

Sree Sankara College, Kalady

IQAC Meeting Minutes 2020-21

1. Minutes of the IQAC Meeting (Teams) on 07/06/2020, 11:30 am

Agenda: <ol style="list-style-type: none"> 1. Skill based certificate courses 2. Online training on online teaching 3. Smart Proposals for 2020-21 4. Other matters, if any Members Present: <ol style="list-style-type: none"> 1. Dr. Preethi Nair 2. Dr. S. Mohan 	<ol style="list-style-type: none"> 3. Dr. Mini K. D. 4. Sri Prasad S. 5. Dr. Biju Thomas 6. Dr. Manju T. 7. Smt. Kairali K. K. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam
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Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	Skill based certificate courses	Proposal from Zoology is ready. Proposals from Chemistry, Commerce and Economics will be ready soon.	All departments
2.	Training Teachers on handling Online classes on Teams	A meeting of all teachers with IQAC will be conducted on Thursday, 11.06.2020 at 8.30 pm. Training will be handled by Sri. Prasad S. and Smt. Gopika G. The set of instructions to be given to students will be prepared by Smt. Gowri Antherjanam.	Prasad S., Gopika G.
3.	Access of online classes by students	Funds may be requested from Alumni, CSR funds.	
4.	SMART	Proposals for SMART 2020-21 may be invited from various departments. Priority has to be given to proposals from those departments which were rejected last year. The format has to be modified and made ready.	Gopika G.
5.	Campus Network	Camus network will be ready in all blocks in two weeks. Work is going on, with 14 new access points. Repairing of already existing points is also under progress. S-block will be having new connection. Direct connection from server room will be provided in History block. Maths, Statistics will be wired aerially from Microbiology department. A common access point will be provided in self financing block.	Dr. S. Mohan
6.	Career Guidance Cell	Any possibility for requesting fund for grooming students by experts may be checked.	Dr. Biju Thomas
7.	Work Diary	Fund request for printing work diary may be raised in Council Meeting.	Dr. Preethi Nair
8.	College Handbook	In the new handbook, details of management staff also to be included	Sri S. Prasad
9.	College Website revamping	Three demos have been sent. Renewal of AMC to be urgently done. All members need to have a look at the demos and propose suggestions.	All Members

The meeting ended at 1.00 pm

2. Minutes of the IQAC Meeting (Teams) on 09/06/2020, 8:30 pm

Agenda: To discuss the points to be explained during training "Microsoft Teams: Possibilities and Challenges" to be held on 11/06/2020	3. Dr. Mini K. D. 4. Sri Prasad S. 5. Dr. Biju Thomas 6. Dr. Manju T. 7. Smt. Kairali K. K. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam
Members Present: 1. Dr. Preethi Nair 2. Dr. S. Mohan	

Points Discussed:

1. The training session for the teachers of Sree Sankara College, named as "Microsoft Teams: Possibilities and Challenges", will be held on 11.06.2020
2. IQAC Coordinator Dr. Preethi Nair will welcome the gathering.
3. Sri. Prasad and Smt. Gopika will handle the session
4. Teachers can interact with the trainers. The doubts and difficulties will be discussed and cleared.
5. Gowri Antherjanam will read out the guidelines to be followed during online classes by the students
6. Dr. Manju will propose the vote of Thanks.

The meeting ended at 9.30 pm

3. Minutes of the IQAC Meeting (Teams) on 11/06/2020, 8:30 pm

Agenda: To discuss the points to be explained during training "Microsoft Teams: Possibilities and Challenges" to be held on 11/06/2020	3. Dr. Mini K. D. 4. Sri Prasad S. 5. Dr. Biju Thomas 6. Dr. Manju T. 7. Smt. Kairali K. K. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam
Members Present: 1. Dr. Preethi Nair 2. Dr. S. Mohan	

Points Discussed:

7. The training session for the teachers of Sree Sankara College, "Microsoft Teams: Possibilities and Challenges", was a grand success.
8. IQAC Coordinator Dr. Preethi Nair welcomed the gathering.
9. Sri. Prasad presented a general idea on forming teams, taking classes, giving out assignments and notes and also how to download attendance. He also explained various features available in the platform which can be made use of for making teaching and learning online effortless.
10. About 60 teachers participated actively and cleared their doubts also.
11. Teachers interacted with the trainers and cleared their doubts and difficulties.
12. The guidelines to be followed during online classes by the students was read out by Sri. Prasad S.
13. Dr. Manju proposed the vote of Thanks.

14. All the teachers commented that the programme was highly beneficial.

The meeting ended at 9.30 pm

4. Minutes of the IQAC Meeting (Teams) on 15/06/2020, 8:30 pm

Agenda: 1. Website revamping 2. Student's Handbook 3. Teacher's work diary Members Present: 1. Dr. Preethi Nair 2. Dr. S. Mohan	3. Dr. Mini K. D. 4. Sri Prasad S. 5. Dr. Biju Thomas 6. Dr. Manju T. 7. Smt. Gopika G. 8. Smt. Gowri Antherjanam 9. Dr. Harikrishna Sharma K. N.
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Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	Website Revamping	The revamping has to be started immediately. The three demos were discussed and various suggestions to improve the professional appearance of the current website were put forward. It was decided to discuss with the provider and suggest layout and design, after collecting ideas from members.	Sri. Prasad S. Dr. Harikrishna Sharma
2.	Renewal of AMC	Its high time that the Annual Maintenance Contract with our website provider be renewed. The matter has to be urgently addressed.	Dr. Preethi Nair
3.	Renewal of AMC of Office Automation	Renewal of AMC of Office Automation also to be brought to the attention of management urgently.	Dr. Preethi Nair
4.	Handbook	New handbooks maybe printed keeping the same layout this year too. Details of management staff also to be included	Sri. Prasad S.
5.	Work Diary	The layout and design have been already discussed with the Principal. The financial constraints to fund the printing of work diaries will be addressed by the end of June. In the meantime, possibility for e-work diary will also be sought.	Dr. Preethi Nair
6.	FDP certificate	As per directions from KSHEC, we need to submit all 178 certificates completely filled in with details of participants and signature of Principal and IQAC coordinator. The filling of details will be done using mail merging. The possibility to get a template with signature from KSHEC will also be looked into.	Sri. S. Prasad Dr. Manju T.

The meeting ended at 9.45 pm

5. Minutes of the IQAC Meeting (Teams) on 02/07/2020, 8:30 pm

Agenda: <ol style="list-style-type: none"> 1. SMART proposals: finalizing of dates 2. Website upgradation 3. Collection of Staff activity details 2019-20 4. Campus Network 5. Other matters, if any 	Members Present: <ol style="list-style-type: none"> 1. Dr. Preethi Nair 2. Dr. S. Mohan 3. Dr. Mini K. D. 4. Sri Prasad S. 5. Dr. Biju Thomas 6. Dr. Manju T. 7. Smt. Kairali K. K. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam
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Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	SMART proposals	<ul style="list-style-type: none"> • Smt. Gopika G. has been assigned with the coordination of SMART scheme • Option for conducting Webinars may also be included in the format • The proposal format, after finalizing, will be sent to all departments by 6th July • The filled in applications has to be submitted to IQAC by 6th August • The selection criteria need to be clearly mentioned in the guidelines by including the following points: <ul style="list-style-type: none"> ○ The application should be complete in every respect ○ Selection will also be based on innovativeness and relevance of the proposed theme ○ Priority will be given in the order of International/National/Regional nature of the proposed event ○ Priority will also be given to proposals having co-sponsorship 	Smt. Gopika G.
2.	Website Up-gradation	<ul style="list-style-type: none"> • The fund has been sanctioned by the Management and can be proceeded. • The possibility and viability of an online academic diary can also be discussed along with website upgradation. • The design of academic diary should be in such a way that any data related with a faculty member can be readily reckoned. • Fund for student management system is also sanctioned by the management. This can also be done after finalizing the online work diary. 	Sri. Prasad S.
3.	Collection and Compilation of Staff activity details 2019-20	Smt. Kairali K. K. has prepared a draft format which has to be finalised	Smt. Kairali K. K.

