

Minutes of the Meetings of Internal Quality Assurance Cell

SreeSankara College, Kalady

2015-2016

Sl. No.	Date	Members present	Points discussed
1.	23.06.2015	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Sri. C. P. Jaisankar Dr. C. K. Sujeesh Dr. S. Sreeja Dr. N. Ushadevi Dr. Jee G. Smt. Mini K. D. Dr. Manju T.	Principal convened a meeting to reconstitute IQAC for the next four years. (2015-2019). Dr. S. Mohan was selected as the IQAC coordinator and Dr. Preethi Nair as the Secretary. The following staff were selected as IQAC members along with the responsibility of one among seven criteria. Dr. S. Sreeja Dr. N. Ushadevi Dr. C. K. Sujeesh Sri C. P. Jaisankar Dr. Jee G. Smt. Mini K. D. Dr. Manju T. The meeting dispersed after fixing the first meeting on 02.07.2015.
2.	02.07.2015	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Sri. C. P. Jaisankar Dr. C. K. Sujeesh Dr. S. Sreeja Dr. N. Ushadevi Dr. Jee G. Smt. Mini K. D. Dr. Manju T.	Received the appointment letter dated 01.07.2015 from Principal regarding the reconstitution of IQAC. Members discussed on convening a students' meeting to discuss various issues and requirements. The need of collecting information from teaching and non-teaching staff also was under discussion. The meeting also discussed on the emergency of NAAC re-accreditation process and decided to discuss it with Principal and Managing Director. IQAC must monitor admission process in order to minimize the difficulties encountered by the parents and students.
3.	08.07.2015	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) 4. Dr. Preethi Nair (IQAC Secretary) Sri. C. P. Jaisankar	IQAC meeting discussed on the inauguration of Indoor stadium, Institution of Sree Sankara Intercollegiate Football Cup. The members also decided to visit various classrooms based on the information collected from students. As a follow up of the meeting with MD and Principal, members decided to form subcommittees for various

		Dr. C. K. Sujeesh Dr. S. Sreeja Dr. N. Ushadevi Dr. Jee G. Smt. Mini K. D. Dr. Manju T.	criteria for NAAC accreditation process. The meeting discussed to conduct an orientation programme for first year degree students and their parents.
4.	26.07.2015	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Sri. C. P. Jaisankar Dr. C. K. Sujeesh Dr. S. Sreeja Dr. N. Ushadevi Dr. Jee G. Smt. Mini K. D. Dr. Manju T.	Meeting to discuss the points to be presented in the all staff meeting to be held next day.
5.	27.07.2015 2:45 pm Seminar Hall	All Staff	Principal made general remarks on the various criteria coming under NAAC accreditation guidelines. Principal read out the names of members in charge of the seven criteria and their duties. He stated that every department needs to constitute a departmental IQAC under the head of the department. Student feedback needs to be collected from one girl student and one boy student from all the PG as well as UG classes. Re-accreditation of our college expired on 14.01.2014 and hence we need to apply urgently for the next re-accreditation. In this direction, SSR needs to be submitted by the end of the new year, so that NAAC peer team may be invited by the next academic year. Lack of reaccreditation may lead to the lifting of 2(f) and 12B status of the institution which in turn can adversely affect the affiliation, release of grants in future, etc. Principal urged all the staff to realise the gravity of the situation and invited whole-hearted cooperation. Coordinator of IQAC, Dr. S. Mohan talked about the collection of quality improvement suggestions from teachers, which included rectifications, new measures, etc. Dr. Mohan requested full-fledged cooperation from all the staff towards uploading SSR and to submit all the criteria formats completely filled at the earliest. A ten year souvenir commemorating 10 years after golden jubilee to be prepared by every department. Student feedback needs to be filed every year. CVs to be handed over to Dr. Mohan for

			<p>updating the website. Dr. N. Ushadevi, Dept. of Sanskrit (Convener, Research Council), talked about the importance of research in academics. Sha stated about the need to identify research/resource potentials in faculty members irrespective of whether they hold a research degree or not. They can even think of starting consultancy programmes with the help of management. Each of us need to document our day to day activities as well as extension programmes (outside the campus). She urged the members to attract more research projects and extended support towards enriching research programmes in the campus on behalf of the research council. Smt. Mini K. D. read out the suggestions towards quality improvement collected from the staff. Dr. Manju T. read out the names of sub-committee members coming under each criterion. Principal concluded the meeting, adding that all PhD holders in the college must apply for research guideship. Meeting ended at 4 pm.</p>
6.	03.08.2015	All Staff	<p>IQAC decided to direct all the departments to plan conducting of seminars, workshops and to fix tentative dates. The cell also decided to inform the authorities to replace damaged fans, lights, furniture, etc. and to provide 2 white boards and 10 green boards to the needy departments. The meeting decided to inaugurate the indoor stadium to host sports/games etc., of students. The meeting also decided to direct the departments to ensure quality of equipment purchased and to sign annual maintenance contract (AMC). It was decided to institute annual Sree Sankara Ever-rolling trophy for football with attractive prize money. The members evaluated the previously collected data and decided to take steps to update the information. It was found that the files from a few departments lack complete information. IQAC decided to prepare formats for collecting data to update the files based on SSR/AQAR format. It was also discussed to limit the students' strikes to one hour. Only state-wide strikes will be allowed. PG classes and labs are to be exempted. The meeting decided to discuss with various departments to conduct seminars, workshops, etc.</p>
7.	19.08.2015	<p>Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Sri. C. P. Jaisankar Dr. C. K. Sujeesh Dr. S. Sreeja Dr. N. Ushadevi Dr. Jee G. Smt. Mini K. D.</p>	<p>It was decided to implement the regulation on strikes. The formats prepared for SSR/IQAC were approved by the members for circulation. Indoor stadium was made open for the practice of badminton and judo. IQAC submitted a proposal for S-block renovation. Rectified damaged electrical and plumbing items. The members stressed the necessity of office renovation and the election of students' representatives. IQAC suggested that the departments of Physics, Chemistry and English departments to be upgraded to research centers.</p>

