

Report of the joint meeting of the Heads of the Departments and the Criterion Team & members of each Department convened by 1982

Date: 13.06.16.

Time: 10:10 AM

The joint meeting of the Heads of the Departments and the Criterion Team & members was held on 13.06.2016 at 10:10 AM at the Principal's chamber. The Principal presided over the meeting.

The Principal in his address exhorted the members to carry out the job of collecting the employment details of our former students with efficiency and hardwork. As the work is massive in nature, just attending meetings wouldn't bear fruit, he added. As the impact of the college on the society can be conveyed to the NABE Peer Team through this endeavor only, he requested everyone to put all their time <sup>and</sup> energy towards achieving it. He reminded them that they hadn't made any worthwhile progress since the first meeting dated 15.03.16 and as time ran short, he invited the support of the other members of the department and the heads to extend support to Criterion team & members.

Employment details for the past five years had to be collected completely as per NABE requirements. ~~The~~ The past five years' details would not provide a true picture of the impact made by the college in the community surrounding it, as most of the govt school teaching placements happened beyond that period. Hence the Principal asked the members to collect the details since the inception of the departments.

A schedule was put in place at department level to carry out the work in hand fruitfully. The schedule follows:

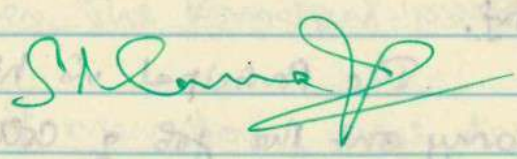
- \* A department meeting on the afternoon of 16.06.2016
- \* A department meeting on 23.06.2016
- \* And again we meet on 29.06.2016 for the next time.

The Principal asked them to keep the documents good proof by avoiding irrelevant documents and by keeping relevant documents such as photos, identity cards and employment orders.

All members agreed to the suggestion that came from <sup>one of</sup> the members not to miss details of alumni who are well placed.

The meeting came to an end at about 10:50 AM

M. Kulo  
Secretary, 19 Dec



PRINCIPAL  
ANNAI VELANKANNI COLLEGE  
THOLAYAVATTAM - 629 157  
KANYAKUMARI DISTRICT

75

2

## Report of the first NABE Society Committee Meeting for the academic year 2016-17.

Date: 24.06.2016

Time: 2:50 P.M

The first meeting of the NABE Society Committee for the academic year 2016-17 was held on 24.06.2016 at 2:50 P.M at NABE Society Committee office. The convenor of the NABE Society Committee Mr. M. Balroo presided over the meeting.

### Agenda 1:

Reporting at the forthcoming NABE Society Committee meeting with management

### Resolution:

A consolidated report of the activities carried out by the citizen teams leaders would be the first part of their report and the NABE related activities carried out during the last two years would be the second part of their report. Before going for the Society committee meeting with management, the reports would be submitted at a NABE Society Committee Meeting without management and necessary corrections would be made before submitting the reports in the presence of the management. For that purpose, NABE Society Committee meeting would be held on 04.07.2016.

### Agenda 2:

Fixing the date for the forthcoming NABE Society Committee meeting with management.

As there would be a meeting of NABE Society committee on 04.07.2016, the meeting with the management would be decided on that day.

### Agenda 3:

- Other issues.

① The Criterion Team I Leader Mr. J. Balroo Pawan Singh raised the issue of robust area and what exactly to be carried out at the department level.

- Reply of the convenor:

When a robust area is introduced, there should be special activities carried out for the academic year and that activities should be carried out in the coming year. The departments and concerned committees are expected to do that through the circulars given.

② The Criterion Team I Leader Dr. S. Manj Behen raised the

Issue of sending staff to Staff Development Programmes.  
Reply of the convenor:

There is difficulty in sending staff to month long programmes. Also 12b & 2b status of the college is also a necessity for some of the programmes. Notwithstanding these issues, encouraging and motivating staff members is also an uphill task. The LDC will strive its best to encourage and motivate the staff to attend staff development programmes. The LDC will consider incorporation of this as one of the activities as Quality Enhancement is identified as the thrust area for the year.

