason for failure was discussed.

→ ii semester result analysis:

No. of students registered : 31

No. of students passed : 28

Pass percentage : 90.32%

Remedial teaching to be given to all the students who have failed in papers from i to iii semester, in order to prepare them for the supplementary examination.

→ The i and iv semester examinations are tentatively scheduled from 8-9-2021 onwards. So the topics (of all papers) of these semesters must be revised by conducting

written examinations, assignments and viva.

→ PTA meetings of the II and III year batches must be conducted at the earliest to discuss about the upcoming examinations.

Academic monitoring committee meeting

30-9-2021

A meeting of academic monitoring committee of Microbiology department was held on 30.9.2021 on online mode via Google meet at 6pm. to discuss the academic and related activities of the department.

Members present:

1. Dr. K. Ajayakumar.
2. Dr. P.K. Anitha
3. Prajina. P
4. Dr. Ayana. N
5. Ramesan. C.K.V.

→ Review of online class:

III Semester : 80-90% portions of two papers are completed
30% portions of one papers

V Semester : 80-90% portions of two papers are completed
: 35% portions of one paper is completed
: One paper not started yet [allotted to guest lecturers]
The paper allotted to guest lecturers will be taken
laught by the permanent faculty till the appointment
of guest lecturers.

→ Model examination for I semester and V semester - Review:
90% of students of the department attempted the model
exam. The answer scripts were evaluated and marklists
are submitted.

→ College reopening: Offline classes for final year batches
will be started from 4-10-2021
Timing of class = 9.30 to 3.30 For teachers - 9:15 to 4 pm.

→ PPA meetings of V semester batches should be conducted
before 4-10-2021 to discuss about the reopening

and avoid protocols. The precautions and care to be taken by the students as per avoid protocols should be discussed with the parents. Students should strictly follow the avoid protocols while coming to the college.

- Practicals should be given more importance during the offline classes.
- All the teachers should ensure the discipline of the students during offline classes at the college. It is the responsibility of the teachers to ensure that avoid protocols are practised and maintained by the students while they are in the college.
- IV semester exams will be conducted by the third week of October (tentatively by 20/10/2021). So IV sem practicals should be completed at the earliest.
- Tutorial system: Tutorial system should work more effectively
 - Proper student interaction should be done.
 - Tutor should enquire about the posthum completion status of all the subjects and should be intimated to the concerned teacher or HOD if needed.
- More department activities should be conducted
 - Webinars or other events involving students
 - Teachers also should participate in such activities.

Academic Monitoring Committee Meeting.

02.02.2022

A meeting of the Academic monitoring committee of Microbiology department was held on 2.2.2022 at 1:30 pm at Principal's chamber to discuss the academic matters and related activities of the college.

Members Present:

1. Dr. K. Ajayakumar
2. Dr. P. K. Anitha
3. Prajima. P
4. Dr. Ayan. N
5. Ramadan. C. K. V.

1. I semester [2020-23 batch] result analysis:

No. of students registered : 39

No. of students passed : 30

Pass percentage : 76.9%

No. of students failed : 6

Absentees : 3 [Anusree, Varsha, Megha]

A⁺ = 17 A = 9 B = 4

2. Review of classes:

→ I semester classes are going on and about 80% of the syllabus is completed

→ Classes of iv & v semester are going on.

→ v semester practicals are completed only project work and record work have to be done.

3. Roll out students should be intimated through letter from the department

4. V sem model exam will start on 9-2-2022. University exams (V sem) will commence from 24-2-2022.

After the model exam v semester classes will continue till 18/2/2022 and study leave will commence from 19-2-2022 onwards.

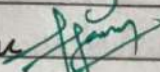
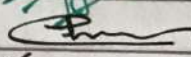
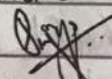


5. Pastoral system must be made more effective. Time after class hours must be utilized for interacting with the students as a part of tutorial work.
6. PTA meetings of all batches should be conducted at the earliest. In PTA meetings discussions should be made on general discipline and code of conduct that should be practiced and maintained in the campus.

Academic monitoring committee meeting

15-6-2022

A meeting of the academic monitoring committee of Microbiology department was held on 15.6.2022 at 12.30 pm, at the Principal's chamber, to discuss the academic matters and related activities of the department.

Members present:

1. Dr. K. Ajayabumar 
2. Dr. K.P. Prasanth 
3. Prajina. P 
4. Dr. Ayana. N. 
5. Ramesan. C.K.V. 

1.

1. Review of classes and posthom completion result was presented.

→ For IIIrd BSc Microbiology V semester classes are going on.

→ For II BSc Microbiology, II semester posthoms are completed for Core (Microbiology), English and Hindi.

II sem posthoms of complementary courses (zoology & chemistry) and Malayalam are not completed yet.