4.	UGC - SERB	Proposals have been invited for funding Seminars/Workshops/research internships from Science departments of colleges. Need to invite proposals from Science departments	Dr. Mohan S Dr. Mini K. D. Dr. Manju T.
5.	ISRO Nodal Centre	Steps to be taken to apply for ISRO Nodal centre at our college.	Sri. Ben Jos
6.	Fee remittance of Online FDP	Sanction letter to be received from KSHEC, so that an advancement may be requested from the Management. Need to remind the research Officer.	Dr. Manju T.

The meeting ended at 9.30 pm

6. Minutes of the IQAC Meeting (Teams) on 09/08/2020, 11:30 am

Agenda: <ol style="list-style-type: none"> 1. Payment to TLC 2. SMART applications, scrutiny and approval 3. Website upgradation 4. Office Automation 5. Handbook and work diary 6. SERB applications 7. Departmental IQAC members meeting 8. IQAC students' meeting 9. Training to teachers on online assessment 10. Other matters, if any 	Members Present: <ol style="list-style-type: none"> 1. Dr. Preethi Nair 2. Dr. S. Mohan 3. Sri Prasad S. 4. Dr. Biju Thomas 5. Dr. Mini K. D. 6. Dr. Manju T. 7. Smt. Gopika G.
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Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	Payment to TLC	<ul style="list-style-type: none"> The KSHEC has informed us about their technical difficulty in releasing funds, as the financial allocation has not yet been made. Need to put forward the issue to Principal with the support of emails received from KSHEC 	Dr. Preethi Nair.
2.	SMART Proposals	<ul style="list-style-type: none"> A total of eleven applications received, out of which ten have been accepted, one of them being late submission Acceptance as well as rejection letters will be sent after scrutinizing and approving the received proposals Proposal from B.Voc REM has been selected after scrutiny due to emergency related with the availability of resource person 	Smt. G. Gopika
3.	Website Up-gradation and Office Automation	<ul style="list-style-type: none"> The fund for revamping has been received by the provider and work has started. A quote has been received which includes online academic diary and the details therein. 	Sri. Prasad S.

		<ul style="list-style-type: none"> Provision for online application for admission will also be incorporated in the website Fund for renewal of Office Automation not received yet from the Management. 	
4.	Collection and Compilation of Staff activity details 2019-20	<ul style="list-style-type: none"> Only a few completed formats are received A deadline has to be set for the submission of completed faculty profile 	Smt. Kairali K. K.
5.	UGC - SERB	<ul style="list-style-type: none"> No proposal has been received yet The mandatory documents (12(f) 2B certificate, affiliation certificate, UC of previous funds etc.) may be arranged by the SERB coordinator Deadline may be set for receiving applications 	Dr. Mini K. D.
6.	Handbook	<ul style="list-style-type: none"> Details have to be updated by the principal before printing 	Sri. Prasad S.
7.	Departmental IQAC Meeting	<ul style="list-style-type: none"> Need to convene a departmental IQAC meeting to discuss matters including submission of faculty profile, SERB proposals, SMART proposals, website page updation, etc. 	
8.	Training teachers on online assessment and webinars	<ul style="list-style-type: none"> Need to convene a meeting of all teaching staff to discuss and to get trained on possibilities and challenges of Online assessment of students. Training may also be given for conducting Webinars and generating certificates through mail merging. 	Sri. Prasad S.
9.	IQAC students committee Meeting	<ul style="list-style-type: none"> Need to convene a meeting of IQAC students' committee to do a review on online classes, their grievances and suggestions on it. Meeting with parents also may be done online to obtain their suggestions on online teaching and learning This meeting has to be done prior to Departmental IQAC meeting as well as All teachers meeting(training) 	Dr. Preethi Nair
10.	Online Council Meeting	<ul style="list-style-type: none"> Need to request the Principal to convene online council meeting to discuss state of affairs 	Dr. Preethi Nair
11.	Induction programme	<ul style="list-style-type: none"> Induction programme for newly admitted students need to be planned after admission procedures are completed The new students and their parents should be made aware of the ongoing online teaching system and a notice may be circulated for the same during admission. 	Dr. Biju Thomas

The meeting ended at 1.20 pm

7. Minutes of the IQAC Students' Committee Online Meeting

Held on Microsoft-Teams: 13/08/2020, 3.00 pm

Agenda: Review of ongoing Online classes	Members Present: <ol style="list-style-type: none"> 1. Dr. Preethi Nair 2. Dr. S. Mohan 3. Dr. Mini K. D. 4. Sri Prasad S. 5. Dr. Biju Thomas 6. Dr. Manju T. 7. Smt. Kairali K. K. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam
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- Nine IQAC committee members and 43 student members out of 45 attended the meeting.

Points presented:

Sl. No.	Dept.	Student, Class	Issues presented
1.	SANSKRIT	Namyalakshmi R. DC-II	<ol style="list-style-type: none"> 1. Network Issues 2. Power failure due to heavy rain (3-4 students)
2.	ENGLISH	Krishna P. Suresh DC-II	<ol style="list-style-type: none"> 1. Network Issues 2. Requested class recording 3. Continuous class without break causing strain to eyes – one hour may be reduced to 40-50 minutes 4. Requested prior notification of schedules
		Akshay Babu MA -II	<ol style="list-style-type: none"> 5. Duration may be reduced to 45 minutes with 10 minutes break in between every hour 6. Requested reduction of audio classes' duration and content 7. Better option is either video+audio upload in YouTube or video upload in MS Stream
3.	ZOOLOGY	Rohith Shajan DC – III	<ol style="list-style-type: none"> 1. One hour break after 2 hours class requested 2. Two students of his class have NO PHONE
		Bhagyalakshmi DC-II	<ol style="list-style-type: none"> 3. Notes may be posted in groups rather than reading out online 4. Afternoon classes maybe avoided
4.	HINDI	Agna Francina DC - II	<ol style="list-style-type: none"> 1. Network Issues, especially for students from Lakshadweep (Kalpeni) and Idukki 2. Break requested in between classes or after 2 hours of class, so that phones can be charged

			3. Scheduling as a series may help in knowing the classes in advance as well as for effective access to notification
		Anu Ashokkumar DC-III	1. Class schedules are not properly getting communicated 2. Three students cannot access classes due to network issues 3. One student from Lakshadweep has no phone at all
5.	MICROBIOLOGY	Krishnaprasad MSc-II	1. One student from Lakshadweep (Androth) could not yet attend any class due to network issues 2. College library is charging fine which comes upto about Rs. 100/- during lockdown period
6.	ECONOMICS	Bletty Biju DC - II	1. Network issues 2. Power failure due to heavy rains causing Wi-fi failures too 3. Five hours of continuous class causing charge depletion in phones 4. A student from Kuttampuzha which is flood-affected has moved to a different place and cannot access classes
		Aravind Balan DC-III	5. Join option is not received by many and they join on invitation by others 6. Suggested that video sharing may be done for simple topics, so that live classes can deal only with difficult topics
		Aliya Nesreen MA - II	1. MS Teams need good net speed 2. Short or recorded videos would be better for problem sections 3. Suggested alternate classes (breaks in between)
7.	CHEMISTRY	Smrithi Krishnakumar DC-II	1. Five students have network issues 2. Disciplinary issues during online classes: students getting removed in between classes- teachers need to set privileges 3. Since portions are moving fast due to uninterrupted classes, duration can be easily reduced 4. Notes may be posted instead of making copy from ppts.
		Abhijith V. MSc. -II	5. Instead of downloading attendance, calling out names would be better, as students get offline intermittently 6. Submission of assignments are also not easy due to network issues
		Abhirami M. DC-III	7. Assignment submission is difficult 8. Exam upload is also not easy to be done within stipulated time

