

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Sree Sankara College, Kalady



IQAC Meeting Minutes

2021-22

Meeting No. 1

05.06.2021 Online

Agenda:

1. Arrangements of FDP - Review
2. Any other matter of interest

Members Present:

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

Points of discussion:

Arrangements for hosting the 5-day FDP on “Art of Framing Questions: Applying Bloom’s Taxonomy” from 7th to 12th June 2021, in association with MG University, supported by UGC-MHRD-STRIDE are final. The programme will be hosted online on Microsoft Teams Platform. A total of 135 teachers from whole state. Dr. Rosamma Philip, Principal, Mount Tabor College, Pathanapuram, will be the resource person. Smt. Gopika G. and Smt. Kairali K. K. will be the coordinators.

Meeting No. 2

16.06.2021 Online

Agenda:

1. Discussion on conduct of second FDP
2. Any other matter of interest

Members Present:

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

Points of discussion:

The meeting congratulated IQAC for the successful conduct of the 5-day FDP on “Art of Framing Questions: Applying Bloom’s Taxonomy” from 7th to 12th June 2021, in association with MG University, supported by UGC-STRIDE. Due to the overwhelming demand from various colleges for the conduct of same programme, IQAC decided to plan a second one (online) based on Outcome Based Education (OBE). The meeting decided to fix Dr. Rosamma Philip, Principal, Mount Tabor College, Pathanapuram, herself, as the resource person. Applications will be invited by preparing a google form. Support from UGC-MHRD-STRIDE is already ensured from MG University.

Meeting No. 3

20.06.2021 Online

Agenda:

1. Arrangements for FDP -2
2. Any other matter of interest

Members Present:

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

Points of discussion:

Arrangements for hosting the 5-day FDP on “Outcome Based Education: Framing Questions Using Bloom’s Taxonomy” from 21st to 25th June 2021, in association with MG University, supported by UGC-MHRD-STRIDE are final. The programme will be hosted online on Microsoft Teams Platform. A total of 126 teachers from whole state. Dr. Rosamma Philip, Principal, Mount Tabor College, Pathanapuram, will be the resource person. Sri. Prasad S. and Smt. Gowri Antherjanam will be the coordinators.

Meeting No. 4

05.07.2021 Online, 4.00 pm

Agenda:

1. All Staff Meeting with the management on 05.07.2021– points to present during IQAC presentation

Members Present:

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

Points of discussion:

A powerpoint presentation based on recommendations by previous NAAC peer team, to be prepared by IQAC. Dr. Manju T., will present. The various points to be presented were finalized. Focus to be made on infrastructural maintenance, infrastructural requirements, Waste management, students' hostels, Academic and Administrative Audit, etc. The meeting will be held online.

Meeting No. 5

06.07.2021 Online

Agenda:

1. All staff meeting with Management online.

Members Present:

1. Dr. Preethi Nair
2. Dr. Manju T.
3. Sri. S. Prasad
4. Dr. Biju Thomas
5. Dr. Mini K. D.
6. Smt. Kairali K. K.
7. Smt. Gowri Antherjanam
8. Smt. Gopika G.
9. All other teaching and Non-teaching staff

Points of discussion:

A powerpoint presentation to be prepared based on recommendations by previous NAAC peer team. Management assured to look into the requirements and do the needful. Management directed IQAC and all teaching and non-teaching staff to work together for a better grading of the college.

Meeting No. 6

26.08.2021 - online

Agenda:

1. SMART 2021-22
2. Induction Programme for the first year UG students
3. Workshop on Mentoring

Members Present:

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

Points Discussed:

1. Smart proposals to be invited from all departments. Ten proposals will be selected after expert review. The application format will be distributed and duly proposals to reach IQAC by September 15th. Priorities will be given to
2. Induction programme to be conducted online for freshers. Need to discuss with the Principal.
3. A training on Students' mentoring is required to be organized for the teaching staff. Meeting decided to discuss the same with Dr. Rosamma Philip who is well known in this regard. Dr. Mini K D and Dr. Manju T. will coordinate the two-day workshop.

