

## Minutes of the Meetings of Internal Quality Assurance Cell

SreeSankara College, Kalady

2013-2014

Sl. No.	Date	Members present		Points discussed
1.	12.06.2013	<ul style="list-style-type: none"> <li>• Dr. V Rajalakshmi</li> <li>• Dr. D S Pramila Devi</li> <li>• Smt. N PrasannaKumari</li> <li>• Smt. V B Nishi</li> <li>• Dr. K A Ajith Kumar</li> <li>• Smt. M N Jayasree</li> <li>• Sri. C P Jaisankar</li> <li>• Dr. Jee G</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. S Sreeja</li> <li>• Sri. S Prasad</li> <li>• Dr. Sampath Kumar S</li> <li>• Sri. C K Sujeesh</li> <li>• Sri Benno Mathew</li> <li>• Dr. L. Mini</li> <li>• Sri.Harikrishna Sharma</li> <li>• Dr. Manju T</li> </ul>	<ul style="list-style-type: none"> <li>• Discussed general matters for the new academic year</li> <li>• IQAC proposed the installation of a new Wi-Fi network in the campus and substitute it with the existing LAN in the college. Individual User Ids were to be given to each staff including teaching and non-teaching staff in the college.</li> <li>• Students Support Programmes and such initiatives were planned to be introduced in this academic year. Several programmes were discussed by the facilitators in relation to this.</li> </ul>
2.	19.07.2013	<ul style="list-style-type: none"> <li>• Dr. V Rajalakshmi</li> <li>• Dr. D S Pramila Devi</li> <li>• Smt. N PrasannaKumari</li> <li>• Sri.Harikrishna Sharma</li> <li>• Dr. Manju T</li> </ul>	<ul style="list-style-type: none"> <li>• Sri. S Prasad</li> <li>• Dr. Sambath Kumar S</li> <li>• Sri. C K Sujeesh</li> <li>• Sri Benno Mathew</li> <li>• Dr. L Mini</li> <li>• Dr. Jee G</li> <li>• Dr. S Sreeja</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC stressed the need of constructing an open well in the campus. Prior discussions were conducted with the College Council and Management</li> <li>• Discussions related to the working of different departments and other general issues in the campus.</li> <li>• The introduction of "Agamananda Study Circle" was proposed by the IQAC department. The key areas and activities of the club were discussed in the meeting.</li> <li>• The meeting was conducted to emphasise the importance of the environmental awareness and protection, and necessity to conduct several campaigns in the college to create awareness among students and motivate them.</li> </ul>
3.	12.08.2013	<ul style="list-style-type: none"> <li>Dr. V Rajalakshmi</li> <li>Dr. D S Pramila Devi</li> <li>Smt. N PrasannaKumari</li> <li>Sri Benno Mathew</li> <li>Dr. L Mini</li> </ul>	<ul style="list-style-type: none"> <li>Sri Benno Mathew</li> <li>Dr. L Mini</li> <li>Dr. Jee G</li> <li>Dr. S Sreeja</li> </ul>	<ul style="list-style-type: none"> <li>• The meeting was held to suggest plans for the implementation of DST-FIST and SARD grant if sanctioned. Matters under this subject were discussed.</li> <li>• Discussions with Departmental IQAC facilitators regarding matters concerning their respective departments.</li> </ul>