8.	HISTORY	Vandhana Vinayan DC-II	<ol style="list-style-type: none"> 1. Out of about 40 students only 16-25 students could attend the online classes, due to network issues as well as failure to receive notifications in time 2. Flood affected students are also finding it difficult to attend classes 3. Schedules getting overlapped 4. Suggestion: better if notes are posted in advance before a particular class 5. Break is needed between classes
9.	MATHS	Sruthy Kaimal DC-II	<ol style="list-style-type: none"> 1. Classes overlapping
		Abhishek surendran DC-III	<ol style="list-style-type: none"> 2. Reduce from five hours continuous class 3. Avoid continuous class from same teacher
10.	MICROBIOLOGY (SF)	Gowrikrishna P P DC-II	<ol style="list-style-type: none"> 1. Classes overlapping 2. Teams response very poor 3. Unmuting/Removing issues happening by classmates 4. Worried on Attendance due to being intermittent offline 5. Notes are disappearing from Teams
		Ansa Rahman DC-III	<ol style="list-style-type: none"> 6. Requested 15 minutes break in between and reducing to four hours 7. Exams in google forms not working properly (correct answers are marked wrong ??!)
11.	B. Com Tax	Aleena Paul DC -III	<ol style="list-style-type: none"> 1. Classes going on well 2. Classes are scheduled from 9-12, so they get sufficient time for relaxing and phone charging 3. Requested to reduce notes of open courses 4. Problems done on board help better
		Parvathy Sujithkumar DC-II	<ol style="list-style-type: none"> 5. Saturday classes may be avoided 6. Time table is not properly received 7. Notes may be reduced 8. After 5 long hours of class, they need to copy notes also, extending the screen time further
		Greeshma Babu M.Com-II	<ol style="list-style-type: none"> 9. Network issues 10. Classes need to be pre-scheduled 11. Recording of classes would be beneficial 12. Recorded video files may help
12.	PHYSICS	N A Karthika DC-III	<ol style="list-style-type: none"> 1. Network issues 2. Break needed as phone gets heated up, charge depleting, etc. 3. Online Lab sessions are not advisable, especially Computer Programming. This is more difficult for biology background students. Better postpone it until its possible to do the programmes on a computer

			<ul style="list-style-type: none"> 4. Many students having health issues, especially strain to eyes due to continuous screen exposure 5. 15 minutes break between classes requested 6. Time maybe set as 9.30 – 1.30 am
		Lakshmi Balu DC-II	<ul style="list-style-type: none"> 7. Internet issues 8. Requested reduction of duration 9. Teams app not responding well, audio option missing for some (maybe due to network issues) 10. Notes are not accessible
		Aiswarya Muraleedharan PG-II	<ul style="list-style-type: none"> 11. Better if teachers can use board while doing derivations, etc, rather than tying it on powerpoint slides in advance
13.	BOTANY	Karthika Venugopal DC-II	<ul style="list-style-type: none"> 1. Three students (Kothamangalam and nearby places) could attend even a single class yet, due to network issues. They receive notes by whatsapp 2. One student from Lakshadweep has only Wi-Fi connectivity and that too fails at times
14.	BIOTECH (SF)	Ashley Clara Sibi DC-II	<ul style="list-style-type: none"> 1. Portions are almost over and hence classes may be reduced 2. Health issues are there due to prolonged screen time 3. Files disappearing from Teams
15.	BIOCHEMISTRY (SF)	Anjitha S. Nair MSc - II	<ul style="list-style-type: none"> 1. Classes are smooth 2. Only four hours class with breaks in between 3. Files missing from Teams
16.	ENVIRONMENTAL SCIENCES	Nima Mol Thomas MSc - II	<ul style="list-style-type: none"> 1. Network issues 2. Requested reduction to four hours per day 3. Avoid sending notes in bulk
17.	STATISTICS	Alfred Moore DC-III	<ul style="list-style-type: none"> 1. One student from Idukki cannot access classes due to SIM issue, as he cannot go out due to lockdown
18.	B. Voc - REM	Abhiram Pisharody DC-II	<ul style="list-style-type: none"> 1. Network issues 2. Conducting exams late in the evening maybe avoided, since a few students are doing part-time jobs in the afternoon 3. Breaks are already provided and classes are recorded 4. Requested sufficient time for submission of assignments
		Jismi Mariya Joshy DC-III	<ul style="list-style-type: none"> 5. They are doing reduced time duration one hour plus 30 minutes break. Only three classes per day (9 – 1 pm) 6. Raised concern over whether attendance issue affect internal marks or not?

Consolidation of points raised by the students

➤ TECHNICAL ISSUES

- Network Issues
- Power failure due to heavy rains causing Wi-fi failures too
- Requested prior notification of schedules
- A few students having NO DEVICE at all (including one from Lakshadweep)
- Three students (Kothamangalam and nearby places) could attend even a single class yet, due to network issues. They receive notes by whatsapp
- Join option is not received by many and they join on invitation by others
- MS Teams need good net speed
- Notes are disappearing from Teams
- Exam upload is also not easy to be done within stipulated time
- Schedules getting overlapped, Classes overlapping
- Submission of assignments are also not easy due to network issues
- One student from Idukki cannot access classes due to SIM issue, as he cannot go out due to lockdown

➤ TIME DURATION

- Five hours of continuous class without break causing charge depletion in phones and health issues
- Either reduce the number of hours or reduce duration of each class to 50 minutes with 10 minutes break
- Break needed as phone gets heated up, charge depleting, etc.
- Portions are almost over in some depts, and hence classes may be reduced
- **Since portions are moving fast due to uninterrupted classes, duration can be easily reduced**

➤ LAKSHADWEEP

- One student from Lakshadweep has no phone at all
- One student from Lakshadweep (Androth, Kalpeni) could not yet attend any class due to network issues
- One student from Lakshadweep has only Wi-Fi connectivity and that too fails at times

➤ HEALTH ISSUES

- Health issues, especially strain to eyes due to prolonged screen time
- After 5 long hours of class, **they need to copy notes** also, extending the screen time further

➤ DISCIPLINARY ISSUES

- **Disciplinary issues during online classes: students getting removed in between classes- teachers need to set privileges**
- **Unmuting/Removing issues happening by classmates**

➤ GRIEVANCES and SUGGESTIONS

- Avoid sending notes in bulk
- A student from Kuttampuzha which is flood-affected has moved to a different place and cannot access classes
- **Conducting exams late in the evening may be avoided, since a few students are doing part-time jobs in the afternoon**
- **Afternoon classes maybe avoided**
- Requested sufficient time for submission of assignments
- Requested class recording
- Requested reduction of audio classes' duration and content
- Better option is either video+audio upload in YouTube or video upload in MS Stream
- Suggested that video sharing may be done for simple topics, so that live classes can deal only with difficult topics
- Short or recorded videos would be better for problem sections
- Recorded video files may help
- Better if teachers can use board while doing derivations, etc, rather than tying it on powerpoint slides in advance
- Notes may be posted in groups rather than reading out online
- Class schedules are not getting communicated properly and sufficiently in advance
- **Scheduling as a series may help in knowing the classes in advance as well as for effective access to notification**
- Notes may be posted instead of making copy from ppts.
- Instead of downloading attendance, calling out names would be better, as students get offline intermittently
- Suggestion: better if notes are posted in advance before a particular class
- **Avoid continuous class from same teacher**
- Requested to reduce notes of open courses
- Problems done on board help better
- **Time table is not properly received**
- Notes may be reduced
- Online Lab sessions are not advisable, especially Computer Programming. This is more difficult for biology background students. Better postpone it until its possible to do the programmes on a computer

College library is charging fine which comes upto about Rs. 100/- during lockdown period

