



SREE VIVEKANANDA TEACHER EDUCATION CENTRE

AKKIKKAVU, THRISSUR DIST., KERALA – 680519

(Affiliated to Calicut University & Recognized by NCTE)

Phone: +91 - 4885 - 284331 Fax : Fax : +91 - 4885 - 281738

Website: www.svtec-kerala.org E-mail : svtectc@gmail.com

(Under the Management of Sree Vivekananda Educational and Charitable Trust)

Minutes of IQAC meetings 2020

Sl. No.	Date	Agenda	Action Taken
1	06/02/2020	SSR Report preparation	All Teaching staff requested to submit SSR Report
		Gender awareness programme	Webinar was conducted due to Covid-19 Titled as “Ore Aakaasam”
		Outreach activity	Due to Covid pandemic outreach activity postponed to next year
		Disabled friendly atmosphere	Principal submitted a need proposal to the management related to ramp
		IQAC cell making	Informed teachers about the necessities of IQAC Activities
2	16/03/2020	planned to create online platform for conducting online classes	Management took necessary action to create G-suit
		Decided to provide online learning materials to students	All teachers are requested to make online learning materials
		Wifi support for teachers	Management take arrangements for providing Wifi
		Internship through online platform	Informed neighborhood school to provide online platform to student teachers



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Minutes of IQAC meetings 2021

Sl. No.	Date	Agenda	Action Taken
1	01/11/2021	Self-Introduction of IQAC Members	The members of IQAC offered all possible assistance in connection with development of college
		Discussion Action Plan for the academic year 2021-22	Action Plan prepared for the academic year was discussed and finalized based on decisions and suggestions related nature club and cultural activities
		Discussion of relevant matters permitted by the chair	Suggestion from Faculty Members for starting a You Tube Channel related with K-Tet coaching class for students teachers
		Organise Orientation classes	Decided to arrange orientation class for new students on first and third week of November 2021 under the assistance of guidance and counseling cell
2	25/02/2021	Evaluation and feedback of different Cells	Teacher provides the functioning details of their Cells
		Maintenance of Ventel Cell	All teachers are requested to create digital cell report
		Planning for online Celebration	Concerned teachers provide link for participating different competition for students
		Introduce Biometric system	Management was asked to implement biometric punching system as part of digitalization



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Minutes of IQAC meetings 2022

Sl. No.	Date	Agenda	Action Taken
1	08/02/2022	ICT enabled classes	Management furnishing smart TV in all class rooms to facilitates digital teaching environment .
		NAAC Orientation Programme	The management organized a "NAAC" orientation class to improve the quality of the institution and sensitize the teachers.
		Skill Development Programme	Organized "Self Defence Development Class" for students for self protection under the leadership of Ladies Constables
2	13/07/2022	Lab Modification	The need for modernization of various laboratories was conveyed to the management
		Seminar presentation using ICT	Adequate training was given to student teachers on how to conduct seminars and various classes through 'ICT' medium.
		Selection of NAAC coordinators	"NAAC" coordinators were selected under the leadership of "IQAC" cell. The teacher was assigned the tasks of "NAAC"



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Minutes of IQAC meetings 2023

Sl. No	Date	Agenda	Action Taken
1	13.2.2023	Alumni Registration	The management was convinced of the need for alumni registration and necessary steps were taken for registration
		Planning Academic Audit	Sensitized existing teachers about academic audit and its need and initiated steps to conduct academic audit.
		Planning MoU with other institutions	Steps have been taken to "MoU" with similar institutes and other organizations of higher education standards to maintain high educational value and social standards besides improving the educational standard of the institution and implementing new technologies.
		Revising Placement cell activities	As part of Computerization (ICT) a new computer laboratory has been established and necessary equipment has been arranged for it.
2	11.7.2023	Participation in National Seminar	As part of faculty development, various teachers have been appointed to participate in national seminars conducted in other institutions to improve the quality of teachers.
		Setting Garden & Student friendly Campus	As part of making the campus nature-friendly, garden construction and sapling planting activities have been started with the collective cooperation of students and teachers.
		Utilisation of Alumni Fund	It has been decided to give scholarship to the bright students who are economically backward
3.	19.10.2023	Formation of Internal Complaining Cell	An Internal Complaining Cell has been set up with the concept of problem free campus
		Redesigning of College website	The website has been updated with up-to-date information about the institution



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Minutes of IQAC meetings 2024

Sl. No.	Date	Agenda	Action Taken
1	26/03/2024	Plan to conduct indoor games	.Indoor gaming is approved for institutional use
		Action Plan for Modification of Auditorium	Auditorium stage setting completed with curtains ,lights etc
		Plan to modify computer lab	As part of Computerization (ICT) a new modified computer laboratory has been established and necessary equipment has been arranged for it.
2.	24.04.2024	planed to arrange book bank	A meeting was scheduled with librarian and informed students and alumni
		A plan for arranging special place for yoga	Informed management about the necessity of yoga
		circular seat arrangement under tree	Discussed with principal and informed management .