

Minutes of the Meetings of Internal Quality Assurance Cell

SreeSankara College, Kalady

2016-2017

Sl. No.	Date and Venue	Members present	Points discussed
1.	03.06.2016	Dr. K. A. Ajithkumar (Principal) Dr. S. Mohan (Coordinator) Dr. Preethi Nair (Secretary) Dr.Ushadevi Dr.Jee G. Smt. Mini K. D. Dr. Manju T. Dr.Sujeesh C. K.	The principal congratulated the IQAC members for taking the initiative to start B.Voc programmes in the college. The programme is sure to enhance the demand of the college. The members briefed the principal about the progress of the AQAR and SSR preparation. A discussion on Criterion IV was led by Dr.Jee G. The draft SSR of criterion V and VII was submitted. It was decided to convene the next meeting on 8/06/2016 after which the members dispersed.
2.	22.06.2016	Dr. S. Mohan Dr. Preethi Nair Dr. Sreeja S. Dr.Jee G. Dr. Mini K. D. Dr. Manju T. Smt. Anumol K. A.	An Entrepreneurship Development Club was formed under the Commerce department to promote entrepreneurial skills in students. Discussed on various activities of the current academic year. Completed AQAR of previous academic year.
3.	27.06.2016	Dr. K. A. Ajithkumar Dr. S. Mohan Sri. C. P. Jaisankar Dr. Preethi Nair Dr. Sreeja S. Dr.Jee G. Dr. K. V. Suji Dr. Mini K. D. Dr. Manju T. Smt. Raji R Smt. Anumol K. A.	Members, presided by the Principal, discussed the status of AQARs and SSRs of various criteria. Principal directed the members to submit SSR the current year itself so that we could expect the NAAC team to visit the college during January – February 2017. Principal congratulated the IQAC members for their commendable activities and valuable suggestions. A review of the infrastructural developments was made. The S-block renovation is nearing completion and will be inaugurated between 10 th and 18 th of July. Office renovation is also in progress, automation is under discussion. The renovation of the library, the plan of which is ready, is also on the anvil. Water shortage is resolved by utilizing rain water harvesting system. Staff meeting to be convened shortly, whereby teachers will be requested to work towards the completion of NAAC documents. HODs have to make sure that all required data are submitted. ID cards will be issued to second year as well as to self-

			<p>.financing students. Staff (in payroll) will be issued ID cards from SPARK. Teachers have to prepare lesson plans. The coordinator urged the staff members to focus on the following matters:</p> <ul style="list-style-type: none"> • Students' meeting should be organised to collect suggestions and feedback. • AQAR for 2016-17 needs to be completed <p>Agenda for IQAc activities 2016-17 are planned as follows:</p> <ul style="list-style-type: none"> • Departmental infrastructure to be listed • Library: Journal subscription should be enhanced • Updating the teacher's profile • Processing of application for approval of research centres for Chemistry, Physics and English • Criterion II and Criterion V needs to be verified while preparing SSR • Curriculum Planning to be monitored • Website updation • Training programmes for teaching, non-teaching staff and students • Add on programmes to be started • Teachers diary to be maintained strictly • MoUs should be prepared with collaborating institutions • Student feedback on teachers to be collected • IQAC register to be maintained for external guest • Staff welfare committee activities to be discussed
4.	05.07.2016	All Staff	<ul style="list-style-type: none"> • Discussed on the progress of SSR preparation • Suggestions were collected
5.	04.08.2016	Dr. S. Mohan Dr.Sujeesh C. K. Dr. Preethi Nair Dr. Sreeja S. Dr.Jee G. Dr. Mini K. D. Dr. Manju T.	<ul style="list-style-type: none"> • Discussed various activities of nature club • Discussed on the progress of energy audit by the department of Environmental Sciences
6.	29.09.2016	IQAC Seminar For all staff	A class on "Quality Improvement Strategies" by Sri. H. Devaraj (former Vice chairman, UGC)and Dr. N. Anand (Professor Emeritus and Former VC, Vels University, Chennai).
7.	19.10.2016	IQAC team	Discussed and reviewed the class on "Quality Improvement Strategies"

