



# SREE SANKARA VIDYAPEETOM COLLEGE

## Valayanchirangara, Perumbavoor

Reaccredited with NAAC 'A' Grade  
Affiliated to Mahatma Gandhi University, Kottayam  
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### Minutes of IQAC Meeting and Action Taken Report: 2019 - 2020

**Minutes of the meeting of the Internal Quality Assurance Cell, held at IQAC office,  
Sree Sankara Vidyapeetom College, Valayanchirangara, Perumbavoor on 3 June 2019  
at 11.00 am**

**Agenda:**

1. AQAR data verification of 2018-19.
2. Finalising the action plan and academic calendar for the year 2019-20.
3. NAAC quantitative and qualitative measures discussion.
4. Feedback analysis.
5. External placement Support

**Minutes of the meeting**

**1. AQAR submission for the year 2018-19**

The coordinator informed the team about the changes in the AQAR submission as the NAAC introduced online mode. It was decided to provide an awareness programme to all staff members on the changes made by NAAC in this regard.

**2. Finalising the action plan and academic calendar for the year 2019-20**

The departments and the coordinators of different clubs, forums are to be instructed to finalise action plan for the year 2019-20 and submit the same to the IQAC before 15<sup>th</sup> June 2019. The academic calendar of the college for the year is to be finalised before 24<sup>th</sup> June 2019.

**3. Discussion on NAAC quantitative and qualitative measures**

The new format of NAAC- Quantitative and Qualitative data templates were discussed among the members. It was decided to conduct periodic meetings with the faculty members to discuss in detail the assessment method. The possibility of offering a class to all the staff regarding the NAAC reforms was also discussed .

**4. Feedback analysis**

As an initiative by the IQAC, the coordinator proposed to collect feedback from employers on the newly introduced syllabus. This feedback is to be compiled and analysed for deciding the curriculum enrichment.


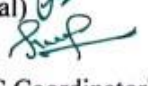










## 5. External Placement Support

As the short term training provided by the INFINIZ IT solutions during the academic year 2018-19 had a good impact on the placements, the placement coordinator, Sreelekshmi A. R. had suggested to have an MoU with the same group for this academic year. So the IQAC decided to forward that request to the Management, and the manager agreed to present that before the executive committee.

Having discussed the most relevant aspects, the meeting ended with a vote of thanks.

### Attendance

1. Dr. Padma P. (Principal) 
2. Prof. S. K. Krishnan 
3. Manusankar C. (IQAC Coordinator) 
4. Anup Jain M. J. 
5. Lijo Johny 
6. Suchitra A. 
7. Sreelekshmi A. R. 
8. Dileep R 
9. Arun N 
10. K.V. Neelakandan 

### Action Taken Report of the IQAC Meeting held on 03-06-2019

1. The working of AQAR submission for the year 2018-19 has been initiated with data collection.
2. Final action plan of clubs, committees and departments received.
3. Conducted meetings for discussing NAAC oriented work especially qualitative and qualitative metrics works.
4. Conducted feedback analysis of 2018-19.
5. Placement measures are finalized and conducted a meeting with INFINIZ IT SOLUTIONS.



**Minutes of the meeting of the Internal Quality Assurance Cell, held at IQAC office,  
Sree Sankara Vidyapeetom College, Valayanchirangara, Perumbavoor on 12<sup>th</sup>  
August 2019 at 3.00 pm**

**Agenda:**

1. To organise seminars and workshops on IPR and Research Methodology
2. NIRF Application
3. Documentation Team formation
4. Departmental Meetings

**Minutes of the meeting**

**1. Organising seminars and workshops**

The coordinator talked about the schemes by various funding agencies for IPR and Research Methodology and requested the members to conduct at least two events during this academic year. Ms. Suchitra A. intimated regarding the proposal submitted to KSCSTE for conduction of IPR workshop and agreed to conduct two more workshops under IIC.

**2. NIRF Application**

Following the discussion on the current status of NIRF, Mr. Anup Jain M. J. explained the challenges faced and the outcome of NIRF Accreditation of the previous year .

**3. Documentation Team formation**



As the year of NAAC reaccreditation is approaching, the IQAC unanimously decided to create a separate team for dealing with data collection and archiving under the leadership of Lijo Johny.

**4. Departmental Meetings**

It was decided to restart departmental meetings at the IQAC to discuss the feedback collected, the academic audit and to finalise the action plan. The coordinator was given charge to follow a systematic procedure on this regard.

Having discussed the most relevant aspects, the meeting ended with a vote of thanks.

**Attendance**

1. Dr. Padma P. (Principal) 
2. Manusankar C. (IQAC Coordinator) 



3. Anup Jain M. J. *3mf*
4. Lijo Johny *LJ*
5. Suchitra A. *SA*
6. Sreelekshmi A. R. *SAR*
7. K.V. Neelakandan *NK*
8. Arun N. *AN*
9. Anjana Jayan *AJ*

### **Action Taken Report of the IQAC Meeting held on 12-08-2019**

1. Faculty Development Programme on Environmental Studies and Human Rights organised by IQAC on 5<sup>th</sup> July 2019. More programmes on IPR and Human Rights by various departments are initiated.
2. The progress of NIRF ranking work is updated.
3. The documentation team for the purpose of NAAC Accreditation has started functioning.
4. Six Departments have met with IQAC are finalized for discussing the feedback collected.