8. Minutes of the IQAC with Departmental IQAC members

Held on Microsoft-Teams: 18/08/2020, 3.00 pm

Agenda: <ol style="list-style-type: none"> 1. Review of students meeting on Online classes 2. SMART proposals finalization 3. Submission of updated Faculty Profile 4. Up-dation of departmental page in college website 5. SERB proposals 6. Final Degree results 7. Other matters, if any 	Members Present (Departmental IQAC) <ol style="list-style-type: none"> 1. Amrutha P N (EVS) 2. Dr. Aneesa P A (Biochem SF) 3. Dr. Jee G (Botany) 4. Dr. Preemy P. Thachil (Economics) 5. Dr. Rupesh R. (Hindi) 6. Dr. Sreekala M. S (Chemistry) 7. Dr. Sumi Mary George (Microbio) 8. Dr. Minimol K.C (Zoology) 9. Essy C. Cherian (Mathematics) 10. Feby K John (Biotech - SF) 11. Kavitha Sivadas (History) 12. Lakshmi Priya M. R (Malayalam) 13. Manju C R (Commerce) 14. Milena Pradeep (B. Voc) 15. Naveen Paul (Phys Edn) 16. Nimmi Narayanan (Physics) 17. Sheela Paul (B Voc) 18. Shreeja Narayanan (English) 19. Sreelakshmi R (Sanskrit) 20. Vishaya Vijayan (Microbio - SF)
Members Present (IQAC) <ol style="list-style-type: none"> 1. Dr. A. Suresh (Principal) 2. Dr. Preethi Nair (IQAC Coordinator) 3. Dr. S. Mohan 4. Dr. Mini K. D. 5. Sri Prasad S. 6. Dr. Biju Thomas 7. Dr. Manju T. 8. Smt. Kairali K. K. 9. Smt. Gopika G. 10. Smt. Gowri Antherjanam 	

Points discussed:

Sl. No.	Member	Points presented
1.	Dr. Preethi Nair	<ul style="list-style-type: none"> • Out of 11 proposals received towards SMART scheme, 10 have been accepted for funding • AQAR 2019-20 is to be uploaded in September 2020. Hence, updated faculty profile needs to be collected by departmental IQAC members urgently • As per grievances and suggestions raised by the IQAC student members, the schedule of online classes needs to be redone, giving intermittent breaks of 15 minutes and a long break for phone charging, etc. • About 10 students from various departments are not able to attend even a single online class due to unavailability of devices. IQAC requested the members to raise a fund for the same.
2.	Dr. Jee G.	<ul style="list-style-type: none"> • Online class duration needs to be reduced to 50 minutes and a 30 minutes break to be given after three hours • Online practical classes are not advisable • Extra classes maybe avoided and classes may be adjusted depending on weather conditions • Attendance may not be taken strict • Class schedules need to be done in advance
3.	Sri. Naveen Paul	<ul style="list-style-type: none"> • Continuous five hours class is very hectic for students and is difficult for the students, health-wise and financially as well.

4.	Dr. Biju Thomas	<ul style="list-style-type: none">Continuous classes causing eye strain and hours may be reduced to 45 minutes, with 10 – 15 minutes break in betweenOnline descriptive tests maybe done with camera ON														
5.	Sri. Prasad S.	<ul style="list-style-type: none">All departments may follow general timetable to avoid confusions and overlapping of online classesDisciplinary issues during online classes (muting, removing each other) may be handled by respective classesLearning materials may be provided including short videos, etc														
6.	Dr. S. Mohan	<ul style="list-style-type: none">Classes may be reduced to 40 minutesStudents face financial issues for buying internet data														
7.	Dr. Preemi Thachil	<ul style="list-style-type: none">Class recordings may be done for students having network issuesTime table may be re-scheduled to four hours, as students are complaining about phones getting heated up														
8.	Dr. Minimol K. C.	<ul style="list-style-type: none">Quizzes of 5 minutes duration may be done online to make classes interesting														
9.	Dr. Sreekala M. S.	<ul style="list-style-type: none">15 minutes break between classes advisable														
10.	Smt. Manju C. R.	<ul style="list-style-type: none">Students bunking classes while giving breaks in between ongoing class														
11.	Smt. Gopika G.	<ul style="list-style-type: none">Classes are already reduced to 45 minutes in commerce department and is going well														
12.	Sri. Rupesh R.	<ul style="list-style-type: none">How to handling classes to those students who are unable to attend online classes must be thought of														
13.	Dr. Sumi Mary George	<ul style="list-style-type: none">Students from Lakshadweep have not attended a single classInnovative methods to be adopted to make classes attractiveClasses for newly admitting batches too to be handled online?														
14.	Smt. Nimmi Narayanan	<ul style="list-style-type: none">Online lab classes cannot be properly runOnline exams need to be fool proof and effectiveStudents complaining of eye strain														
15.	Dr. Manju T.	<ul style="list-style-type: none">Online exams can be made effective and fool proof to a good extent by restricting time and by shuffling questions in MCQs														
16.	Dr. Aneesa	<ul style="list-style-type: none">Time restriction for descriptive questions can also ensure effective assessment														
17.	Dr. Mini K D	<ul style="list-style-type: none">Files posted in Teams are found missing, need to be looked into the issue														
18.	Smt. Kavitha Sivadas	<ul style="list-style-type: none">Files posted missing														
19.	Smt. Feby John	<ul style="list-style-type: none">Assignments are submitted in files, not in assignment section														
20.	Dr. Biju Thomas	<table><tr><td>Suggested a modified schedule:</td><td>Fridays</td></tr><tr><td>8.30 – 9.15 am</td><td>8.00 – 8.45 am</td></tr><tr><td>9.30 – 10.15 am</td><td>9.00 – 9.45 am</td></tr><tr><td>10.30 – 11.15 am</td><td>10.00 – 10.45 am</td></tr><tr><td>30 mins break</td><td>30 mins break</td></tr><tr><td>11.45 – 12.30 pm</td><td>11.15 – 12.00 pm</td></tr><tr><td>12.45 – 1.30pm</td><td>12.15 – 1.00pm</td></tr></table>	Suggested a modified schedule:	Fridays	8.30 – 9.15 am	8.00 – 8.45 am	9.30 – 10.15 am	9.00 – 9.45 am	10.30 – 11.15 am	10.00 – 10.45 am	30 mins break	30 mins break	11.45 – 12.30 pm	11.15 – 12.00 pm	12.45 – 1.30pm	12.15 – 1.00pm
Suggested a modified schedule:	Fridays															
8.30 – 9.15 am	8.00 – 8.45 am															
9.30 – 10.15 am	9.00 – 9.45 am															
10.30 – 11.15 am	10.00 – 10.45 am															
30 mins break	30 mins break															
11.45 – 12.30 pm	11.15 – 12.00 pm															
12.45 – 1.30pm	12.15 – 1.00pm															
21.	Smt. Essy Cherian	<ul style="list-style-type: none">Is online internal test necessary?														
22.	Dr. A Suresh	<ul style="list-style-type: none">Modification in time table has to be implemented at the earliest after discussing with the college council. The timetable should be set in														

		<p>such a way that it conforms with the regulations directed by DD Office.</p> <ul style="list-style-type: none"> The degree results published by MG University needs to be consolidated by every department and need to be sent to IQAC at the earliest. A format for the same is being prepared by Dr. Gireesh, which needs to be in line with AQAR requirements. Principal pledged an amount of Rs. 5000/- towards the fund for purchasing devices for needy students A notice will be issued after council meeting, after which teachers can also contribute to the above fund.
The meeting ended at 4.30 pm by approving the schedule suggested by Dr. Biju Thomas.		

9. Minutes of the IQAC Meeting (Teams) on 09/09/2020, 3:00 pm

Agenda: <ol style="list-style-type: none"> NEP Webinar Payment to TLC Other matters 	Members Present: <ol style="list-style-type: none"> Dr. Preethi Nair Dr. S. Mohan Sri Prasad S. Dr. Biju Thomas Dr. Mini K. D. Dr. Manju T. Smt. Kairali K. K. Smt. Gopika G. Smt. Gowri Antherjanam
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Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	NEP 2020 Webinar	<ul style="list-style-type: none"> The management has directed IQAC to host a Webinar on National Education Policy (NEP) in association with IQAC of Adi Shankara Institute of Science and Technology (ASIET) The title of the webinar is “NEP 2020 – Towards Athma Nirbhar Bharat” The resource persons have been identified and communication has already been made. Key Note Speaker <ol style="list-style-type: none"> 1. Sri. Atul Kulkarni Resource Persons: <ol style="list-style-type: none"> 2. Prof. Bhimaraya Meitri 3. Prof. Kiran Hazarika 4. Prof.K.N. Reghunandan The date of the event has been fixed as September 23rd 2020 11.00 am to 1.00 pm 	<p>Dr. Preethi Nair.</p> <p>Ms. Deepika (IQAC-ASIET)</p>