4.	30.09.2013	Dr. V Rajalakshmi Dr. D S Pramila Devi Smt. N PrasannaKumari Dr. K V Suji Smt. A S Jayasree	Sri Benno Mathew Dr. L Mini Dr. Jee G Dr. S Sreeja	<ul style="list-style-type: none"> <li>IQAC proposed to collect feedback from students and stake holders in relation to the academic and non academic activities in the college. Along with the faculty and management, IQAC motivated the departments to conduct seminars/ workshops and extension activities.</li> </ul>
5.	22.10.2013	Dr. V Rajalakshmi Dr. D S Pramila Devi Smt. N PrasannaKumari Smt. V B Nishi Dr. K A Ajith Kumar Smt. M N Jayasree	Sri Benno Mathew Dr. L Mini Dr. Jee G Dr. S Sreeja Sri. S Prasad Dr. Sampath Kumar S Sri. C K Sujeesh	<ul style="list-style-type: none"> <li>IQAC projected the necessity of electrical rewiring of old block. The team discussed the issue and was included in the project.</li> <li>Agamananda Study Circle, a discussion forum of the teachers was inaugurated on 27.11.2013 and started functioning. The Study Circle, apart from celebrating important calendar days holds various activities including discussions on academic and other socially relevant topics of interest to academic community. The activities of club is sure to strengthen the bonding among teaching fraternity</li> </ul>
6.	29.11.2013	Dr. V Rajalakshmi Dr. D S Pramila Devi Smt. N PrasannaKumari Smt. V B Nishi Dr. K A Ajith Kumar Dr. S Sreeja	Sri.Harikrishna Sharma Dr. Manju T	<ul style="list-style-type: none"> <li>Research related publication and seminar presentations were pointed out as a essential requirement for the teaching staff and the changing role of teacher to Facilitator was stressed by the IQAC.</li> <li>IQAC congratulated the members for starting Agamananda Study Circle, a discussion forum of the teachers which was inaugurated on 27.11.2013.</li> </ul>
7.	14.1.2014	Dr. V Rajalakshmi Dr. D S Pramila Devi Smt. N PrasannaKumari Smt. V B Nishi Dr. K A Ajith Kumar Smt. M N Jayasree Sri. C P Jaisankar	Sri. S Prasad Dr. Sampath Kumar S Sri. C K Sujeesh Sri Benno Mathew Dr. L Mini Dr. Manju T	<ul style="list-style-type: none"> <li>IQAC had a discussion with all the department heads and Principal, and suggested the importance of Research work and encouraged the faculties to submit proposals for funded projects. ICT enabled teaching methodology was also discussed as a prime matter.</li> <li>Awareness provided on schemes such as, ASAP, WWS and SSP under Higher Education Council, Govt. of Kerala</li> </ul>
8.	12.08.2013	Dr. V Rajalakshmi Dr. D S Pramila Devi Smt. N PrasannaKumari Sri. C P Jaisankar Dr. Jee G	Dr. S Sreeja Sri. S Prasad Dr. Sampath Kumar S Dr. Manju T Sri V N MuraleedharanKartha	<ul style="list-style-type: none"> <li>IQAC proposed a plan to organize more programs to address women's rights and gender issues in the next academic year. It also had pointed out the procedure to implement more awareness class on green campus and plastic waste management in the campus.</li> </ul>
9.	13.02.2014	Dr. V Rajalakshmi Dr. D S Pramila Devi	Dr.Sampath Kumar S Sri. C K Sujeesh	<ul style="list-style-type: none"> <li>IQAC Coordinator along with IQAC Chairperson motivated teachers to attend FDP programmes.</li> </ul>

		Smt. N PrasannaKumari Smt. V B Nishi	Sri Benno Mathew Dr. L Mini	<ul style="list-style-type: none"> <li>• Discussions based on the general issues and amenities in the campus .and plans for the next academic year</li> <li>• Preparation of a “Biodiversity register ” of Sreesankara college campus.</li> </ul>
10.	30.03.2014	Dr. V Rajalakshmi Dr. D S Pramila Devi Smt. N PrasannaKumari Smt. V B Nishi Dr. K A Ajith Kumar Smt. M N Jayasree Sri. C P Jaisankar Dr. Jee G Dr. S Sreeja	Sri. S Prasad Dr. Sampath Kumar S Sri. C K Sujeesh Sri Benno Mathew Dr. L Mini Sri.Harikrishna Sharma Dr. Manju T	<ul style="list-style-type: none"> <li>• <b>IQAC</b> facilitators and coordinator stressed on the increased importance of the nature club in the college. The activities of the nature club need to be enhanced and various points related to this were suggested by the facilitators.</li> <li>• Discussions based on the preparation of AQAR Reports for the academic year 2013-2014</li> <li>• Plan the implementation of DST-FIST and SARD grant if sanctioned.</li> <li>• Plan more programs and activities of Agamananda Study Circle</li> <li>• To finish the preparation of the biodiversity register.</li> <li>• To implement more awareness class on green campus and plastic waste management in the campus</li> <li>• To organize more programs to address women’s rights and gender issues</li> <li>• Plan to start the functioning of government sponsored schemes like Walk with a Scholar and Scholar Support Programme (SSP)</li> </ul>

Dr. D S Pramila Devi  
IQAC Coordinator

Dr. V Rajalaskhmi  
Principal