

Minutes of the Meetings of Internal Quality Assurance Cell

Sree Sankara College, Kalady

2014-2015

| Sl. No. | Date | Members present | | Points discussed |
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| 1. | 10.06.14 | Dr. V. Rajalakshmi Dr. D. S. Pramila Devi Smt. T. Jabin Smt. V. B. Nishi Dr. K. A. Ajithkumar Smt. M. N. Jayasree Sri. C. P. Jaisankar Smt. A. S. Jayasree Dr. L. Mini | Sri. Benno Mathew Dr. C. K. Sujeesh Dr. S. Sreeja Dr. Jee G. Sri. S. Prasad Dr. Sampathkumar S. Dr. K. V. Suji Dr. Manju T. Dr. Harikrishna Sharma | <ul style="list-style-type: none"> • First meeting of the academic year • Planned the activities of the year • Discussed the progress of AQAR preparation of the year 2013-14 • Discussed on the importance of innovative methods in teaching • Discussed on preparing for DST FIST presentation • Planned activities on environmental awareness and protection through Nature Club, NSS and NCC • Discussed on the implementation of the newly approved programme of B. Com with Computer Applications • Planned the implementation of WWS and SSP programmes of Higher Education Council, Govt. of Kerala • Nature Club, Sree Sankara College was recognized under the BhoomitraSena scheme of Dept. Of Environment and Climate Changes, Govt. of Kerala and the formal inauguration of the club was done on 5-6-14 |
| 2. | 24.07.2014 | Dr. D. S. Pramila Devi Smt. T. Jabin Dr. K. A. Ajithkumar Sri. C. P. Jaisankar Smt. A. S. Jayasree Dr. L. Mini | Dr. C. K. Sujeesh Dr. S. Sreeja Dr. Jee G. Sri. S. Prasad Dr. K. V. Suji Dr. Manju T. Dr. Harikrishna Sharma | <ul style="list-style-type: none"> • The progress on the construction of girls hostel and indoor stadium assessed • General discussion on the activities of the college • Planned the upgradation of Wi-Fi in the campus • Discussed the progress of Electrical rewiring of old block to save energy and efficient working of instruments |
| 3. | 08.08.2014 | Dr. D. S. Pramila Devi Smt. T. Jabin Smt. V. B. Nishi Dr. K. A. Ajithkumar | Sri. Benno Mathew Dr. C. K. Sujeesh Dr. S. Sreeja Dr. Jee G. | <ul style="list-style-type: none"> • Discussed on conducting of seminars by various departments • Discussed on sending teachers for various programmes such as orientation course, refresher course, etc. • Discussed on Onam celebrations of the college |

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| | | Smt. M. N. Jayasree Dr. L. Mini | Sri. S. Prasad Dr. Manju T. Dr. Harikrishna Sharma | <ul style="list-style-type: none"> Decided to promote submission of research projects by faculty members Discussed and assigned the duty to collect and compile research publications from the institute Congratulated Nature Club, NCC and NSS unit for observing Environment day and Vanamahotsav week in its full spirit Discussed Onam celebrations of the college |
| 4. | 20.09.2014 | Dr. D. S. Pramila Devi Smt. T. Jabin Smt. V. B. Nishi Dr. K. A. Ajithkumar Smt. M. N. Jayasree Sri. C. P. Jaisankar Sri. Benno Mathew | Dr. C. K. Sujeesh Dr. Jee G. Sri. S. Prasad Dr. Sampathkumar S. Dr. K. V. Suji Dr. Manju T. Dr. Harikrishna Sharma | <ul style="list-style-type: none"> Discussed on the need of library restructuring and renovation Planned to collect students' feedback by all departments Discussed and analysed university results Preparation of a "Biodiversity register " of Sree Sankara college started, which could help staff and students to get an awareness about the natural vegetation and ecosystem in the campus |
| 5. | 27.10.2014 | Dr. D. S. Pramila Devi Smt. T. Jabin Smt. V. B. Nishi Dr. K. A. Ajithkumar Smt. M. N. Jayasree Smt. A. S. Jayasree Dr. L. Mini | Dr. C. K. Sujeesh Dr. S. Sreeja Dr. Jee G. Sri. S. Prasad Dr. Sampathkumar S. Dr. Manju T. Dr. Harikrishna Sharma | <ul style="list-style-type: none"> Discussed general matters Discussed the progress of students' feedback collection Suggestions and opinions collected from staff, students, parents and student's union representatives by the class tutors Details regarding student progression were collected from Alumni association |
| 6. | 06.11.2014 | Dr. D. S. Pramila Devi Smt. T. Jabin Dr. K. A. Ajithkumar Smt. M. N. Jayasree Sri. C. P. Jaisankar Smt. A. S. 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"> Congratulated NSS for conducting anti plastic campaign and rally Discussed the need for environmental audit and energy audit Discussed the progress of preparation of biodiversity register Discussed Christmas and New Year celebrations of the college |
| 7. | 19.12.2014 | Dr. D. S. Pramila Devi Smt. V. B. Nishi Dr. K. A. Ajithkumar Smt. M. N. Jayasree Sri. C. P. Jaisankar Smt. A. S. Jayasree Dr. L. Mini | Dr. C. K. Sujeesh Dr. S. Sreeja Dr. Jee G. Sri. S. Prasad Dr. K. V. Suji Dr. Manju T. Dr. Harikrishna Sharma | <ul style="list-style-type: none"> |

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| 8. | 16.01.2015 | Dr. D. S. Pramila Devi Smt. T. Jabin Dr. K. A. Ajithkumar Smt. M. N. Jayasree Sri. C. P. Jaisankar Smt. A. S. 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"> • 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 • Started collecting activity data from various departments |
| 9. | 11.02.2015 | Dr. D. S. Pramila Devi Smt. T. Jabin Smt. V. B. Nishi Dr. K. A. Ajithkumar Smt. M. N. Jayasree Dr. L. Mini | 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"> • Discussed the progress of Wi-Fi upgradation • Discussed the progress of electrical rewiring of old block • Discussed the importance to start a cultural committee to promote cultural activities and to train students for university youth festivals • Discussed the need to organize an induction programme to newly admitted students |
| 10. | 19.03.2015 | Dr. V. Rajalakshmi Dr. D. S. Pramila Devi Smt. T. Jabin Smt. V. B. Nishi Dr. K. A. Ajithkumar Smt. M. N. Jayasree Sri. C. P. Jaisankar Smt. A. S. Jayasree Dr. L. Mini | Sri. Benno Mathew Dr. C. K. Sujeesh Dr. S. Sreeja Dr. Jee G. Sri. S. Prasad Dr. Sampathkumar S. Dr. K. V. Suji Dr. Manju T. Dr. Harikrishna Sharma | <ul style="list-style-type: none"> • Decided to start an induction programme to newly admitted students at the beginning of academic year • Planned the implementation of B Voc programmes • Started preparing the AQAR for 2013-14 • Congratulated IQAC members for the sincere cooperation • Planned the activities of IQAC for the next academic year |

Dr. D. S. Pramila Devi

IQAC Coordinator

Dr. V. Rajalakshmi

Principal