		<ul style="list-style-type: none"> The programme includes a keynote address of 15 minutes and three talks of 30 minutes duration which includes 10 minutes discussion After discussing with the Principal, a meeting needs to be organized with IQAC of ASIET to discuss the work arrangements 	
2.	Payment to TLC	<ul style="list-style-type: none"> In the wake of KSHEC expressing inability to make payment to the resource persons in connection with the Five Day FDP conducted in association with IIT Madras, the following options were put forward: The management has directed IQAC to take loan from the college Cooperative society and to make the payment. The amount may be repaid with the balance amount of the SMART fund ,if any. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> In case KSHEC does not reimburse the fund and no balance amount is available in the SMART Fund, the management has given assurance that the entire amount with interest will be taken care of. In the meantime, the committee has decided to request the Principal to forward a letter to KSHEC with the evidences that the sanction has been given in the last financial year itself, well before the crisis related with the pandemic outbreak occurred, and that the fund maybe released as promised. 	Dr. Preethi Nair Dr. Manju T
3.	Online Resources of College	<ul style="list-style-type: none"> Online resources including study materials prepared by our teachers may be posted in college website 	Sri. Prasad S.

The meeting ended at 4.00 pm

10. Minutes of the IQAC Meeting (Teams) with IQAC ASIET on 14/09/2020, 2:30 pm

Agenda: <ol style="list-style-type: none"> NEP Webinar Arrangements and Job Assigning Members Present: <ol style="list-style-type: none"> Dr. Preethi Nair Sri Prasad S. Dr. Biju Thomas 	<ol style="list-style-type: none"> Dr. Mini K. D. Dr. Manju T. Smt. Kairali K. K. Smt. Gopika G. Smt. Gowri Antherjanam IQAC Coordinator Dr. Deepika and IQAC members from ASIET
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Points Discussed:

- The members of both IQAC introduced themselves
- Discussed all arrangements
- About 270 participants, including national level, have registered for the programme

4. Decided to conduct the webinar on Google Meet. – ASIET
5. In case Google Meet platform is not sufficient to accommodate all, it was decided to prepare for YouTube streaming – Sree Sankara College
6. Dr. Manju T and Smt. Gopika G. will serve as moderators
7. Smt. Kairali K. K. will present the Summary of the talks.
8. Decided to meet again on the previous day (22-09-2020) for discussing the final arrangements

The meeting ended at 3.30 pm

11. Minutes of the IQAC Meeting (Teams) with IQAC ASIET on 22/09/2020, 6:30 pm

Agenda: NEP Webinar – final arrangements Members Present: <ol style="list-style-type: none"> 1. Dr. Preethi Nair 2. Sri Prasad S. 3. Dr. Biju Thomas 	<ol style="list-style-type: none"> 4. Dr. Mini K. D. 5. Dr. Manju T. 6. Smt. Kairali K. K. 7. Smt. Gopika G. 8. Smt. Gowri Antherjanam IQAC Coordinator Dr. Deepika and IQAC members from ASIET
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Points Discussed:

9. All arrangements are ready
10. The Google Meet link, feedback form and YouTube link are all ready
11. The organisers decided to login 30 minutes in advance for ensuring the smooth conduct of the event.

The meeting ended at 7.00 pm

12. Minutes of the IQAC Meeting (Online Mode) on 07/10/2020, 2:30 pm

Agenda: <ol style="list-style-type: none"> 1. Orientation Programme for Freshers 2. Career Guidance Classes 3. Student Handbook and Activity Report 2019-20 4. Newly granted UGC-MVoc, Diploma and Certificate courses 5. Any other matters 	Members Present: <ol style="list-style-type: none"> 1. Dr. Preethi Nair 2. Dr. S. Mohan 3. Sri Prasad S. 4. Dr. Biju Thomas 5. Dr. Mini K. D. 6. Dr. Manju T. 7. Smt. Kairali K. K. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam
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Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	Video Contest	<ul style="list-style-type: none"> • As per directions from IQAC, Bhoomitrasena Club and Film Club of the college has successfully joined in conducting a Video contest, as per the directions from IQAC 	Dr. Mini K. D.

2.	ECHO Forum – 2020-21_ WWF India	<ul style="list-style-type: none"> Based on the performance of previous years, Bhoomitrasena Club of our college has been selected by DoECC (Directorate of Environmental and Climate Change, Govt. of Kerala) to join with ECHO forum (Environmental Conservation Heroes forum) 2020- 21, WWF India, with Dr. Mini KD as Convener and four students as volunteers. Bhoomitrasena has also got membership in Birds Club International (BCI) 	
3.	MoU with Youth for Jobs	<ul style="list-style-type: none"> The College has signed an MoU for one year, with Youth for Jobs Hyderabad for Divyang students. This agreement will be beneficial to differently abled students in and out of the campus. They will provide Career Guidance Programme for one year and also help in finding placements for them. Students outside our institution can also avail the services of Youth4Jobs. If needed, the agreement can be extended further. 	Smt Remadevi Dr.Mini K.D
4.	Induction Programme for Freshers and Career Guidance for all students	<ul style="list-style-type: none"> Four agencies have submitted proposals for conducting Induction Programme for the freshers: <ol style="list-style-type: none"> Insight Mission Synergy HR Solution Career Fit 360 Pvt. Ltd. JCI Angamaly <p>The terms and conditions put forward by each were discussed and analysed. Decided to discuss with them further for a detailed fee structure and program structure, taking into account the number of sessions and no of students per session.</p>	Dr. Biju Thomas
5.	Newly granted UGC-MVoc,Diploma and Certificate courses	<ul style="list-style-type: none"> UGC has granted seven new skill based courses (One MVoc, One Diploma and five Certificate Courses) to the college. A letter has been received from UGC stating that the course certificate needs to be issued by the college with an authorization of affiliated University. All Green Jobs already have Sector Skill Council approval. The diploma Course in Yoga Trainer and Certificate Course in Banking has to get the above approval. Request letter and other formalities need to be proceeded. Funds will be released only after enrolling students and the list has been sent to UGC. 	Dr. Manju T.
6.	Career Guidance in Banking and Investments	<ul style="list-style-type: none"> A company having tie-up with SEBI has approached with a proposal to conduct career guidance classes in Banking for students and awareness class on Banking and Investments for the Staff 	Smt. Gopika G.
	College Website	<ul style="list-style-type: none"> In order to include teacher's work diary in college website, more program content is required and hence extra fund is required by the provider. The 	Dr. Preethi Nair Sri. Prasad S.

		program can be developed as an application also. The matter has to be discussed with the Principal	
5.	College YouTube Channel	<ul style="list-style-type: none"> Recorded videos of all programmes conducted by the college in the current academic year are uploaded in the college YouTube channel (activityssc@gmail.com). All staff are requested to subscribe to the channel and upload programmes and lecture videos. 	Sri. Prasad S.
6.	SMART Programmes	<ul style="list-style-type: none"> Five departments have finished the programs and five more needs to conduct their respective events. 	Smt. Gopika G.
7.	Awareness programme - webinar	<ul style="list-style-type: none"> An awareness programme for the teachers on conducting of Webinar, YouTube Streaming, Generating Certificates, Mail Merging, etc. needs to be organized. October 19 (2.30 – 4.00 pm) has been decided for the event. 	Sri. Prasad S.
8.	Awareness programme –MS-Office	<ul style="list-style-type: none"> A training program for the teachers on Microsoft office programmes needs to be organized. November 2 has been decided as a tentative date for the same. 	Dr. Preethi Nair

The meeting ended at 4.30 pm.