Para no

\* The Criterion Team & Leader Dr. S. Mary Helen raised the issue of whether there is any change in the format of student profile.

Reply of the convenor:

Activities such as academic counsel, monetary support by staff, provision for extended fee payment ment without documentation, as per the advice of Dr. Richmond Maniyanaray, former secretary, Tamil Nadu Engineering College Admissions, Anna University, an one page format is attached to the existing student profile format so that the above mentioned student support activities can be easily documented.

\* The convenor sought the cooperation of all members in carrying out all activities connected with NDEE Peer Team Visit. The meeting came to an end at about 03:55 PM.

M. L. S.

Convenor,

NDEE Peer Committee

Participants

- ① Mr. R. Berlin Raja Sigh ~~h~~
- ② Mr. M. Mohanadas (D) (D)
- ③ Dr. S. Mary Helen (M)
- ④ Mr. A. Dominic Baker ~~R. Dominic~~
- ⑤ Mr. D. Anil Pravin Sigh ~~h~~
- ⑥ Dr. S. M. Sathi Premika ~~h~~
- ⑦ Mrs C. Little Flower (D) (D)

- 8 Dr. M. Analanathan CL CL
- 9 Mr. R. Rajesh Poom Bgh absent
- 10 Mr. R. Ramesh Kumar
- 11 Dr. S. Jaya
- 12 Dr. A. Jenin Rose
- 13 Dr. P.S. Rajesh OD OD
- 14 Mrs M. Jenilet Leela

S. Manj

PRINCIPAL  
ANNAI VELANKANNI COLLEGE  
THOLAYAVATTAM - 629 157  
KANYAKUMARI DISTRICT

## Report of the Second NABE Study Committee Meeting for the academic year 2016-17

Date: 18.07.2016

Time: 3:30 PM

The second meeting of the NABE Study Committee for the academic year 2016-17 was held on 18.07.2016 at 3:30 PM at NABE Study committee office. The convenor of the NABE Study Committee Mr. N. Anubhava presided over the meeting.

It was decided at the last meeting to convene a meeting on 04.07.2016 so as to enable the criterion team leaders to make their presentations at a meeting ~~in~~ before going for the meeting with management. At this meeting it was decided ~~to~~ to convene that meeting on 02.07.2016 and to have the meeting <sup>with management</sup> on duty the first week of August, 2016. On the meeting held for 02.07.2016, the criterion team leaders would present a their report ~~at a~~ <sup>so that</sup> and necessary corrections, additions and deletions, if any, could be made to their reports before they made their presentations at the meeting with management.

The members were informed of the orientation programme to be held on 21.07.2016 for the class-vi-children on the topic entitled, 'Teaching with Passion' by Mrs. D. Jeeva Jeevan, Head, Department of English, Anna Velamanni College, Thiruvananthapuram.

The meeting came to an end at about 4:00 P.M.

M. Anubhava


Convenor,

NABE Study Committee

### Participants:

1. Mr. Y. R. Berlin Raju ~~By~~ <sup>Present</sup>
2. Mr. M. Mohanadas ~~By~~
3. Dr. S. Mary Helen ~~By~~
4. Mr. G. Dominic Babu ~~By~~ <sup>Present</sup>
5. Mr. D. Anubhava Pravin ~~By~~
6. Dr. J. M. Sasi Premila ~~By~~ <sup>absent</sup>
7. Mrs. C. Little flower ~~By~~
8. Dr. M. Amalambalain ~~By~~ <sup>Casual Leave</sup>
9. Mr. R. Rajesh Prem ~~By~~ <sup>absent</sup>
10. Mr. R. Ramesh Kumar ~~By~~
11. Dr. S. Jaya ~~By~~ <sup>By</sup>

