



THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: www.thecochincollege.edu.in

email: email@thecochincollege.edu.in

Declaration on Principal

This is to declare that the following document contains the minutes of IQAC meetings held during 2023-2024.

Mrudula Menon V.



Mrudula Menon V.
Mrudula Menon V.
Principal-in-Charge
The Cochin College



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Minutes of IQAC Meeting No. 1

Date: July 28, 2023

Time: 3:00 PM

Venue: IQAC Conference Room

Chairperson: Dr. M. Geetha (Principal)

IQAC Coordinator: Dr. Sindhu K., Associate Professor

Attendees

Sl. No	Name	Designation
1	Dr. M. Geetha	Principal (Chairperson)
2	Dr. Sindhu K.	Associate Professor (IQAC Coordinator)
3	Mr. Thomas J Vayalat	Manager (Management Representative)
4	Ms. Srividya K. S.	Teacher Representative
5	Dr. Reshimon P. R.	Teacher Representative
6	Ms. Mrudula Menon V.	Teacher Representative
7	Dr. Manjusha M. V.	Teacher Representative
8	Dr. Rekha P. G.	Teacher Representative
9	Dr. Suprabha G. Nair	Teacher Representative
10	Dr. Zafna Rasheed	Teacher Representative
11	Mr. Febin George	Teacher Representative
12	Ms. Keerthana S.	Teacher Representative
13	Ms. Jeena Jayan	UGC Librarian
14	Ms. Anitha Kumari T. P.	Jr. Superintendent (Senior Admin Staff)
15	Dr. Priya P. A.	Division Councilor, Cochin Corporation
16	Ms. Hridika K. P.	Student Representative (M.Sc. Physics)





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17	Ms. Rethika Sohini	Student Representative (M.Com)
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Minutes of the Meeting

The meeting commenced with the review of the events organized from June to July 2023. The IQAC members evaluated the success and challenges of these events and discussed strategies for improving future events. The planning for upcoming events in August and September was then outlined, with a focus on enhancing student participation and collaboration with external organizations. Feedback and suggestions for continuous improvement were also deliberated.

Agenda and Action Taken

Agenda	Action Taken
Review of events from June to July 2023	Discussed the completion of various activities, including Environment Day celebrations, Yoga Day, Drug Abuse Awareness Talk, MOOC Course Webinar, and more.
Planning for upcoming events in August and September	Planned TB Awareness Kit Distribution, Blood Donation Camp, Independence Day Celebration, Research Methodology Orientation, and other events.
Discussion on improvements and feedback	Agreed to increase collaboration with external organizations and improve event promotion to increase student engagement.





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Minutes of IQAC Meeting No. 2

Date: September 29, 2023

Time: 3:00 PM

Venue: IQAC Conference Room

Chairperson: Dr. M. Geetha (Principal)

IQAC Coordinator: Dr. Sindhu K., Associate Professor

Attendees

Sl. No	Name	Designation
1	Dr. M. Geetha	Principal (Chairperson)
2	Dr. Sindhu K.	Associate Professor (IQAC Coordinator)
3	Mr. Thomas J Vayalat	Manager (Management Representative)
4	Ms. Srividya K. S.	Teacher Representative
5	Dr. Reshimon P. R.	Teacher Representative
6	Ms. Mrudula Menon V.	Teacher Representative
7	Dr. Manjusha M. V.	Teacher Representative
8	Dr. Rekha P. G.	Teacher Representative
9	Dr. Suprabha G. Nair	Teacher Representative
10	Dr. Zafna Rasheed	Teacher Representative
11	Mr. Febin George	Teacher Representative
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Minutes of the Meeting

The meeting began with a comprehensive review of the events organized from August to September 2023. The attendees discussed the effectiveness of these events and noted areas for improvement. Subsequently, the planning for upcoming events in October and November was discussed, with special emphasis on digital marketing and career-oriented programs. The meeting concluded with a discussion on ways to enhance student engagement and the overall quality of the events.

Agenda and Action Taken

Agenda	Action Taken
Review of events from August to September 2023	Events including TB Awareness Nutrition Kits Distribution, Blood Donation Camp, Independence Day Celebration, and more were reviewed.
Planning for upcoming events in October and November	Planned Digital Marketing Awareness Programme, Deeksharamb Orientation Programme, International Education Orientation, and other events.
Discussion on improvements and feedback	Continued emphasis on diverse event participation, enhanced promotional efforts, and providing more hands-on workshops and practical sessions.





