

**PRINCIPAL**  
**N. S. S. COLLEGE, OTTAPALAM**  
**REACCREDITED "A" BY NAAC**  
**Palappuram (PO), 679103**  
**Palakkad Dist., Kerala.**



(Off)Tel : 0466 – 2244382  
0466 - 2246861  
0466 - 2244206  
e-mail:nssotp@gmail.com

NSSOTP/IQAC/2020-21/01

Date: 18/03/2021

## CIRCULAR

### Sub: Internal Quality Assurance Cell (IQAC) Meeting

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, a meeting of the IQAC is scheduled on 19th March 2021 at 11.30 a.m in the Principal's chamber under the chairmanship of Hon'ble Principal. All the respected members are requested to kindly make it convenient to attend the meeting.

### AGENDA

- AQAR Uploading
- Feedback Analysis
- Cultural-Fest Online
- Tutor's Diary
- Online Class Through Moodle Platform

**IQAC Co-ordinator**



**Principal**





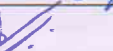
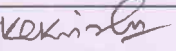


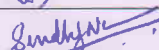
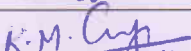
**Principal**  
N.S.S. College, Ottapalam

Copy to: IQAC Members

## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting held on 19/03/2021

The IQAC meeting was conducted under the chairmanship of Principal Dr. Rajesh. R on the 19<sup>th</sup> of March, 2021 at 11.30 a.m. The meeting started with a prayer and then by welcoming all the members of IQAC by the Principal. Following members were present in the meeting:

Sl:No.	Name of the Staff Member	Designation	Signature
1.	Dr. Rajesh.R	Principal/Chairman	
2.	Prof. Manju.B.E	IQAC Coordinator	
3.	Sri. Rajesh.R	Member	
4.	Sri. Sunil Kumar.G	Member	
5.	Dr. Sangeetha Varma	Member	
6.	Prof. Radhakrishnan.K	Member	
7.	Prof. Priyesh.K.G	Member	
8.	Dr. Sajeev.K	Member	
9.	Dr. Sindhu.G.Nair	Member	
10.	Prof. Gayathridevi.K.M	Member	
11.	Mr. Mohanan.K.A	Member/Office Staff	

The following items of agenda were discussed in the meeting.

- For the purpose of uploading AQAR of the academic year, all the Criteria Coordinators were requested to collect data from the departments.
- Feedback analysis of UG and PG programmes, faculty and the college was collected and submitted before IQAC. Criteria II Co-ordinator Gayathridevy K.M.collected and prepared the feedback analysis and submitted before IQAC.

- Online Cultural Fest “KELI” was decided to be conducted by the Cultural club which was coordinated by Dr.Bindu.U of Department of Chemistry.Programmes were `srutinised by Cultural Club.
- A workshop on LMS-MOODLE by Dr.K.S.Sajan was organized by IQAC and Staff club.
- Various clubs and departments submitted their Action Plans for the months of April and May as follows:
  1. History Department planned and submitted request to conduct a lecture series in April-May on “National movement in Cochin, Emergence of the Left in Kerala Politics in Travancore before State Congress”.
  2. Department of Zoology decided to conduct “Biodiversity Talk on Grasshopper Diversity and Locust Migration In India”, World Water Day Observance, Marine Biodiversity programmes.
  3. Department of Botany-Webinar on “Ecorestoration and Forest Conservation”.
  4. Webinar on “Artificial Intelligence” by Computer Science Department.
  5. National Webinar on “Revitalising Human Resource Functions in the New Normal” by Commerce Department.
  6. International Seminar on” Emerhging Trends in Research” by Physics Department.
  7. National Webinar on “Societal Transformations-Role of Social Media “by Hindi Department.



**IQAC Co-ordinator**




**Principal**

*Principal*  
N.S.S. College, Ottapalam

**PRINCIPAL  
N. S. S. COLLEGE, OTTAPALAM  
REACCREDITED "A" BY NAAC  
Palappuram (PO), 679103  
Palakkad Dist., Kerala.**



(Off)Tel : 0466 – 2244382  
0466 - 2246861  
0466 - 2244206  
e-mail:nssotp@gmail.com

NSSOTP/IQAC/2020-21/02

Date: 16/08/2021


## CIRCULAR

### Sub: Internal Quality Assurance Cell (IQAC) Meeting

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, a meeting of the IQAC is scheduled on 17<sup>th</sup> of August 2021 at 2.30 pm in the Principal's chamber under the chairmanship of Hon'ble Principal. All the respected members are requested to kindly make it convenient to attend the meeting.