- |     |                        |           |  |
|-----|------------------------|-----------|--|
| 12. | Dr. G. Serris Rose.    | G. Serris |  |
| 13. | Dr. P.S. Rajesh        | absent    |  |
| 14. | Mrs. M. Semilet Leela. | absent    |  |



PRINCIPAL  
ANNAI VELANKANNI COLLEGE  
THOLAYAVATTAM - 629 157  
KANYAKUMARI DISTRICT

Report of the Andhra State Society Committee Meeting for the academic year 2016-17

Date 25.7.16

Time 2:45 PM

The Andhra meeting of the NSSC Society Committee for the academic year 2016-17 was held on 25.7.16 at 2:45 PM at the office of the NSSC Society Committee. The convenor of the NSSC Society Committee Mr. M. Andhra presided over the meeting.

The Criterion Team Leaders presented a consolidated report of all the criterion team meetings held during the past two academic years and submitted a copy to the office of the NSSC Society Committee.

The members were briefed about the preparations required for the forthcoming NSSC PEER TEAM VISIT. It was decided to hold orientation programmes for the staff, both teaching and non-teaching, on NSSC PEER TEAM VISIT so that each and every one of our staff would be in a position to prepare themselves to face the NSSC PEER TEAM VISIT.

It was also decided to constitute a ~~committee~~ committee for carrying out NSSC PEER TEAM VISIT related activities. The members expressed their willingness to cooperate so that the job on hand could be successfully accomplished.

The meeting came to an end at about 3:30 PM.

M. Andhra

Convenor,

NSSC Society Committee

Participants:

1. Mr. Y.R. Bharati Raju Singh ~~Bharati~~
2. Mrs. M. Mohanadhas ~~M. Mohanadhas~~
3. Dr. S. Mary Helen ~~M. Helen~~
4. Mr. A. Dominic Babu ~~A. Dominic Babu~~
5. Mr. D. Andhra Bharati Singh ~~D. Andhra Bharati Singh~~
6. Dr. J.M. Sasi Prasad ~~J.M. Sasi Prasad~~
7. Dr. C. Little Flower ~~C. Little Flower~~
8. Dr. M. Amalanathan ~~M. Amalanathan~~
9. Mr. R. Rajesh Kumar Singh ~~R. Rajesh Kumar Singh~~
10. Mr. R. Ramesh Kumar ~~R. Ramesh Kumar~~
11. Dr. S. Jaya ~~S. Jaya~~

absent



12. Dr. G. Serrin Rose.

G. Serrin

13. Dr. P.S. Rajesh

absent

14. Mrs. M. Senilet Leela.

absent

PRINCIPAL  
ANNAI VELANKANNI COLLEGE  
THOLAYAVATTAM - 629 157  
KANYAKUMARI DISTRICT

## Report of the fourth NABE Society Committee for the academic year 2016-17

Date 10.08.2016

Time: 3:30 PM.

The fourth NABE Society Committee meeting for the academic year 2016-17 was held on 10.08.2016 at 3:30 PM at the Principal's chamber. The Principal Dr. S. Maria John presided over the meeting.

Principal told the gathering the NABE visit would be on 10 December 2016 and hence the preparations had to be on a war-footing. He requested the Criterion Team Leaders to ensure all documentation to be PEER TEAM VISIT READY by 31.08.16.

The members raised two issues, ~~the~~ namely, lack of availability of time to carry out the documentation related works (to ensure documentation as per SSR) and the problem of asking out of different Criterion Team Leaders asking for the same file.

For the first issue connected with the lack of availability of time, the Principal told them the staff members could ~~can~~ ~~work~~ ~~daily~~ stay overnight (MON-FRI) till 5:00 PM in the evening and carry out the documentation related works; in case of necessity transportation facility would be made available for ~~both~~ ~~the~~ the staff to reach destinations like Karungal, Marthandam and Rndhukadai.