8.	31.10.2016	All Staff	Decided to commence meeting staff members of each department and verify the progress of SSR documentation from 07.11.2016.
9.	07.11.2016	IQAC and all teachers of the respective departments	IQAC meeting with department staff. The documents of the following departments were verified: Botany, Commerce, English and Sanskrit. Suggestions and corrections, if any, were given.
10.	08.11.2016	IQAC and all teachers of the respective departments	IQAC meeting with department staff. The documents of the following department were verified: Economics, Chemistry, Hindi, Mathematics, Statistics and Computer Science. Suggestions and corrections, if any, were given.
11.	09.11.2016	IQAC and all teachers of the respective departments	IQAC meeting with department staff. The documents of the following department were verified: History and Political Science, Environmental Sciences Microbiology. Suggestions and corrections, if any, were given.
12.	10.11.2016	IQAC and all teachers of the respective departments	IQAC meeting with department staff. The documents of the following department were verified: Zoology, Physics, Physical Education, Biosciences (SF). Suggestions and corrections, if any, were given.
13.	19.11.2016	IQAC and parents	Meeting with PTA representatives. Suggestions and feedback were collected from them.
14.	15.12.2016	All Staff meeting with IQAC members and Club Coordinators	<p>Principal discussed on SSR preparation. Water shortage in the capus was a matter of grave concern. The principal, the IQAC members and the club coordinators deliberated on ways to tide over the situation. They came up with three suggestions: 1) drawing water from irrigation canal; 2) To talk to those concerned on drawing water from a pond in the neighbouring field.; 3) dig borewell. Currently, the issue is managed by pumping water by tanker @ Rs. 3600/-. Discussed on the retention of cooperative society after the retirement of the store keeper Sri. Nandakumar. A committee was constituted with three faculty members. A seven day NSS camp will be held from 23.12.16 at Govt. School, Mattoor. December 22nd will be the sports day. Students will be sent for Mime, Monoact and one act play, drama for the University arts festival. Practice sessions have already started for group song and thiruvathira.</p> <p>Need to identify students for competing in individual items. For this various competitions will be held during College Arts day. The work of the new canteen starts from 3rd January. Complaints regarding the intercom to be recorded.</p> <p>Website renovation is in its final stage. Sri. Babulal, librarian briefed members about the library. Eight member libray committee was formed with Principal, Librarian, Five department heads, a student and a non teaching staff. Dr.S. V. Sudheer, Director,</p>

			UGC-ASC, University of Kerala will be invited for a one-day workshop on "Enhancing Quality in Higher Education" in the first week of January.
15.	11.01.2017	Dr. S. Mohan Dr.Sujeesh C. K. Dr. S. Sreeja Dr. Preethi Nair Dr.Jee G. Dr. Mini K. D. Dr. Manju T.	Internal Committee. Conduction of a green audit was discussed with the department of environmental sciences and was decided to conduct it as a project by the post-graduate students of the department. It was decided to start the audit at the earliest. New canteen block construction started.
16.	12.01.2017	All Staff	Dr. S. V. Sudheer, Director, UGC-ASC, University of Kerala delivered a one-day workshop on "Enhancing Quality in Higher Education". Dr. Sudheer elaborated on file documentation for SSR and directed the staff to work with utmost dedication and team work to submit SSR.
17.	18.01.2017	IQAC and Student representatives	IQAC secretary briefed the students on IQAC activities and the role of students towards the development of the institution. Students feedback and suggestions were collected.
18.	23.01.2017	All Staff	Discussed on the preparation of SSR. NAAC steering committee constituted; Website updation is progressing. Office automation procedures started.
19.	31.01.2017	Dr. S. Mohan Dr. S. Sreeja Dr. Preethi Nair Dr.Jee G. Dr. Mini K. D. Dr. Manju T.	<ul style="list-style-type: none"> Discussed on collecting activity data and consolidation of results
20.	February	Dr. S. Mohan Dr.Sujeesh C. K. Dr. S. Sreeja Dr. Preethi Nair Dr.Jee G. Dr. Mini K. D. Dr. Manju T.	<ul style="list-style-type: none"> Discussed on AQAR preparation
21.	March	Dr. K. A. Ajithkumar Dr. S. Mohan Dr.Sujeesh C. K.	Discussed the plan of actions for the next academic year. <ul style="list-style-type: none"> Library Renovation Constructing new canteen Block

		Dr. S. Sreeja Dr. Preethi Nair Dr. Jee G. Dr. Mini K. D. Dr. Manju T.	<ul style="list-style-type: none">• Main Block revamping• Construction of new restroom complex for students• Office Automation
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Dr. S. Mohan
IQAC Coordinator

Dr. K. A. Ajithkumar
Principal