Meeting No. 7

10.09.2021 – online

Agenda:

1. Review of Preparations for 2-day Workshop on Mentoring

Members Present:

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

Points Discussed:

1. Preparations are all final for the Two-Day online workshop on “Constructive Mentoring” for Capacity Building” for the Teaching staff of the college. Dr. Rosamma Philip is the resource person. The programme will be hosted on 11th September and on 18th September.

Meeting No. 8

22.09.2021

Agenda:

Preparations for meeting with the Management scheduled for 23.09.2021

Members Present:

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

Points discussed

Matters related with the requirements to be met before NAAC visit 2023 should be discussed. Infrastructural, academic, waste management system, etc., should be touched upon.

Meeting No. 9

23.09.2021

IQAC Meeting on 23/09/2021 with Management, 11:00 am, Seminar Hall

Agenda: 1. To discuss matters related with next NAAC visit due in 2023	
Members Present: 1. Sri. K. Anand 2. Sri. C. P. Jaisankar 3. Dr. Suresh A.	
	4. Dr. S. Mohan 5. Dr. Preethi Nair 6. Dr. Biju Thomas 7. Dr. Manju T. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam

Points Discussed:

1. Details on construction of chemical waste management system in the campus and a quote for the same to be submitted to the management.
2. Plastic and e-waste can be collected by an agency – MoU on the same can be prepared
3. Details on infrastructure modification of all labs to be submitted alongwith an estimate for expenditure.
4. Placement cell: training for students can be arranged
5. Meeting of heads of department to discuss academic results and suggestions for improvement
6. Discipline of campus: outsiders' entry in the campus to be controlled. Dispatch of TC and other documents
7. A meeting of office staff to be conducted by October 15th.

The meeting ended at 12.30 pm

Meeting No. 10

07.10.2021

Minutes of the IQAC Meeting on 07/10/2021, 2:30 pm

Agenda: <ol style="list-style-type: none">1. Career guidance – Avodha2. Intern Preuner3. Add On Course – Manorama Horizon4. ASIET – NAAC preparation5. Campus Beautification6. SMART Proposals – Review7. Waste disposal	Members Present: <ol style="list-style-type: none">1. Dr. Preethi Nair2. Sri Prasad S.3. Dr. Biju Thomas4. Dr. Mini K. D.5. Dr. Manju T.6. Smt. Kairali K. K.7. Smt. Gopika G.
---	---

Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	Avodha	Avodha at Infopark offers online classes on digital markets, ethic hacking, etc. with a fee of Rs. 2800 pm. After placement, a fee of Rs. 10000/- to be paid. Avodha Learning Centre offers computer rooms also. Institutions like Naipunya, St. Alosyus, etc. are availing this. May check with them regarding registration, recognition, etc.	Dr. Biju Thomas
2.	Inter-Preneur	A group for training students on interview skills, personality development etc. has approached the college. They will select a batch of 10 students via Group discussion.	Smt. Gopika G
3.	Add-On by Manorama Horizon	Manorama Horizon has approached the college related with conduct of Add-On programmes. An MoU can also be signed. They are given an appointment with Principal on 11 th October, 10.45 am. Departments can also plan Add-On programmes on Self financing Mode.	Smt. Gopika
4.	Library	A sub domain for library may be created in the college website	Sri. S. Prasad
5.	Alumni	Alumni contribution to be enhanced. Departments can be alerted on this.	
6.	Audit at ASIET	Sister concern ASIET (Adi Shankara Institute of Engineering and Technology) has requested IQAC of Sree Sankara College to conduct an internal Audit for them, before they appear for NAAC accreditation. First visit is fixed for Monday (11.10.2021) afternoon.	Dr. Preethi Nair
7.	MoU	An MoU for e-waste collection has been signed with Al ameen Industries, Aluva. An MoU for Plastic waste collection will be signed with Hamara Plastics, Perumbavoor, on 11.10.2021. An MoU for Campus Beautification also to be planned.	Dr. Mini K. D.