Convener of the NABE Society Committee Mr. M. Anil responded for the second issue. Even though different Criterion Team Leaders would ask for the same file, the base with each different Criterion Team Leader would be different. So the Criterion Team Leaders would show any restraint in asking for files. They would ask for all the files required as per SSR.

The convener reminded ~~them~~ the Criterion Team Leaders that the job on hand of theirs was not an easy one and they had to go about the task very seriously and once again he reminded them of the nature of the job they would be carrying out; at the departments they had list out whether files were available as per the requirement of SSR and they ~~need not~~ need not make any suggestions or

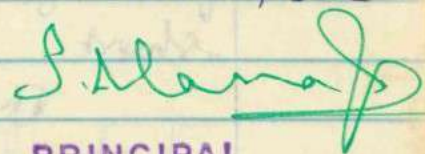
connections regarding the files (All the guidances regarding the files of the departments are being given by Dr. B. Mani Chock, Head (Rtd), Dept of History, Jayaraj Annappaikyan College (Autonomous), Periyakulam). In connection with the files of the committees, they had to find out whether files are available as per SSR requirement or not and in addition they had to make suggestions and corrections.

The Principal once again told them to complete all works connected with documentation before the end of the month as other works such as presentation of departments/committees and orientation of teachers, administrative staff, students, Alumni & Parents still remains.

The meeting came to an end at about 04:15 P.M.

M. S. S.

Committee, IDAC



PRINCIPAL  
ANNAI VELANKANNI COLLEGE  
THOLAYAVATTAM - 629 157  
KANYAKUMARI DISTRICT

Report of the fifth NABC Society Committee meetg for the academic year 2016-17:

Date: 23.8.16

Time: 11:40 A.M

The fifth meetg of the NABC Society Committee was held on 23.8.16 at 11:40 A.M at the NABC Society Committee office. The convenor of the NABC Society Committee Mr. M. Anub presided over the meetg.

Each convenor submitted a report connected with the ~~work~~ progress of the work. From the reports submitted by various attention Deans Leaders, it was found that the teachers/ members from the departments were not regular to attend meetgs and as only a very few attended the meetgs convened by Deans, it became difficult for them to carry out the tasks assigned to them (document verification) effectively. The attention team leaders were told to keep attendance for the meetgs and to convene the meetgs though circulars ~~from~~ given by Principal, and to speed up as time was short.

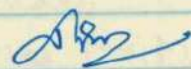

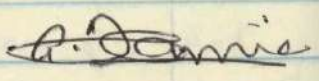
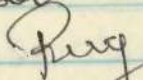
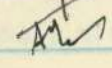

The meetg came to an end at about 12:00 Noon

M. Anub,

Convenor,

NABC Society Committee

Participants:

1. Mr. M. Muhamadhas - Convenor & Deans Leader. 
2. Dr. S. Mary Helen - Attention & Deans Leader. 
3. Mr. G. Dominic Babu - Attention & Deans Leader. 
4. Mr. Y. R. Bertha Raju Raju, convenor & Deans Leader
5. Dr. S. M. Sasi Pranita, attention & Deans Leader. 
6. Mr. D. Anub Pravin Raju, Attention & Deans Leader. 
7. Dr. S. Jaya, attention & Deans Leader. 



PRINCIPAL  
ANNAI VELANKANNI COLLEGE  
THOLAYAVATTAM - 629 157  
KANYAKUMARI DISTRICT

Report of the NRC Socy Commitee meetig for the academic year 2016-17.

Date: 06.09.2016

Time: 02:40 P.M

The NRC Socy commitee meetig for the academic year was held on 06.09.2016 at 02:40 P.M. at the NRC Socy commitee ofice. The convenor of the NRC Socy commitee, Mrs. M. B. Bhatta presided over the meetig.

The criterion Team Leaders read out reports of progress and submitted the reports. It was told to the criterion Team leaders to complete all works yet to be completed and report to the convenor the next convenor frequently about those activities that were being prolonged a lot.