		Dr. Manju T.	
8.	01.09.2015,	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan Dr. Preethi Nair Dr. N. Ushadevi Smt. Mini K. D. Dr. Manju T.	Need to organise a Workshop on IQAC and NAAC Accreditation: Resource person identified as the Head, Dept. Of English, St. Teresa's College, Ernakulam. Tentative Date: 18/25 th September. Person responsible: Smt. Mini K. D. IQAC-Students' representative Meeting: scheduled to be on 04.09.15. AQAR of 2014-14 to be finished by 15.12.15. All documents for NAAC to be compiled by 15.09.15. Suggestions from non-teaching staff to be invited. Meeting with managing director to be held after the workshop along with compiled documents. The cell compiled documents regarding office renovation and S-block renovation. It was also suggested to have a new block for self-financing courses. The meeting also stressed the necessity to make departmental alumni more vibrant and active.
9.	08.09.2015	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Sri. C. P. Jaisankar Dr. C. K. Sujeesh Dr. S. Sreeja Dr. N. Ushadevi Dr. Jee G. Smt. Mini K. D. Dr. Manju T.	It was decided to conduct a students' meeting on 11.09.2015 and to prepare a format to collect student suggestions. Due to unavailability of Head, Dept. of English, St. Teresa's College as resource person for workshop on IQAC/NAAC accreditation, it was decided to invite Dr. Shaji N. of Maharaja's College, Ernakulam for the same. First and second week of October can be a tentative date. IQAC decided to direct Bhoomitrasena Club of the college to install a biogas plant close to college canteen. The cost can be met partly by college management and partly by Bhoomitrasena club.
10.	11.09.2015	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Sri. C. P. Jaisankar Dr. C. K. Sujeesh Dr. S. Sreeja Dr. N. Ushadevi Dr. Jee G. Smt. Mini K. D. Dr. Manju T.	Suggestions collected during students' meeting were taken up for discussion. Following decisions were made as per the suggestions. <ol style="list-style-type: none"> 1. Prohibition of vehicles during class-time to be strictly implemented 2. Planned to conduct a soft skill course for outgoing students to equip them, for the industry 3. To re-model the library with sufficient furniture 4. Everyday open access to library for students 5. To renovate canteen 6. To make wi-fi accessible to students 7. Updation of equipments in Physics lab 8. Computer facility for students in all departments Other suggestions:

			<ol style="list-style-type: none"> 1. Admission process to be more student friendly 2. All points to be discussed with principal and MD 3. Decided to conduct IQAC workshop on 15.1.2015 with Dr. Shaji N., as representative
	14.10.2015	<p>Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Sri. C. P. Jaisankar Dr. C. K. Sujeesh Dr. S. Sreeja Dr. N. Ushadevi Dr. Jee G. Smt. Mini K. D. Dr. Manju T.</p>	<ul style="list-style-type: none"> • Met the MD, discussed the shortage of water, necessity of uninterrupted power supply. Installation of a new generator to be proposed. A formal function to be held to inaugurate the indoor stadium, though already open to students. Various departments were asked to submit their requirements for lab renovation. As a safety measure in the campus, installation of CCTV was suggested. Discussed renovation of office and S-block. The members discussed on the the IQAC workshop to be held next day.
	15.10.2015 Seminar Hall	All Staff	<ul style="list-style-type: none"> • IQAC convened a general meeting for teaching and non-teaching staff of the college, wherein Dr. N. Shaji, Maharaja's College, Ernakulam, presented a talk on "Preparation for SSR Submission to NAAC". Dr. Shaji talked about the documentations to be done, factors to be taken into account while filling in details in various criteria. He educated IQAC on how to select best practises among the various activities taking place in the college.
	12.11.15	IQAC Members, IQAC Office	<ul style="list-style-type: none"> • Discussed on the further measures to be taken for SSR preparation as per the talk by Dr. Shaji. A quick evaluation of the work conducted so far was made. Expressed anxiety over the delay on the part of the university in granting approval to B-Voc Courses. IQAC members also appreciated the efforts taken by the management.
	07.01.2016	<p>Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Sri. C. P. Jaisankar Dr. C. K. Sujeesh Dr. S. Sreeja Dr. N. Ushadevi Dr. Jee G. Smt. Mini K. D. Dr. Manju T.</p>	<ul style="list-style-type: none"> • Discussed the need of IQAC to visit all departments accompanied by the Principal, to analyse the situation of documentation of IQAC files and to collect the suggestionss and requirements, if any. In addition, IQAC decided to select one faculty member from each department as the one member IQAC or IQAC facilitator of the respective department. It was decided to start the exercise of departmental visits from 03.02.2016.