The meeting ended at 4.00 pm. Minutes prepared by Dr. Manju T.



Meeting No. 11

11.10.2021, 10.50 am

Agenda: Meeting with Manorama Horizon on Add-On Programme

Members Present:

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

Points discussed:

Mr. Renju from Manorama Horizon (Education department and Marketing) discussed with IQAC on the prospects of Add on Programmes covering Online coaching classes, with the help of start-up scheme “Climber” and mobile application “My Captain”. 36 courses of one month duration will be offered. Lifelong memberships, live classes, self-study resources, Projects and internships are the features. Membership fee is Rs. 2500/- per student, per course. Two certificates – one online by Climber and one hard copy by Manorama Horizon will be provided. Career opportunities will be intimated by Horizon to the students who complete the courses.

The subject will be discussed by IQAC and will be informed afterwards to Manorama Horizon.

Meeting No. 12

11.10.2021, 2.30 pm

Internal Audit at ASIET – Part 1

Agenda: Review of Presentations Regarding Criteria I to III of NAAC prepared by ASIET

Members Present:

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

A review of criterion I to III were presented by ASIET IQAC members and suggestions and modifications were put forward by IQAC.

Meeting No. 13

09.11.2021

Internal Audit at ASIET – Part 2

Agenda: Review of Presentations Regarding Criteria IV to VII of NAAC prepared by ASIET

Members Present:

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

A review of criterion IV to VII were presented by ASIET IQAC members and suggestions and modifications were put forward by IQAC.

Meeting No. 14

15.12.2021

Agenda: General Matters of the college

Members Present:

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

Points Discussed

1. Mr. Tintu, executive from Geethu's academy has approached college with a proposal for a higher education exhibition with stalls on Career Orientation. Laptops and projectors to be provided at stalls. The stalls will be arranged based on various disciplines. The college has to provide space and students. IQAC has decided to forward this proposal to the Principal for further decisions.
2. The IQAC meeting expressed concern on the general matters existing in college.

Meeting No. 15

04.01.2022

Minutes of the IQAC Meeting on 04/01/2022, 3:00 pm

Agenda: 1. To discuss the preparation of AQAR 2020-21 (data upto December 2021). Last date: 01.02.2022	Members Present: 1. Dr. Preethi Nair 2. Sri Prasad S. 3. S. Gowri Antherjanam 4. Dr. Manju T 5. Dr. Mini K. D.
--	--

Points Discussed:

IQAC has to collect data and supporting documents for preparing AQAR 2020-21. The last date of submission is February 1st 2022 and there will not be any extension. Criterion heads need to convene meetings with sub committee and start assigning tasks.

The meeting ended at 4.00 pm

Minutes prepared by Dr. Manju T.



Meeting No. 16

10.01.2022

Minutes of the IQAC Meeting on 10/01/2022, 3:00 pm

Agenda: <ol style="list-style-type: none">1. To discuss AQAR format2. To discuss "IGNITE"	Members Present: <ol style="list-style-type: none">1. Dr. Preethi Nair2. Dr. Mini K. D.3. Dr. S. Mohan4. Dr. Manju T.5. Sri. Prasad S.6. Dr. Biju Thomas
---	--

Points Discussed:

1. Decided to include modifications /suggestions and finalise AQAR format and distribute to department IQAC coordinators, so that the same can be submitted to NAAC portal by February 1st.
2. Decided to convene HoDs meeting to finalise the guidelines of PG seminar programme "IGNITE"
3. Decided to collect "Best Practices" from departments.
4. Placement Cell: students may be alerted to register in the portals of companies such as, Detroit, Accenture, etc.
5. Intern-Preuner has agreed to conduct a training program on "LinkedIn".

The meeting ended at 4.00 pm

Minutes prepared by Dr. Manju T.