The members of NRC Socy commitee and other staff members were assigned responsibilities connected with NRC Peer Team Visit. The following staff members were assigned ~~some~~ responsibilities of the commenship of various subcommitees

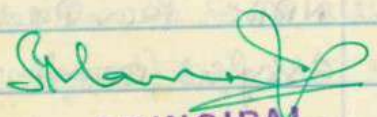
1. Dr. S. Mary Helen - Reception Committee *W*
2. Mrs. M. Marlin Usha - Outlets *W*
3. Dr. M. Amalena Rains - Assisting the convenor *[Signature]*
4. Mr. D. Anto Pravis Rph - Assisting the Peer Team *[Signature]*
5. Mrs. C. Anitha Mary - Assisting the Peer Team
6. Mr. V. Chiranjithes - PPP *[Signature]*
7. Dr. S. Sahin Sathy - Seating Arrangement *[Signature]*
8. Mrs. J. Josephin Binitha - Photos and Videos
9. Mr. B. Sathya Anand - Discipline *[Signature]*
10. Mr. M. Mohanachel - Hosty Alumni, Parents *[Signature]*
11. Dr. P. S. Rajesh - Hosty the Management *[Signature]*
12. Mr. Y. Samban - Food
13. Mr. B. Michael Collins - Refreshments
14. Prayer - Prayer cell and Dept of English
15. Documents - Mr. G. Dominic Babu *[Signature]*
16. Certificates and Payments to Peer Team - Dr. S. M. Sathya Pranita *[Signature]*
17. Mr. Dr. F. Meena Theres - History of the College - a documentary *[Signature]*

The meetig came to an end at about 08:30 P.M

M. K. K. K.  
Convenor  
NRC Socy Commitee

## Participants:

1. Mr. Y.R. Berubis Raja's Rajis
2. Mr. M. Mohamedhas
2. Dr. J. Mary Helen Mrs
4. Mr. G. Dominic Baby
5. Mr. D. Anto Pravin Rajis
6. Dr. S.M. Sabi Prami
7. Dr. C. Little-Flower
8. Dr. M. Amalendhan
- 9 to 10 Mr. R. Rajish Pravin Rajis
- 10 to 11 Mr. R. Ramesh Kumar
- 11 to 12 Dr. J. Jey
- 12 Dr. G. Jeyaraj
- 13 Dr. P.S. Rajish
- 14 Mrs. M. Janifer Leela

  
 PRINCIPAL  
 ANNAI VELANKANNI COLLEGE  
 THOLAYAVATTAM - 629 157  
 KANYAKUMARI DISTRICT

# Report of the General NDRS Study Committee Meeting for the Academic year 2016-17

Date 19.9.2016

Time, 3:30 P.M

The General NDRS Study Committee Meeting for the academic year was held on 19.9.16 at 3:30 P.M at the NDRS Study Committee Office. The meeting was presided over by the convenor Mr. M. Anil.

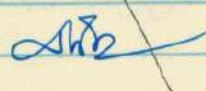

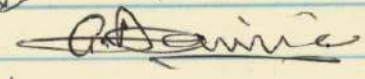

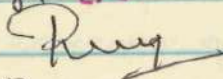

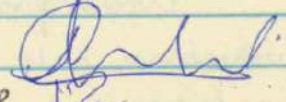


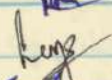


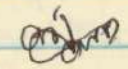
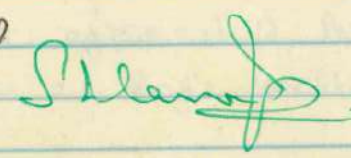
The various team leaders submitted the work progress report. The members made a suggestion that the staff members might be asked to stay at the college beyond the regular working hours so that pending works could be completed.

The convenor of the subcommittees meant for NDRS Peer Team Visit were told of their responsibilities during the NDRS Peer Team Visit. They were told to convene their committee meetings and chalk out plan of actions.