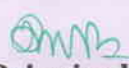
### AGENDA

- Research Journal
- Certificate Course
- Film Club documentation on Historical background of Ottapalam in Films, History Department-75 years of Independence
- Counselling Cell
- Induction Programme
- International Webinar and Alumni Series Talk

  
IQAC Co-ordinator

Copy to: IQAC Members



  
Principal

  
Principal  
N.S.S. College, Ottapalam

## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting held on 17/08/2021

The IQAC meeting was conducted under the chairmanship of Principal Dr. Rajesh. R on the 17<sup>th</sup> of August 2021 at 2.30 pm. The meeting started with a prayer and then by welcoming all the members of IQAC by the Principal. Following members were present in the meeting:

Sl:No.	Name of the Staff Member	Designation	Signature
1.	Dr. Rajesh.R	Principal/Chairman	
2.	Prof. Manju.B.L*	IQAC Coordinator	
3.	Sri. Rajesh.R	Member	
4.	Sri. Sunil Kumar.G	Member	
5.	Prof. Radhakrishnan.K	Member	
6.	Prof. Priyesh.K.G	Member	
7.	Dr. Sajeev.K	Member	
8.	Dr. Sindhu.G.Nair	Member	
9.	Prof. Gayathridevi.K.M	Member	

The following items of agenda were discussed in the meeting.

- The Research Journal of the college “VISTAS”-Interdisciplinary Journal was to be published by the end of the academic year.
- Decided to conduct certificate courses on “Data Analysis by Economics Department. Certificate Course on DTP by Malayalam and Hindi Department. Latex and Semantic Graphing by Physics department.
- Documentation of the historical background of Ottapalam was done by Film club and 75 years of Independence by the History department.
- Counselling cell and Women’s cell in association with State Counselling Department to conduct a series of counselling sessions to students affected by COVID-19 pandemic.
- Decided to conduct Induction programme for first year UG students in centralized manner.

- International Webinars by various departments Zoology, Botany, Chemistry, Economics and Commerce was discussed.
- The Ozone Day Observance on 23<sup>rd</sup> September was finalized and programmes are charted by Departments of Zoology, Botany and Chemistry.
- Hindi Fortnight Celebrations conducted by Hindi Department.
- International Webinar on World Economy and Covid-19 was submitted by Economics Department for the approval before IQAC.

**IQAC Co-ordinator**



**Principal**

**Principal**  
N.S.S. College, Ottapalam

**PRINCIPAL**  
**N. S. S. COLLEGE, OTTAPALAM**  
**REACCREDITED "A" BY NAAC**  
**Palappuram (PO), 679103**  
**Palakkad Dist., Kerala.**



(Off)Tel : 0466 – 2244382  
0466 - 2246861  
0466 - 2244206  
e-mail:nssotp@gmail.com

NSSOTP/IQAC/2020-21/03

Date: 01/11/2021

## CIRCULAR

### Sub: Internal Quality Assurance Cell (IQAC) Meeting

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, a meeting of the IQAC is scheduled on 2nd November 2021 at 2.00 pm in the Principal's chamber under the chairmanship of Hon'ble Principal. All the respected members are requested to kindly make it convenient to attend the meeting.


### AGENDA

- AQAR 2020-21 uploading
- Azadi Ka Amrit mahotsav
- IPR Webinar/Seminar
- Orientation Programmes for UG Students
- Socio-economic surveys
- 

  
IQAC Co-ordinator



Copy to: IQAC Members

  
Principal  
Principal  
N.S.S. College, Ottapalam

## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting held on 02/11/2021

The IQAC meeting was conducted under the chairmanship of Principal Dr. Rajesh. R on the 2nd of November, 2021 at 2.00 p.m. The meeting started with a prayer and then by welcoming all the members of IQAC by the Principal. Following members were present in the meeting:

Sl:No.	Name of the Staff Member	Designation	Signature
1.	Dr. Rajesh.R	Principal/Chairman	
2.	Prof. Manju.B.L	IQAC Coordinator	
3.	Dr.Maya.C.Pillai	Member	
4.	Sri. Sunil Kumar.G	Member	
5.	Prof. Radhakrishnan.K	Member	
6.	Prof. Priyesh.K.G	Member	
7.	Dr. Sajeev.K	Member	
8.	Dr. Sindhu.G.Nair	Member	
9.	Prof. Gayathridevi.K.M	Member	

The following items of agenda were discussed in the meeting.