	03.02.2016	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Departmental Staff	<ul style="list-style-type: none"> • IQAC visited the department of Sanskrit with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Dr.Harikrishna Sharma was selected as the IQAC facilitator. • IQAC visited the department of Malayalam with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Smt. Lakshmipriya was selected as the IQAC facilitator.
	04.02.2016	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Manju T. (IQAC Committee Member) Departmental Staff	<ul style="list-style-type: none"> • IQAC visited the department of Hindi with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Dr. Ratheesh C. Nair was selected as the IQAC facilitator. • IQAC visited the department of Botany with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Dr.Ambily S. was selected as the IQAC facilitator.
	05.02.2015	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Dr. Manju T. (IQAC Committee Member) Departmental Staff	<ul style="list-style-type: none"> • IQAC visited the department of English with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Dr.Vinod Gopi was selected as the IQAC facilitator. Sri. K. P. Rajeesh was made responsible for preparing department profile. • IQAC visited the department of Chemistry with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Dr.M. S. Sreekala. was selected as the IQAC facilitator.
	16.02.2016	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Dr. Manju T. (IQAC Committee Member) Departmental Staff	<ul style="list-style-type: none"> • IQAC visited the department of History& Politicswith Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Dr. K. V. Sujiwas selected as the IQAC facilitator.
	17.02.2016	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Dr. Manju T. (IQAC Committee Member)	<ul style="list-style-type: none"> • IQAC visited the department of Commerce with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Dr. K. V. Suji was selected as the IQAC facilitator. • IQAC visited the department of Zoology with Principal. Various points

		Departmental Staff	<p>regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Dr.Minimol K. C. was selected as the IQAC facilitator.</p> <ul style="list-style-type: none"> • IQAC visited the department of History with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Dr. K. V. Suji was selected as the IQAC facilitator. •
	19.02.2016	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Dr. Manju T. (IQAC Committee Member) Departmental Staff	<ul style="list-style-type: none"> • IQAC visited the department of Physics with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Smt. Nimmi Narayanan was selected as the IQAC facilitator. It was decided that students from other colleges doing their projects works in our institution can be considered as consultation of the department. The department expressed its demand for infrastructure development in the labs and class rooms and their need for an LCD projector. • IQAC visited the department of Economics with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Dr.Preemy Thachil was selected as the IQAC facilitator. Principal directed the department to enhance its research activities and to enrich the research centre.
	22.02.2016	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Departmental Staff	<ul style="list-style-type: none"> • IQAC visited the department of Mathematics with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Smt. Essy Cherian was selected as the IQAC facilitator. • IQAC visited the department of Physical Education with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Sri Naveen was selected as the IQAC facilitator.
	24.02.2016	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Departmental Staff	<ul style="list-style-type: none"> • IQAC visited the Department of Statistics and Computer Science with Principal. Various points regarding file maintenance, was selected as the IQAC facilitator. • IQAC visited the department of Microbiology with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Dr Sumi Mary George was selected as the IQAC facilitator. • IQAC visited the department of Biosciences (SF) with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Smt Febi was selected as the IQAC facilitator.
	29.02.2016	Principal IQAC Cordinator IQAC members	<ul style="list-style-type: none"> • IQAC held a meeting with the IQAC facilitators from various departments to discuss about starting the preparation of AQAR of the academic year 2015-16. The team directed to finish the collection of data regarding departmental

		IQAC Facilitators	activities, results and other documents by 15.03.2016, so that the compiling can be finished by 22.03.2016
	18.03.2016	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (IQAC Coordinator) Dr. Preethi Nair (IQAC Secretary) Dr. Manju T. (IQAC Committee Member) Smt. Mini K. D. Departmental Staff	<ul style="list-style-type: none"> • IQAC visited the department of Environmental Science with Principal. Various points regarding file maintenance, filling up of SSR and Departmental requirements were discussed. Smt Amrutha was selected as the IQAC facilitator.
	28.03.2016	All Staff	Principal made some general remarks on SSR submission and urged the cooperation of all staff for making the documentations perfect. Principal also congratulated IQAC for finishing departmental visits for reviewing the progress of file maintenance for SSR preparation and for collecting data on departmental activities and achievements. IQAC coordinator thanked the departments for keeping up the spirit and for the wholehearted cooperation. He pointed out some discrepancies occurred and gave suggestions for rectification. He also stated that AQAR preparation of the year 2015-16 is in progress and will be over by 15.04.2016. Principal and the coordinator requested everyone to continue the work during vacation as and when time allows.

Dr. S. Mohan
IQAC Coordinator

Dr. K. A. Ajithkumar
Principal