The meeting came to an end at about 4:30 P.M

M. Anil  
Convenor  
NDRS Study Committee

## Participant

1. Mr. Y. R. Ravis Raja Raj
  2. Mr. M. Mohamadhes 
  3. Dr. S. Mary Helen 
  4. Mr. G. Dominic Babu 
  5. Mr. D. Anto Pranis Raj 
  6. Dr. J. M. Sath Pranis Raj 
  7. Dr. C. Hithaflower 
  8. Dr. M. Analanathan 
  9. Mr. R. Rajesh Pranis Raj 
  10. Mr. R. Lamesh Kumar 
  11. Dr. S. Jaya 
  12. Dr. A. Jamb Raj 
  13. Dr. P. S. Rajesh 
  14. Mrs M. Venkat Leela 
- 

Report of the eighth NABE Peer Review Committee meeting of the year 2016-17

Date: 10.12.16

Time: 2:40 hours

Agenda:

1. Review

2. other issues

Members Participated

- 1. Mr. Y.R. Baskin Raja Singh *[Signature]*
- 2. Mr. M. Mohanadhas *absent*
- 3. Dr. S. Mary Helen *[Signature]*
- 4. Mr. G. Dominic Babu *[Signature]*
- 5. Mr. D. Anil Pravin Singh *absent*
- 6. Dr. S.M. Sethi Premila *[Signature]*
- 7. Dr. C. Little Flower *[Signature]*
- 8. Dr. M. Amalanathan *absent*
- 9. Mr. R. Rajesh Prem Singh *absent*
- 10. Mr. R. Ramesh Kumar *absent*
- 11. Dr. J. Jaya *[Signature]*
- 12. Dr. G. Jeeva Rani *[Signature]*
- 13. Dr. P. S. Rajesh *[Signature]*
- 14. Mrs. M. Jenifer Leela *[Signature]*

Agenda:

(i) Review.

- (i) All the members who were present in the meeting expressed their opinions. The common opinion emerged was that
  - (a) Presentations were impressive
  - (b) NABE Peer Team was understanding in nature, the main reason for the successful presentations was that the NABE Peer Team allowed us to complete the presentations. NABE Peer Team was appreciative.
  - (c) All the questions posed to the presenters were well answered.
  - (d) The Peer Team was impressed with our documentation.
  - (e) As the NABE Peer Team was approached, the white flag began to function as a single unit, that tempo had to be sustained.
- (ii) The percentage of staff members who worked wholeheartedly



was much higher than the other colleges.  
Some suggestions:

- (i) Feedback system to be revamped
- (ii) Teacher appraisal report to have a relook.
- (iii) As pointed out by the NBBE Peer Team, the student support system should be strengthened.
- (iv) Library Usage / Intranet Usage to be improved.

At the end members shared their experiences during the NBBE Peer Team Visit and during the NBBE Accreditation Process. The meeting came to an end at about 04:30 P.M.

N. K. K. K.  
16.12.16

Chairman,  
NBBE Society Committee

## Meeting of the Heads of the Departments of Commerce and Business Administration regarding ICSSR Projects

Date: 12.01.2017

Time: 2:50 P.M

The meeting of the Heads of the Departments of Commerce and Business Administration was held on 12.01.2017 at 2:50 PM at 198C office. The convenor of Internal Quality Assurance Cell presided over the meeting. Mr. M. Anub provided over the meeting, Mr. B. Joseph Antony, HOD, Economics also took part.

### Agenda: ICSSR Projects

The following instructions were given

- ① To get the funds, the theme has to be relevant
- ② Both the departments to make concerted efforts
- ③ upto 25000/- experts may visit
- ④ above 25000/-, expert committee would visit
- ⑤ to apply before 3 months
- ⑥ themes to be on contemporary issues.

The meeting came to an end at about 3:15 P.M.

M. Anub

12.1.17

Convenor, IQAC

### Participants:

1. Mr. B. Joseph Antony
2. Dr. M. Josephine Rani
3. Mrs. M. Thattaya

Am

M. Joseph R  
Anub