- Pending AQAR of 2020-21 due to the COVID-19 pandemic was decided to be collected and analysed by IQAC.
- Aa part of “Azadi Ka Amrit Mahotsav” a campaign for a plastic free campus and plastic free city to be conducted by the NSS volunteers and students of various departments- Zoology, Botany, Chemistry and Computer Science .
- IPR Webinar/Seminar :
- Decided to organize Seminar on 10/12/2021 by Zoology department .
- Decided to conduct Webinar on Research Methodology by Commerce department on December 18<sup>th</sup> .



- Professional career awareness programme by Commerce Department and a one day seminar on GST.
- Human Rights day celebration by Economics department
- Decided to celebrate AIDS day on December 1<sup>st</sup> by Zoology , Botany departments ,NSS and Red ribbon club.
- Deaprtments of Zoology,Botany,Commerce ,Economics,Physics,Chemistry decided to conduct Orientation programme in various fields and Alumni lecture series in association with IQAC.
- A Seminar on Research Methodology was organized by Physics Department on the 1<sup>st</sup> week of December in Connection with Environmental Crisis due to Climatic changes in present Scenario
- Socio-economic surveys conducted by Economics- “Unequal Impact of the Economic Crisis and the spread of Unemployment during Covid-19 Pandemic situation w.r.t Grama Panchayath was decided and planned by Economics Department.
- In association with World Wildlife Fund and Society for Odonate Studies,Dept of Zoology decided to conduct Odonate Monitoring around the Bharathapuzha River.

**IQAC Co-ordinator**



**Principal**

*Principal*  
N.S.S. College, Ottapalam

**PRINCIPAL**  
**N. S. S. COLLEGE, OTTAPALAM**  
**REACCREDITED "A" BY NAAC**  
**Palappuram (PO), 679103**  
**Palakkad Dist., Kerala.**



(Off)Tel : 0466 – 2244382  
0466 - 2246861  
0466 - 2244206  
e-mail:nssotp@gmail.com

NSSOTP/IQAC/2020-21/04

Date: 30/11/2021


## CIRCULAR

### Sub: Internal Quality Assurance Cell (IQAC) Meeting

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, a meeting of the IQAC is scheduled on 1st of December 2021 at 11.30 a.m in the Principal's chamber under the chairmanship of Hon'ble Principal. All the respected members are requested to kindly make it convenient to attend the meeting.

### AGENDA

- AQAR 2020-21 uploading
- NAAC Committees and Criteria wise group formation
- Rajalakshmi Anusmaranam
- Science Day Celebrations
- Wetland Day Celebration

  
**IQAC Co-ordinator**

  
**Principal**

**Principal**  
N.S.S. College, Ottapalam


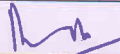

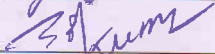
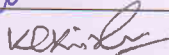


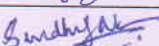
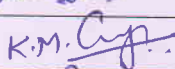
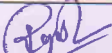


Copy to: IQAC Members

## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting held on 01/12/2021

The IQAC meeting was conducted under the chairmanship of Principal Dr. Rajesh. R on the 1st of December 2021 at 11.30 a.m. The meeting started with a prayer and then by welcoming all the members of IQAC by the Principal. Following members were present in the meeting:

Sl:No.	Name of the Staff Member	Designation	Signature
1.	Dr. Rajesh.R	Principal/Chairman	
2.	Prof. Manju.B.L	IQAC Coordinator	
3.	Dr.Maya.C.Pillai	Member	
4.	Sri. Sunil Kumar.G	Member	
5.	Prof. Radhakrishnan.K	Member	
6.	Prof. Priyesh.K.G	Member	
7.	Dr. Sajeev.K	Member	
8.	Dr. Sindhu.G.Nair	Member	
9.	Prof. Gayathridevi.K.M	Member	
10.	Sri.Rajesh.R	Member	

The following items of agenda were discussed in the meeting.

