

Minutes of the Meetings of Internal Quality Assurance Cell

SreeSankara College, Kalady

2012-2013

Sl. No.	Date	Members present		Points discussed
1.	06.06.2012	Dr. B. Ramesh (IQAC Coordinator) Smt. N. Prasannakumari Dr. V. Rajalekshmi Smt. T. Jabin Dr. K. A. Ajithkumar Smt. M. N. Jayasree	Dr. L. Mini Dr. C. K. Sujeesh Dr. S. Sreeja Dr. Jee G. Sri. S. Prasad Dr. Manju T. Dr. Harikrishna Sharma	<ul style="list-style-type: none"> • First meeting in the academic year • Planned the activities of the year • Discussed on applying for B. Com computer Applications in aided stream • Discussed and entrusted the collection of results • Discussed on organizing programmes for environmental awareness and protection as part of World Environment Day and entrust Nature club for the same. • Planned activities on Vanamahotsav Week with NSS
2.	05.07.2012	Dr. B. Ramesh (IQAC Coordinator) Smt. N. Prasannakumari Smt. N. Prasannakumari Dr. V. Rajalekshmi Dr. K. A. Ajithkumar Smt. M. N. Jayasree	Sri. Benno Mathew Dr. C. K. Sujeesh Dr. S. Sreeja Dr. Jee G. Sri. S. Prasad Dr. Manju T. Dr. Harikrishna Sharma	<ul style="list-style-type: none"> • The progress of the construction of girls hostel and indoor stadium assessed • Discussed on starting a club for fostering the awareness of history and heritage of the country • General discussion on the activities of the college • NSS unit observed Vanamahotsav Week (July 1 to 7); planted saplings in College campus and outside the campus.
3.	07.08.2012	Dr. B. Ramesh (IQAC Coordinator) Smt. N. Prasannakumari Smt. N. Prasannakumari Dr. V. Rajalekshmi Smt. T. Jabin Dr. K. A. Ajithkumar Smt. M. N. Jayasree	Dr. L. Mini Dr. C. K. Sujeesh Dr. S. Sreeja Dr. Jee G. Sri. S. Prasad Dr. Manju T. Dr. Harikrishna Sharma	<ul style="list-style-type: none"> • Discussed about conducting of seminars by various departments • Discussed on sending teachers for various programmes such as orientation course, refresher course, etc. • Discussed about Onam celebrations of the college • Planned on a programme for interview skill development among students • Congratulated Nature Club, NCC and NSS unit for observing Environment day and Vanamahotsav week in its full spirit
4.	11.10.2012	Dr. B. Ramesh (IQAC Coordinator) Smt. N. Prasannakumari Dr. V. Rajalekshmi	Dr. L. Mini Dr. C. K. Sujeesh Dr. S. Sreeja Dr. Jee G.	<ul style="list-style-type: none"> • Discussed on the Invited Lecture on Interview Skills for New Age Jobs by Sri. Ashutosh Khurana (Alumni, Indian Institute of Management, Ahmedabad), CEO, Mind Edutainment, New Delhi on September 7, 2012 on the occasion of the Inauguration of the Language Centre & Literary Association of the Department of

		Smt. T. Jabin Dr. K. A. Ajithkumar Smt. M. N. Jayasree	Sri. S. Prasad Dr. Manju T. Dr.Harikrishna Sharma	English. <ul style="list-style-type: none"> Decided to conduct anti plastic campaign in association with NSS
5.	08.11.2012	Dr. B. Ramesh (IQAC Coordinator) Smt. N. Prasannakumari Smt. N. Prasannakumari Dr. V. Rajalekshmi Smt. T. Jabin Dr. K. A. Ajithkumar Smt. M. N. Jayasree Dr. C. K. Sujeesh Dr. C. K. Sujeesh Dr. S. Sreeja Dr.Jee G. Sri. S. Prasad Dr. Manju T.		<ul style="list-style-type: none"> Discussed general matters Decided to motivate departments to indulge in activities and to motivate students to participate in extracurricular activities in and out of the campus Planned Christmas and New year celebrations of the college
6.	06.12.2012	Dr. B. Ramesh (IQAC Coordinator) Dr. V. Rajalekshmi Smt. T. Jabin Dr. K. A. Ajithkumar Smt. M. N. Jayasree	Dr. L. Mini Dr. C. K. Sujeesh Dr. S. Sreeja Dr.Jee G. Sri. S. Prasad Dr. Manju T. Dr.Harikrishna Sharma	<ul style="list-style-type: none"> Congratulated NSS for conducting anti plastic campaign and rally Discussed general matters Discussed on the progress of formation of Heritage Club
7.	08.01.2013	Dr. B. Ramesh (IQAC Coordinator) Smt. N. Prasannakumari Dr. V. Rajalekshmi Smt. T. Jabin Dr. K. A. Ajithkumar	Smt. M. N. Jayasree Dr. C. K. Sujeesh Dr. S. Sreeja Dr.Jee G. Dr. Manju T. Dr.Harikrishna Sharma	<ul style="list-style-type: none"> Discussed on the need to form a discussion forum for teachers to indulge in interdisciplinary subjects Planned to apply for some government grant for research infrastructure facilities (such as SARD, DST-FIST, etc) Discussed the importance to prepare a biodiversity register of the college campus

8.	07.02.2012	Dr. B. Ramesh (IQAC Coordinator) Smt. N. Prasannakumari Dr. V. Rajalekshmi Smt. T. Jabin Dr. K. A. Ajithkumar Smt. M. N. Jayasree	Dr. L. Mini Dr. C. K. Sujeesh Dr. S. Sreeja Dr. Jee G. Dr. Manju T. Dr. Harikrishna Sharma	<ul style="list-style-type: none"> • Discussed on the preparation of AQAR of the year 2012-13 • Discussed on collecting and consolidating the activity data from various departments and various clubs • Congratulated the department of History for deciding to start a Heritage Club
9.	07.03.2012	Dr. B. Ramesh (IQAC Coordinator) Smt. N. Prasannakumari Dr. V. Rajalekshmi Smt. T. Jabin Dr. K. A. Ajithkumar Smt. M. N. Jayasree	Dr. L. Mini Dr. C. K. Sujeesh Dr. S. Sreeja Sri. S. Prasad Dr. Jee G. Dr. Manju T. Dr. Harikrishna Sharma	<ul style="list-style-type: none"> • Heritage Club started on 04-03-2013 • Started preparing the AQAR for 2012-13 • Congratulated IQAC members for the sincere cooperation • Planned the activities of IQAC for the next academic year

Dr. B. Ramesh

IQAC Coordinator

Capt. Dr. M. K. Ramachandran

Principal