Meeting No. 17

18.02.2022

Minutes of the IQAC Meeting (ONLINE) on 18/02/2022, 7,00 am

Agenda: 1. AQAR 2020-21 preparation update 2. General matters of the college	Members Present: 1. Dr. Preethi Nair 2. Sri Prasad S. 3. Dr. Biju Thomas 4. Dr. Mini K. D. 5. Dr. Manju T. 6. Smt. Kairali K. K. 7. Smt. Gopika G. 8. Smt. Gowri Antherjanam
---	---

Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	AQAR 2020-21	Data collection complete. Consolidation going on. Supporting documents not completely received. Meeting decided to start compiling the data of all criteria from March 2 nd . Descriptive part will be finished by second week of March. Final uploading will be done during the third week of March. Fees collected for B.Voc. and Diploma programmes can also be included as income in the budget in Criterion 4. Regarding Criterion 7, Green initiatives need to be strengthened. Measures regarding Rainwater harvesting and Renewable energy needs special and urgent attention.	All criterion Heads
2.	AAA	Academic and Administrative Audit (AAA) has to be carried out in the campus during June – July 2022. All departments need to be alerted and equipped for getting prepared for the same.	
3.	B. Voc Programme	The meeting decided to convene an IQAC department coordinators' meet on Monday, 21 st February in the Seminar Hall to discuss measures to retain the B.Voc programmes in the campus and also to tackle the disciplinary issues through collective and constructive efforts.	

The meeting ended at 8.20 pm

Minutes prepared by Dr. Manju T.



Meeting No. 18

21.02.2022

Minutes of the IQAC department-coordinator's Meeting on 21/02/2022, 2.45 pm , (Seminar Hall)

Agenda: <ol style="list-style-type: none"> AQAR 2020-21 preparation update Academic and Administrative Audit -AAA B.Voc – constructive suggestions to retain the programmes 	IQAC 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
Department Coordinators: <ol style="list-style-type: none"> Smt. Kavitha Sivadas - History Smt. Sujayalakshmi – Biochemistry Smt. Vishaya Vijayan - Biotechnology Dr. Liji Thomas – Microbiology (SF) Sri. Ananthan S S – B. Voc Dr. Jee G. - Botany 	<ol style="list-style-type: none"> Smt. Amrutha P N – EVS Dr. Preemy Thachil – Economics Dr. Sreelakshmi R. – Sanskrit Dr. Sreekala M. S. – Chemistry Smt. Abhisha J. – Commerce Smt. Essy Cherian - Mathematics

Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	AQAR 2020-21	<p>Meeting updated the status of AQAR data compilation. Criterion-heads presented details of missing data.</p> <p>Criterion 2: needs date of result publishing for all results presented.</p> <p>Criterion 3: needs scanned copy of all UGC approved journals presented in the report.</p> <p>Criterion 5: need results of the year 2021. Student progression with supporting documents. Data regarding first generation learners.</p> <p>Criterion 7: needs details of any programmes, webinars, classes, talks, projects related with green initiatives and renewable energy.</p>	All criterion Heads
2.	AAA	Coordinator requested all departments to be ready with NAAC all files and documents for a proposed Academic and Administrative Audit, tentatively scheduled in July 2022.	All dept heads
3.	B. Voc	<p>Meeting discussed on major issues related with the difficulty in the smooth running of B.Voc programmes. The issue which needs urgent attention is the collection of fees. An amount adding up to Rs. 69 lakhs is pending in this regard.</p> <p>The following suggestions came up from the members:</p> <ol style="list-style-type: none"> Request Management to urgently convene a face-to-face meeting of parents to discuss the matters 	All teachers

		<ol style="list-style-type: none"> 2. Fees collection to be centralized with a staff from management. 3. A constructive system has to be set up in managing the academic and administrative matters of B.Voc department 4. Disciplinary issues to be handled effectively and efficiently beyond political interferences. 5. The positive outcomes (placements, university results, etc.) from B. Voc department need to be projected to the public through college website and other media 6. A strong PTA has to be constituted urgently 	
--	--	--	--

The meeting ended at 4.00 pm

Minutes prepared by Dr. Manju T.