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Minutes of IQAC Meeting No. 3

Date: November 24, 2023

Time: 3:00 PM

Venue: IQAC Conference Room

Chairperson: Dr. M. Geetha (Principal)

IQAC Coordinator: Dr. Sindhu K., Associate Professor

Attendees

Sl. No	Name	Designation
1	Dr. M. Geetha	Principal (Chairperson)
2	Dr. Sindhu K.	Associate Professor (IQAC Coordinator)
3	Mr. Thomas J Vayalat	Manager (Management Representative)
4	Ms. Srividya K. S.	Teacher Representative
5	Dr. Reshimon P. R.	Teacher Representative
6	Ms. Mrudula Menon V.	Teacher Representative
7	Dr. Manjusha M. V.	Teacher Representative
8	Dr. Rekha P. G.	Teacher Representative
9	Dr. Suprabha G. Nair	Teacher Representative
10	Dr. Zafna Rasheed	Teacher Representative
11	Mr. Febin George	Teacher Representative
12	Ms. Keerthana S.	Teacher Representative
13	Ms. Jeena Jayan	UGC Librarian
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Minutes of the Meeting

The members reviewed the events organized from October to November 2023, evaluating their success and discussing any issues encountered. Following this, the planning for the December and January events was discussed, with the aim of ensuring effective execution. The meeting also included a discussion on strategies for improving student participation and the overall impact of these events.

Agenda and Action Taken

Agenda	Action Taken
Review of events from October to November 2023	Reviewed the successful completion of events such as Digital Marketing Awareness Programme, Deeksharamb Orientation Programme, and more.
Planning for upcoming events in December and January	Planned Social Life Wellness Programme, Government Job Orientation Programme, Industrial Visit to Tea Estate, Munnar, and other events.
Discussion on improvements and feedback	Continued focus on seeking more diverse event participation and improving practical sessions for students.





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Minutes of IQAC Meeting No. 4

Date: January 26, 2024

Time: 3:00 PM

Venue: IQAC Conference Room

Chairperson: Dr. M. Geetha (Principal)

IQAC Coordinator: Dr. Sindhu K., Associate Professor

Attendees

Sl. No	Name	Designation
1	Dr. M. Geetha	Principal (Chairperson)
2	Dr. Sindhu K.	Associate Professor (IQAC Coordinator)
3	Mr. Thomas J Vayalat	Manager (Management Representative)
4	Ms. Srividya K. S.	Teacher Representative
5	Dr. Reshimon P. R.	Teacher Representative
6	Ms. Mrudula Menon V.	Teacher Representative
7	Dr. Manjusha M. V.	Teacher Representative
8	Dr. Rekha P. G.	Teacher Representative
9	Dr. Suprabha G. Nair	Teacher Representative
10	Dr. Zafna Rasheed	Teacher Representative
11	Mr. Febin George	Teacher Representative
12	Ms. Keerthana S.	Teacher Representative
13	Ms. Jeena Jayan	UGC Librarian
14	Ms. Anitha Kumari T. P.	Jr. Superintendent (Senior Admin Staff)
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Minutes of the Meeting

The meeting focused on reviewing the events conducted from December 2023 to January 2024, assessing their effectiveness and gathering feedback from participants. The members then discussed the planning for upcoming events in February and March, ensuring that these events align with the overall goals of the IQAC. The discussion also touched upon continuous improvement strategies for future events.

Agenda and Action Taken

Agenda	Action Taken
Review of events from December 2023 to January 2024	Reviewed successful events including Social Life Wellness Programme, Government Job Orientation Programme, Industrial Visit to Tea Estate, Munnar, etc.
Planning for upcoming events in February and March	Planned Personality Training for Enhancing Employability, Hackathon: HACKRUN, Workshop on Life Skills, and more.
Discussion on improvements and feedback	Continued emphasis on seeking diverse event participation and improving hands-on workshops.





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Minutes of IQAC Meeting No. 5

Date: March 27, 2024

Time: 3:00 PM

Venue: IQAC Conference Room

Chairperson: Dr. M. Geetha (Principal)

IQAC Coordinator: Dr. Sindhu K., Associate Professor

Attendees

Sl. No	Name	Designation
1	Dr. M. Geetha	Principal (Chairperson)
2	Dr. Sindhu K.	Associate Professor (IQAC Coordinator)
3	Mr. Thomas J Vayalat	Manager (Management Representative)
4	Ms. Srividya K. S.	Teacher Representative
5	Dr. Reshimon P. R.	Teacher Representative
6	Ms. Mrudula Menon V.	Teacher Representative
7	Dr. Manjusha M. V.	Teacher Representative
8	Dr. Rekha P. G.	Teacher Representative
9	Dr. Suprabha G. Nair	Teacher Representative
10	Dr. Zafna Rasheed	Teacher Representative
11	Mr. Febin George	Teacher Representative
12	Ms. Keerthana S.	Teacher Representative
13	Ms. Jeena Jayan	UGC Librarian
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Minutes of the Meeting

The final meeting of the year reviewed the events organized from February to March 2024, assessing their impact and gathering feedback for future improvements. The members discussed the planning for events in April and May, focusing on ensuring these events are well-aligned with the IQAC's objectives. The discussion also centered on strategies for enhancing the practical aspects of future events and improving student engagement.

Agenda and Action Taken

Agenda	Action Taken
Review of events from February to March 2024	Reviewed the successful execution of events like Personality Training, Hackathon: HACKRUN, Life Skills Workshop, National Seminar, etc.
Planning for upcoming events in April and May	Planned events like Social Life Wellness Programme, Industrial Visit to Tea Estate, and others.
Discussion on improvements and feedback	Continued emphasis on diverse event participation and more hands-on workshops and practical sessions for students.