→ III semester classes will be started after their I sem examination (by July first week)

2. II sem and V sem result analysis.

II semester [2020-23 batch]:

No. of students registered : 39

No. of students passed : 35

Pass percentage : 89.74%

No. of students failed : 4

→ 1 student (Surya) failed in one paper only (Core)

→ 3 students (Amurree, Mayyache & Unprasad) failed in 4 papers (Core, complementary and English)

V semester result [2019-20 batch]

No. of students registered : 30

No. of students passed : 30

Pass percentage : 100%

Students with back papers in III & IV Sem = 2

[Arjun & Anjali - P.]

3. Tutorial work should be done effectively on a daily basis by all the tutors and each student must be personally attended by the tutor to discuss their academic and other matters so that their all their academic and other problems can be discussed and resolved.
4. Monthly report of the department activities has to be submitted to the IQAC.
5. Time table for V semester and III semester has to be prepared with paper details and teacher's name and should be submitted to Mr. Vipin - V.K.
6. Feedback submission by 2019-21 batch: All the students of B.Sc Microbiology 2019-21 batch have submitted the feedback forms.
7. ~~Academic~~ Various activities and programs ^{are} have to be conducted by the department:
 - Seminars and webinars should be conducted either in collaboration with other dept of the college or other scientific agencies & or bodies.
 - Extension activities has to be designed and ~~and~~ conducted

-in collaborations with the local government bodies that can contribute to the benefit of the society.

→ MOUs to be made with government or other bodies/agencies to conduct various events and activities.

→ One national seminar must be conducted in which students can be given a chance for presentation.

8. Microbiology Alumni: Alumni association of the Microbiology department has to be formed at the earliest, so that Alumni can also be a part of the department activities like seminars, webinars and other events. Alumni can also be involved in ~~the~~ all the various programs organized in the department.

Academic Monitoring committee meeting

20.9.22.

A meeting of the academic monitoring committee of Microbiology department was held on 20-9-2022 at 12:30 pm at CAE room, to discuss the academic matters and related activities.

Members present:

1. Dr. K. Ajayakumar
2. Dr. K. P. Poosanth
3. Prajna. P
4. Dr. Ayana. N.
5. Ramesan. C.K.V.

1. Review of and analysis of III semester result: (2020-23 batch)

No. of students registered : 39

No. of students passed : 35

Pass percentage : 89.74

Four students failed:

1. Anusree. P - 4 papers (2 comple + 2 core)
2. Mayukha - All papers failed.
3. Hariprasad - 2 core papers
4. Sudhina Biju - 1 core paper.

2. Review of I, II and III year classes: I year classes have been started, II year classes are restarted after their second semester exams and final year classes are going on.

3. Constituting Alumni of Microbiology department: Principal has suggested and has given instruction to constitute the Microbiology alumni association and to conduct atleast one meeting before November 30th 2022.

Academic Monitoring committee meeting

20.9.22.

A meeting of the academic monitoring committee of Microbiology department was held on 20-9-2022 at 12.30 pm at CAC room, to discuss the academic matters and related activities

Members present:

- 1. Dr. K. Ajayakumar
- 2. Dr. K. P. Prasanth
- 3. Prajina. P
- 4. Dr. Ayana. N.
- 5. Rameshan. C.K.V.

1. Review of and analysis of III semester result: (2020-23 batch)

No. of students registered : 39
 No. of students passed : 35
 Pass percentage : 89.74

Four students failed:

- 1. Anusree. P - 4 papers (2 comple + 2 core)
- 2. Mayukha - All papers failed.
- 3. Hariprasad - 2 core papers
- 4. Sudhane Biju - 1 core paper.

2. Review of I, II and III year classes: I year classes have been started, II year classes are restarted after their second semester exams and final year classes are going on.

3. Constituting Alumni of Microbiology department: Principal has suggested and has given instruction to constitute the Microbiology alumni association and to conduct atleast one meeting before November 30th 2022.

3. National seminar: National seminar organised by Microbiology department will be on October 13th & 14th 2022.

- Co-ordinator: Dr. Ayana N.

→ Principal suggested to conduct a press conference by October 10th 2022.

→ A write up about the seminar to be prepared in Malayalam for the press conference.

4. As regular classes are on full swing, it should be ensured that all the classes are engaged by the respective teachers and no class hours should be left free. If any class is not being engaged, ~~they~~ the concerned teachers should be informed about it ~~and~~ it should be reported to the Principal immediately.

5. Ramesan C.K.V reported that he is planning to conduct a residential orientation camp (one day) for 1 year students. Principal suggested to conduct it before 15/10/2022.

→ Principal has suggested to conduct a department-level orientation programs for 1 year students ~~on~~ on which all the teachers teaching them (core, complementary, English and language) should participate.

6. IQAC co-ordinator suggested to complete the final year ⁱⁿ projects early and to publish papers on it.

Also he has suggested to conduct add-on courses.

Principal has suggested to start add-on courses related to certificate courses offered by ICRAVU.

→ Extension activities to be conducted.

7. → All the dept. activities should be uploaded in the website. Photos of all activities, brochures of all activities.

should be uploaded. Photos and all the documents
to be uploaded ~~to~~ should be given to Vipin-V.K.