- Constituted criteria-wise groups among faculty members. Preparation for SSR and data collection being done.
- "Rajalakshmi Anusmaranam" and Story writing competition for the students and researchers under the auspices of the Malayalam department was conducted every year for the past 20 years.
- Science day celebration was decided to be organized by IQAC in the last week of February.
- Research Methodology in Astrophysics-National Science Day Observation was planned to be organized by Physics department.

- International Science Day Observance by Chemistry Department –Decided to conduct webinar on the Current Developments in Science Research.
- Steps to Build-up career in Chemistry-Lecture to motivate students in connection with Science Day celebrations.
- “World Language Day” was decided to be celebrated on 21-02-2022 by the NSS volunteers and various departments.
- “World Women’s Day” was decided to be conduct poster competition, Quiz, Debates on Women’s Day celebrations, online interactive session was planned by NSS volunteers, Women’s cell on the topic Women and Common Health Issues.
- “World Wetland Day” decided to be observed by the Science departments.

**IQAC Co-ordinator**

**Principal**



**Principal**  
N.S.S. College, Ottapalam

**PRINCIPAL  
N. S. S. COLLEGE, OTTAPALAM  
REACCREDITED "A" BY NAAC  
Palappuram (PO), 679103  
Palakkad Dist., Kerala.**



(Off)Tel : 0466 – 2244382  
0466 - 2246861  
0466 - 2244206  
e-mail:nssotp@gmail.com

NSSOTP/IQAC/2020-21/05

Date: 05/03/2022

## CIRCULAR

### Sub: Internal Quality Assurance Cell (IQAC) Meeting

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, a meeting of the IQAC is scheduled on 7th of March 2022 at 3.00 pm in the Principal's chamber under the chairmanship of Hon'ble Principal. All the respected members are requested to kindly make it convenient to attend the meeting.

### AGENDA

- AQAR 2021-22 was finalized.
- Decided to conduct "Merit Fest" on 30/3/2022 and 31/3/2022 by various departments.
- Action plan for 2022-23 was finalized.

  
**IQAC Co-ordinator**

Copy to: IQAC Members

**Principal**



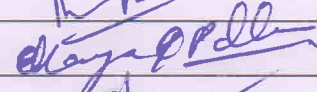
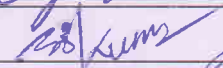
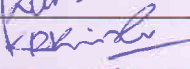


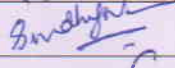
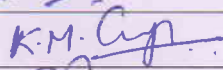

  
Principal  
N.S.S. College, Ottapalam



## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting held on 07/03/2022

The IQAC meeting was conducted under the chairmanship of Principal Dr. Rajesh. R on the 7th of March 2022 at 3.00 pm. The meeting started with a prayer and then by welcoming all the members of IQAC by the Principal. Following members were present in the meeting:

Sl:No.	Name of the Staff Member	Designation	Signature
1.	Dr. Rajesh.R	Principal/Chairman	
2.	Prof. Manju.B.E	IQAC Coordinator	
3.	Dr.Maya.C.Pillai	Member	
4.	Sri. Sunil Kumar.G	Member	
5.	Prof. Radhakrishnan.K	Member	
6.	Prof. Priyesh.K.G	Member	
7.	Dr. Sajeev.K	Member	
8.	Dr. Sindhu.G.Nair	Member	
9.	Prof. Gayathridevi.K.M	Member	
10.	Sri.Rajesh.R	Member	

The following items of agenda were discussed in the meeting.

- AQAR 2021-22 finalised.
- Merit Fest- Decided to conduct Merit Fest on 30/3/2022 and 31/03/2022 by various departments- Zoology,Botany,Computer Science,Chemistry,Mathematics,Economics and Commerce.

#### **Action-Plan for Academic Year 2022-23**

1. Updation of website
2. Enhancing more collaborative linkages.
3. Strengthening of ICT enabled teaching methods.
4. Commencement of Value-added courses in various departments.

5. More field trips and Industrial visits
6. To conduct surveys in Socio-economic problems.
7. To strengthen the Best Practices of the college to conduct skill development programmes to students.
8. To conduct Skill Training programmes to Non-Teaching faculty.
9. To concentrate on Outreach programmes
10. To conduct Job-fairs and Campus placement interviews.
11. To conduct NET/SET/PSC Coaching classes for students.

  
**IQAC Co-ordinator**

  
**Principal**



**Principal**  
N.S.S. College, Ottapalam