13. Minutes of the IQAC Meeting (Online Mode) on 30/10/2020, 7:00 pm

Agenda: <ol style="list-style-type: none"> State Women's Commission programme by Sakhi Induction programme for freshers Any other matter 	Members Present: <ol style="list-style-type: none"> Dr. Preethi Nair Dr. S. Mohan Sri Prasad S. Dr. Biju Thomas Dr. Mini K. D. Dr. Manju T. Smt. Kairali K. K. Smt. Gopika G.
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Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	Sakhi Programme	<p>Sakhi, in association with IQAC, is conducting a programme sponsored by Kerala State Women's Commission on 3rd and 4th November for all the students of Sree Sankara College.</p> <p>03.11.2020 Session I: Chief Guest: Smt. M.C. Josephine, Chairperson, Kerala State Women's Commission</p> <p>Session II Child Rights and Women's Rights: Adv Shiji Sivaji Member, Kerala State Women's Commission</p> <p>04.11.2020</p>	Dr. Sreeja S. Sakhi Coordinator

		Session III Pre-Marital Counselling: Smt. Unnimol K. K. Snehitha Gender Help Desk, Kottayam No limits to the number of Participants. In addition to Microsoft Teams, YouTube streaming can also be planned.	
2.	Induction/Career counselling Programme for Freshers	Career Fit 360 has proposed to conduct the programme at the rate of Rs. 4000/- per session. Since the total amount for all batches taken together amounts to a sum, which is not viable, the meeting discussed on alternative ideas. 1. First of all, check the financial viability, with the demand of Career Fit 360. 2. If its not viable, plan to create a panel for general talks for all batches and 3. Each department can handle separate talks on placement and career related with their respective disciplines. A few names have been raised for general talks including (Navy officer suggested by Kairali)	Dr. Biju Thomas

The meeting ended at 8.00 pm

14. Minutes of the IQAC Meeting (Online Mode) on 06/01/2021, 2:30 pm

Agenda: 1. Induction Programme 2. AQAR (2018-19 and 2019-20): Preparation	Members Present: 1. Dr. Preethi Nair 2. Dr. S. Mohan 3. Sri Prasad S. 4. Dr. Biju Thomas 5. Dr. Mini K. D. 6. Dr. Manju T. 7. Smt. Kairali K. K. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam
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Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	AQAR 2018-19 and 2019-20	AQAR of the academic years 2018-19 and 2019-20 needs to be prepared and uploaded by February 2021 Criterion heads given responsibility to consolidate questions pertaining to their criteria.	All criterion heads
2.	Infrastructure	A discussion needs to be made with the Management on infrastructure development and Maintenance of the college, including: <ul style="list-style-type: none"> • A new Building • Maintenance of Main Block • Toilet Block • Modifying the Front View of the college • Modifying Principal's office 	

5.	Library	Appointment of Library staff with computer awareness	

The meeting ended at 3.30 pm

15. Minutes of the IQAC Meeting on 13/01/2021, 2:30 pm IQAC Office

Agenda: 1. Discussion on consolidation of AQAR formats	Members Present: 1. Dr. Preethi Nair 2. Dr. S. Mohan 3. Sri Prasad S. 4. Dr. Biju Thomas 5. Dr. Mini K. D. 6. Dr. Manju T. 7. Smt. Gopika G. 8. Smt. Gowri Antherjanam
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Points Discussed:

Discussion was made on preparation of a general format comprising of all criterion data.

16. Minutes of the IQAC Meeting on 16/01/2021, 1:30 pm IQAC Office

Agenda: 1. Discussion on consolidation of AQAR formats	Members Present: 2. Dr. Preethi Nair 3. Dr. S. Mohan 4. Sri Prasad S. 5. Dr. Biju Thomas 6. Dr. Mini K. D. 7. Dr. Manju T. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam
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Points Discussed:

Preparation of a general format comprising of all criterion data, by referring to the formats given in AQAR website.

17. Minutes of the IQAC Meeting on 16/01/2021, 1:30 pm IQAC Office

Agenda: 10. Discussion on consolidation of AQAR formats	Members Present: 11. Dr. Preethi Nair 12. Sri Prasad S. 13. Dr. Biju Thomas 14. Dr. Mini K. D. 15. Dr. Manju T. 16. Smt. Gopika G. 17. Smt. Gowri Antherjanam
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Points Discussed:

The general format comprising of all criterion data, was finalized.

18. Minutes of the IQAC Meeting on 02/02/2021, 9:45 am IQAC Office

Agenda: Discussion on consolidation of AQAR formats	Members Present: 1. Dr. Preethi Nair 2. Dr. S. Mohan 3. Sri Prasad S. 4. Dr. Biju Thomas 5. Dr. Mini K. D. 6. Dr. Manju T. 7. Smt. Gopika G. 8. Smt. Gowri Antherjanam
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Points Discussed:

Discussed on

1. felicitating staff on meritorious service
2. website updation
3. AQAR format
4. Dept IQAC meeting
5. Faculty profile
6. Plan of action for next academic year
7. SMART fund utilization

21. Minutes of the IQAC Meeting on 03/02/2021, 9:45 am IQAC Office

Agenda: Discussion on consolidation of AQAR formats	Members Present: 18. Dr. Preethi Nair 19. Dr. S. Mohan 20. Sri Prasad S. 21. Dr. Biju Thomas 22. Dr. Mini K. D. 23. Dr. Manju T. 24. Smt. Gopika G. 25. Smt. Gowri Antherjanam
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Points Discussed:

Finalized the consolidation of AQAR data and all members verified their respective criterion related columns in the format. Meeting decided to email the consolidated AQAR format for 2019-20 to all departmental IQAC coordinators and to direct them to submit the filled-in format by 20.02.2021.

22. IQAC – DEPARTMENT COORDINATORS’ MEETING (8/2/2021)

Agenda : Introducing the format for criterion-wise data collection

Members Present

1. Dr. Suresh A
2. Dr. Preethi Nair
3. Dr. S Mohan
4. Sri. S.
5. Prasad
6. Dr. Biju Thomas
7. Dr. Mini K D
8. Smt. Gopika G
9. Smt. Gowri Antherjanam

Dept. Coordinators

1. Dr. Ancy Mathew
2. Dr. Preemy Thachi
3. Smt. Essy Cherian
4. Dr. Sumi Mary George
5. Dr. Minimol K C
6. Dr. Sreekala M S
7. Smt. Nimmi Narayanan
8. Smt. Lakshmi Priya M R
9. Smt. Vishaya Vijayan
10. Abhisha J
11. Kavitha Sivadas

Minutes of the Meeting

Dr. Preethi Nair welcomed the Principal & the IQAC members. She did a briefing on the AQAR preparation (2019-20) & uploading and requested the Dept. Coordinators to submit the reports of their departments on or before 20th February

Principal expressed his concern in accomplishing the requisites to secure A grade in the next NAAC accreditation. He asked for an emergency meeting with the Management to invest funds for the infrastructural development – toilet complex, College main block front view etc. Principal told the members to take up the matter seriously.

Sri. Prasad presented the Criterion – wise format for the collection of data by the dept. Coordinators. The definition of Mentor-Mentee was also discussed & clarified. Class Tutors are considered as the Mentors in the existing scenario with the ratio 1:25. Department Coordinators were asked to keep the record of all the activities performed by the Mentors in this regard.

Program outcome & Course outcome were subjected to discussion in the meeting.

AAA-IQAC Coordinator notified the members regarding the internal audit of the departments by the IQAC team in March & the external audit in June. The doubts raised by the Department Coordinators were cleared by the Coordinator. The meeting ended with vote of thanks by the Coordinator.

23. IQAC – MEETING (9/2/2021)

Agenda

- Collection & Compilation of data for descriptive questions
- Review of IQAC – Dept. Coordinators Meeting held on 8/1/2021

Members present

1. Dr. Preethi Nair
2. Sri. S. Prasad
3. Dr. Biju Thomas
4. Dr. Mini K D
5. Smt. Gopika G
6. Smt. Gowri Antherjanam

Minutes of the Meeting

The meeting discussed the matters of previous day's meeting and unanimously decided to meet the Principal on Friday (12/2/2021) with proof of the compiled activities & initiatives taken by IQAC after the last NAAC visit.

The Criterion Heads were requested to call for immediate meeting with the respective subcommittee members to collect the data for descriptive questions.

