<p align="center">**Minutes of the Internal Quality Assurance Cell meeting held on 4.06.2020**</p>

The Online meeting of IQAC held on 4.06.2020 (Zoom Platform) at 3.30 pm

Agenda

1. Minutes of the last meeting
2. Action taken report
3. Academic matters
4. Faculty development Programme (FDP) and Student Development Programme (SDP)
5. Faculty Exchange Programme
6. Future Plans
7. Miscellaneous items

Members present

1. Dr. T. Vijayan, Principal (Chairman)
2. Dr. K.V. Murali, Associate Professor in charge of HoD of Physics (Co-ordinator)
3. Dr. K. Vijayaraghavan, Manager
4. Dr. K.S. Sureshkumar, Associate Professor and HoD of History
5. T.V. Sathyan, Junior Lecturer in Physics
6. Dr. Dinesh T., Asst. Professor in charge of HoD of Mathematics
7. Anjali Nair M.K., Asst. Professor of English
8. V. Vijayakumar, Asst. Professor of Commerce
9. Dr. A. Mohanan, Asst. Professor of Chemistry
10. Dr. Supriya N.T., Asst. Professor in charge of HoD of Zoology
11. A.V. Mithun, Asst. Professor in charge of HoD of Computer Science
12. Office Superintendent
13. Councilor, Nileshwar Municipality
14. Raj Kishor, Alumnus, M.Sc. Physics

Dr. T. Vijayan, Principal and the Chairman of the Committee welcomed all members. Dr. K.V. Murali, Co-ordinator of IQAC read out the minutes of the last meeting.

The action taken in respect of the decisions of the last meeting of 28.03.2020 were reported

1. Conducted FDP and SDP for the teachers and the students respectively through Google meet platformto equip them for online teaching-learning.
2. Conducted different types of awareness programmes on Covid-19 Pandemic and produced sanitizers and mask for the Teaching-Non Teaching Staff & Students of the College and Frontline workers in the Kasaragod District.

Decisions Taken

1. To urge the stakeholders to contribute one month salary towards the Chief Ministers Distress Relief Fund (CMDRF).
2. To extend technical support to all the teachers and students of the department to be self acquainted with the Learning Management System (LMS) MOODLE/ Google meet / Zoom/ OBS/video-audio compression software/ Google lens/Digital writing pad /Latex/Coursera through FDP and SDP.
3. To implement the UGC PARAMARSH Scheme for mentoring Non-Accredited Institution in Kannur and Kasaragod district through Snapshot webinar series.
4. To include Covid-19 pandemic based awareness programmes, social support etc., in the Nascian Overarching of Outreach Programmes(NOOP).
5. Decided to encourage faculty to extend teaching support to neighbouring institutions to meet the scarcity of teaching staff during Covid-19 pandemic.