24. Minutes of the IQAC Meeting on 15/02/2021, 11:00 am Principal's Office

Agenda: To discuss about the meeting with Principal to brief the IQAC activity report during Post-NAAC accreditation period (2018-19 to 2020-21)	Members Present: 1. Dr. Preethi Nair 2. Dr, S. Mohan 3. Sri Prasad S. 4. Dr. Biju Thomas 5. Dr. Mini K. D. 6. Dr. Manju T. 7. Smt. Gopika G. 8. Smt. Gowri Antherjanam
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Points Discussed:

- All members met the principal and submitted the report on post-NAAC visit activities of IQAC.
- Submitted college activity report to the Principal.
- Requested the whole hearted support from the Principal for fulfilling the Plan of action of 2021-22 academic year.

25. Minutes of the IQAC Meeting on 22/02/2021, 10:00 am at IQAC Office

Agenda: To review AQAR data submission from departments	Members Present: 1. Dr. Preethi Nair 2. Dr. S. Mohan
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	3. Sri Prasad S. 4. Dr. Biju Thomas 5. Dr. Manju T. 6. Smt. Gopika G. 7. Smt. Gowri Antherjanam
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Points Discussed:

- AQAR data submission was reviewed. Points regarding missing data was noted down.

26.Minutes of the IQAC Meeting (Online Mode) on 08/05/2021, 3:00 pm

Agenda: <ol style="list-style-type: none"> 1. Planning for next academic year 2. IQAC suggestions on Campus discipline 3. New initiatives for next academic year 4. Website Updation 5. Any other matters of interest 	Members Present: <ol style="list-style-type: none"> 1. Dr. Preethi Nair 2. Dr. S. Mohan 3. Sri Prasad S. 4. Dr. Biju Thomas 5. Dr. Mini K. D. 6. Dr. Manju T. 7. Smt. Kairali K. K. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam
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Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	AQAR	AQAR of the academic years 2018-19 and 2019-20 have been uploaded in March 2021.	
2.	Planning for next academic year	It was decided to start working on a far footing to implement the plans which were not accomplished during the last academic year. For e.g., <ul style="list-style-type: none"> • coaching classes for National Level tests such as NET, GATE, JAM, other PG entrance tests, etc. • Medical/Wellness room for students • Value added courses 	IQAC
3.	SSR	The Student Satisfaction Survey to be collected from the final year students before they leave the campus.	Class tutors
4.	COVID Survey	A survey on the social, psychological and economic impacts of COVID -19, on students and their families need to be made. A format for the same may be prepared and attached along-with the SSR format. The same may be discussed with all members as well as departmental IQAC coordinators and finalized. A meeting of departmental IQAC coordinators can be convened for this purpose.	Smt. Gopika G.
5.	Students' meeting	A meeting of IQAC students committee has to be convened for discussing on the above survey and to listen to their suggestions for next academic year.	

6.	Clubs and Committees	Activity reports need to be collected from the coordinators of all clubs and committees before May 30 th .	
7.	Department activities	Activity reports need to be collected from the all departments before May 30 th .	
8.	Campus Discipline	<ul style="list-style-type: none"> • IQAC decided to put forward a suggestion to the Principal to include representatives of B. Voc department and self-financing departments also in college council meetings. • Sporting of ID cards to be strictly enforced with students • A log book can be maintained at the college gate for entering the details of students entering the campus during special days • Entry of vehicles into the campus to be strictly monitored and security personal needs to be alerted for the same. • Students' vehicles must not be allowed entry into the inside campus • A bike shed needs to be constructed for students near the entry gate • Teachers' vehicles can be marked with official stickers so that they can be identified by security personnel • Any programme organized by students should get prior approval from college council, cultural committee as well as discipline committee and the same must be informed to all teachers also in writing. • Students going out of the campus during class hours needs to be curtailed. For this, the possibility to start a cooperative society for issuing text books, stationary and for providing xerox facility to students may be worked out. 	
9.	Website	<ul style="list-style-type: none"> • A few departments are yet to do up-dation of their pages in the website, including BVoc department • IQAC may be put as a main menu in the homepage • Links from MG University website may be provided in the college website related with service matters, such as PBAS format, minimum qualification requirements for promotions and other useful formats • Link on guidelines for NSQF programmes, etc can also be provided • Code of conduct, code of ethics and core values need to be prepared and uploaded in the website 	Sri. Prasad S.
10.	MS Teams	Institution subscription of MS Teams expires on 17 th May and the providers have put forward a proposal to renew the same on a rate of Re.1 per user (150 teachers and 2750 students) plus GST adding to a total of Rs. 3541. The proposal has to be sent to management and the subscription may be renewed at the earliest so that online classes can go on uninterrupted.	Sri. Prasad S. Dr. Preethi Nair

The meeting ended at 5.15 pm

27. Minutes of the IQAC Meeting (Online Mode) on 20/05/2021, 3:00 pm

Agenda: <ol style="list-style-type: none"> 1. Student Satisfaction Survey 2. STRIDE FDP Proposal 	Members Present: <ol style="list-style-type: none"> 1. Dr. Preethi Nair 2. Dr. S. Mohan 3. Sri Prasad S. 4. Dr. Biju Thomas 5. Dr. Mini K. D. 6. Dr. Manju T. 7. Smt. Kairali K. K. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam
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Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
11.	SSR	It was decided to convene a meeting of departmental IQAC coordinators to discuss the format for SSR on 22.05.2021	Gopika G.
12.	Career Guidance Support	Need to enquire with IIT Madras about any avenues for collaboration or linkage beneficial to our career guidance cell	Dr. Biju Thomas Dr. Manju T.
13.	FDP with financial support from STRIDE	UGC-MHRD-STRIDE has assured financial support for conducting a Faculty Development Programme. The following topics were proposed in the meeting: <ol style="list-style-type: none"> 1. Bloom's Taxonomy 2. Training on Question paper setting 3. Student Mentoring 4. Research acumen in students 5. Goal setting for students Need to find an efficient resource person and submit a proposal to STRIDE.	Dr. Manju T.

The meeting ended at 4.15 pm

28. Minutes of the IQAC Meeting with Dept. Coordinators (Online) on 22/05/2021, 2:30 pm

Agenda:

1. Student Satisfaction Survey – Finalising the form
2. Submission of activity report - 2020-21
3. Planning for next Academic Year (2021-22)

Members Present: <ol style="list-style-type: none"> 1. Dr. Preethi Nair 2. Dr. S. Mohan 3. Sri Prasad S. 4. Dr. Biju Thomas 5. Dr. Mini K. D. 6. Dr. Manju T. 7. Smt. Kairali K. K. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam 	<ol style="list-style-type: none"> 10. Abhisha J 11. Amrutha Sanil 12. Aneesa P A 13. Dr. Jee G 14. Dr. Preemy P. Thachil 15. Dr. Rupesh R. 16. Dr. Sreekala M. S 17. Dr. Sumi Mary George 18. Dr. Minimol K. C. 19. Essy C. Cherian 	<ol style="list-style-type: none"> 20. Feby K John 21. Kavitha Sivadas 22. Lakshmi Priya M. R 23. Manju C R 24. Milena Pradeep 25. Nimmi Narayanan 26. Shreeja Narayanan 27. Sreelakshmi R 28. Vishaya Vijayan
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A meeting of IQAC with departmental IQAC coordinators was conducted at 2.30 pm on 22.05.2021. IQAC Coordinator Dr. Preethi Nair welcomed the members and presented the agenda. Smt. Gopika presented the Google form created for Student Satisfaction Survey which included a survey on Covid support mechanisms, and invited modifications and suggestions. Dr. Jee G made suggestions to modify the questions to ensure clarity. Dr. Sreekala M.S suggested to add questions related with Covid Volunteering carried out by our students. Dr. Sumi Mary George suggested to add questions to be posed to research scholars. Dr. Sumi Mary George along with Dr. Preemy will help in the framing of the questions for research scholars. It may be included as a different section in the same format. Dr. Biju Thomas pointed out to have a pilot survey by giving the format to a smaller group of students to identify flaws/lack of clarity in questions, if any. It was decided to convene a meeting of IQAC students committee and get the pilot survey done. After the pilot survey, the link to the student satisfaction survey is to be duly filled in and submitted by all the students.

Dr. Preethi Nair asked about the possibility of collecting the mandatory feedback from other stakeholders such as parents, Alumni, teachers, etc., before the final year students leave the campus. Google forms need to be created for this purpose also.

The coordinator invited suggestions towards planning for the online classes and exams to be conducted during the next academic year which starts in June 2021. Many teachers expressed concern over the waning attendance of students during online classes recently. Dr. Sreekala M. S. suggested that interacting online with parents by creating a teachers parents WhatsApp group has helped to improve class attendance in Chemistry department.

Dr. Preethi Nair requested suggestions on having a college academic calendar, so that the online classes of all departments progress on a uniform basis. The tentative date for internal examinations may also be included in the academic calendar. Since the first-year classes of last academic year started a bit later than normal due to covid uncertainties, the second semester portions have not been completed yet. Hence it would be better if third semester starts by July 2021. As per the M.G University academic calendar, the second semester UG classes ends on 09/07/2021. The college calendar may be prepared taking the MG University calendar also into consideration. Dr. Sreekala suggested an academic calendar for PG students as well.

Sri. Prasad S requested all department IQAC coordinators to ensure complete updating of the respective department webpages before the end of May 2021. He also ensured that the first year students will be given Teams id in a couple of days.

The coordinator also requested the members to submit activity reports of previous academic year including the names and grades of toppers (and rank holders, if any) along with their photographs.

Dr. Manju T. summarized the important points. The meeting ended at 3.30 pm.

29. Minutes of the IQAC Meeting (Online Mode) on 29/05/2021, 4:00 pm

Agenda: <ol style="list-style-type: none"> 6. Student Satisfaction Survey - finalisation 7. STRIDE FDP Proposal 8. Fixing online class timings for next academic year 	Members Present: <ol style="list-style-type: none"> 15. Dr. Preethi Nair 16. Dr. S. Mohan 17. Sri Prasad S. 18. Dr. Biju Thomas 19. Dr. Mini K. D.
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	20. Dr. Manju T. 21. Smt. Kairali K. K. 22. Smt. Gopika G. 23. Smt. Gowri Antherjanam
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Points Discussed:

Sl. No.	Discussion points	Details		Responsibility
14.	SSS	The format was modified by adding a page for research scholars too. Meeting discussed about modifications. Decided to hold the meeting of Student IQAC representatives to do pilot survey, on 31.05.2021. Need to add first year UG as well as first year PG student representatives to the team.		Gopika G. Prasad S.
15.	FDP with financial support from STRIDE	Decided to propose an FDP on Blooms Taxonomy and an interactive training on Question paper setting based on various cognitive levels of Bloom's taxonomy. Dr. Rosamma Philip, Principal, Mount Tabor Training College was chosen as the Resource Person and initial discussions are done. Brochure, registration form and other preparations to be initiated at the earliest. The dates were tentatively fixed as 7 th , 8 th , 9 th , 11 th and 12 th of June 2021. Decided to fix Rs. 500/- as registration fees. Brochure needs to be published at the beginning of June first week.		Dr. Manju T.
16.	Class timings	IQAC decided to propose the following timetable for the online classes starting from June 1 st 2021.		Dr. Preethi Nair
		Monday to Thursday 1 st hour: 8.30 to 9.15 2 nd hour: 9.30 to 10.15 3 rd hour: 10.30 to 11.15 4 th hour: 11.45 to 12.30 5 th hour: 12.45 to 1.30	Fridays 1 st hour: 8.00 to 8.40 2 nd hour: 8.55 to 9.35 3 rd hour: 9.50 to 10.30 4 th hour: 11.00 to 11.40 5 th hour: 11.55 to 12.30	
17.	Career Guidance Support	Communicated and waiting for reply.		Dr. Biju Thomas Dr. Manju T.

The meeting ended at 5.30 pm

30. Minutes of the IQAC Meeting with Students (Online Mode) on 31/05/2021, 4:00 pm

Agenda: 9. Student Satisfaction Survey – pilot survey 10. Suggestions for next academic year 11. Any other matters of interest			Members Present: 24. Dr. Preethi Nair (Coordinator) 25. Dr. S. Mohan 26. Sri Prasad S. 27. Dr. Biju Thomas 28. Dr. Mini K. D. 29. Dr. Manju T. 30. Smt. Kairali K. K. 31. Smt. Gopika G. 32. Smt. Gowri Antherjanam		
Sl. No.	Student Representative	Department	Sl. No.	Student Representative	Department
1	Abhishek K Surendran	Maths	26	Gowri Nandana R	Micro-self
2	Anci Pareeth	Maths	27	Gowrikrishna P P	Micro-self
3	Aisha (Guest)	?? English	28	Greeshma Babu	Commerce Tax
4	Akshay Babu M	English	29	Haritha Unni	??
5	Ashley Clara Sibi	Biotech	30	Helen Mariya Jojan	Biotech
6	Akshaya	Biotech	31	Krishnaprasad R	Micro-PG
7	Albin Jaison	Zoology	32	Lakshmi Balu	Physics
8	Bhagya Lakshmi M S	Zoology	33	Leonado Xavier	??
9	Alfred Moore	Statistics	34	Manu P M	Comm PG
10	Amal Jolly	Statistics	35	Meera Manoj	History
11	Amal Saj P	Statistics	36	N. A. Karthika	Physics
12	Annu Punnoose	Statistics	37	Namyalakshmi R	Sanskrit
13	Anagha Lakshmi H	?? Hindi	38	Parvathy Raj	Micro-SF
14	Anu Ashok kumar (Guest)	Hindi	39	Parvathy Sujith Kumar	Commerce Tax
15	Agna Francina M J	Hindi	40	Pravisha V P	Chemistry PG
16	Gopika J	EVS	41	Preethy Paul	Zoology
17	Anjitha S Nair	Biochem	42	Rishikanth K R	??
18	Ardhra Radhakrishnan	Biochem	43	Sharon Sony	Biotech
19	Asher Simon	Economics	44	Smrithi Krishnakumar	??
20	Aleena Paul	Commerce	45	Sreehari Baiju	Chemistry
21	Christy Cheriyan	Commerce CA	46	Sreekutty Sabu	Chemistry
22	Ganga Anil	History	47	Sruthy M Kaimal	Maths
23	Adwaith Thilak		48	Suryaprabha M R	Physics PG1
24	Geethulakshmi V. S		49	Vinayak C Warriar	BVoc
25	Anroy Biju		50	Vivek Augusthy	History

Points:

Dr. Preethi Nair welcomed students and explained the agenda of the meeting. Dr. Manju T. explained about the Students Satisfaction Survey form and the pilot survey. Smt. Gopika G presented the survey form. Students filled in the form and presented the difficulties or ambiguities which were encountered while filling in.

Afterwards, the students were invited to put forward their suggestions for next academic year, focusing more on online classes and related matters. The main points raised by the students are presented below:

- The teachers may kindly ensure that the classes are strictly maintained within stipulated time schedule, so that the break of 15 minutes can be availed justifiably.
- The department of Environment Studies seeks fund to convene workshops and webinars beneficial for students.
- Placement cell activities of the campus needs to be strengthened and students need an active counselling and career guidance cell
- Clubs for extra curricular activities such as music and dance clubs, drama clubs, debate clubs, etc., need to be functioning in the campus
- Sports activities needs to be encouraged, and facilities for outdoor games has to be provided
- The contact details of student representatives of Anti-ragging cell needs to be displayed in the campus and in college handbook.
- Students enquired about possibilities to have short stints of offline classes, in order to meet with classmates and teachers.
- The issue of conduct of pending exams of students who had attended NSS camps needs to be attended immediately
- A majority of students expressed unavailability of a decent network at home for an uninterrupted online learning.
- In such cases, they suggested classes in video/audio recorded form would be better than live classes
- In classes, in particular science disciplines, use of writing boards would be much appreciated since, practices like reading texts in pdf forms online makes classes difficult to concentrate and indigestible.
- Conducting online tests in the form of normal descriptive methods is useless, instead teachers may think of adopting alternate assessment methods such as assignments, viva, MCQs etc.,

The meeting ended at 5.30 pm