**Minutes of the meeting of the Internal Quality Assurance Cell, held at IQAC office,  
Sree Sankara Vidyapeetom College, Valayanchirangara, Perumbavoor on 30<sup>th</sup>  
September 2019 at 3.00 pm**

**Agenda:**

1. AQAR Submission.
2. PFMS Training
3. Student IQAC
4. Reconstituting of NAAC- Criteria wise committees

**Minutes of the meeting**

**1. AQAR Submission**

As the online submission of AQAR was done for the very first time the data collected was to be formatted to suit the data templates. Suchithra A. introduced the data templates and the IQAC team has decided that all members will sit together during the submission process so as to rectify any error regarding the same.

**2. PFMS Training**

The office superintendent K. V. Nelakantan explained the need for PFMS training as all the transactions related to funds have to be properly submitted through PFMS. Anup Jain pointed out the existence of two PFMS accounts for the institution and it was decided that the matter is to be brought to the attention of PFMS trainers.

**3. Student IQAC**









It was decided to conduct the first meeting and an orientation programme of the Student IQAC for this academic year and to collect the suggestions from them.

**4. Reconstituting of NAAC Criteria wise committees**

The meeting requested the Principal to reconstitute the NAAC criteria wise committees and to organise a meeting to finalise the action plan. The meeting further requested the principal to assign a separate team to coordinate the activities.

Having discussed the most relevant aspects, the meeting ended with a vote of thanks.

**Attendance**

1. Dr. Padma P. (Principal) 
2. Manusankar C. (IQAC Coordinator) 
3. K. V. Neelakandan 
4. Anup Jain M. J. 
5. Lijo Johny 
6. Suchitra A. 
7. Sreelekshmi A. R. 
8. Anjana Jayan 



### **Action Taken Report of the IQAC Meeting held on 30-09-2019**

1. Monitoring committee for AQAR submission convened and updated.
2. Workshop on themes like Entrepreneurship, Research and IPR were organised by various departments. A training for non-teaching staff including nearby staff of the colleges were also finalized.
3. Student IQAC has been formed and convened meeting to discuss the proposed programs on quality initiatives.
4. Reconstituted NAAC criteria wise committees and hold meetings with IQAC.



**Minutes of the meeting of the Internal Quality Assurance Cell, held at IQAC office,  
Sree Sankara Vidyapeetom College, Valayanchirangara, Perumbavoor on 1<sup>st</sup> January  
2020 at 3.00 pm**

**Agenda:**

1. Action Taken Report.
2. Academic Audit
3. Internal Workshop on NAAC- revised framework

**Minutes of the meeting**

**1. Action taken report**

It was decided that all departments have to submit the action taken report for the current academic year before the commencement of summer holidays.

**2. Academic Audit**

The need to conduct an academic audit by the end of this academic year was discussed. The coordinator suggested constituting a team with the principals of the three other colleges under our Trust management as members, for conducting the academic audit.

**3. Internal Workshop on NAAC- revised framework**

It was decided to conduct a one day session on the revised framework for NAAC assessment with Manusankar C. as the Resource Person, based on the criteria wise meetings conducted in december.

**4. Personal Profile updation**

It was decided that IQAC would evaluate the updated personal profiles of the faculty.

Having discussed the most relevant aspects, the meeting ended with a vote of thanks.





### Attendance

1. Dr. Padma P. (Principal) *ass*
2. Manusankar C. (IQAC Coordinator) *J*
3. K. V. Neelakandan *N*
4. Anup Jain M. J. *3mf*
5. Lijo Johny *lp*
6. Suchitra A. *SD*
7. Sreelekshmi A. R. *SRB*

### Action Taken Report of the IQAC Meeting held on 01-01-2020

1. As per the decision, action taken report on analysed faculty feedback has been received from all departments.
2. Constituted an Academic Audit committee comprising of principal of other colleges and management team.
3. Workshop on research methodology and IPR are finalized by constituting committees. Two-day orientation programme on 'Software for Business and Research organised by the Department of Commerce on January 3rd and 4th 2020.
4. Conduct a meeting with manager for evaluating the updated profile of faculties.



**Minutes of the meeting of the Internal Quality Assurance Cell, held at IQAC office,  
Sree Sankara Vidyapeetom College, Valayanchirangara, Perumbavoor on 25<sup>th</sup> March  
2020 at 10.00 am**

**Agenda:**

1. ICT Support
2. Announcement of MoUs
3. Virtual IQAC office
4. Encourage faculty to explore avenues of online teaching and learning

**Minutes of the meeting**

**1. ICT Support**

It was decided to conduct an urgent training to all faculty members to familiarise them with all the ICT facilities available in the college.

**2. Announcement of MoUs**

The coordinator explained in detail the services provided by MNCS like Coursera, Zoom, WebeX, Microsoft Teams and GitHub at free of cost during the pandemic period. The college has availed services from the aforementioned companies, and the faculty was asked to make optimal use of the same.

**3. Virtual IQAC**







The coordinator proposed the availability of an IQAC office through Google Meet every wednesday from 1:30 PM to 4:30 PM during the lockdown period.

**4. Encourage faculty to explore avenues of online teaching and learning**

Taking into account the unfavourable circumstances due to the outbreak of COVID-19, the faculty was encouraged to explore all possible tools and techniques available online so as to make the process of teaching and learning activities effective in a situation where physical classroom lectures are suspended. All departments were instructed to organise webinars to ensure the participation of learners within and beyond the organisation.

Having discussed the most relevant aspects, the meeting ended with a vote of thanks.

**Attendance**

1. Dr. Padma P. (Principal) 
2. Manusankar C. (IQAC Coordinator) 
3. K. V. Neelakandan 
4. Anup Jain M. J. 
5. Lijo Johny 
6. Suchitra A. 



7. Sreelekshmi A. R.
8. Arun N.
9. Anjana Jayan

*[Handwritten signatures and initials]*

### **Action Taken Report of the IQAC Meeting held on 25-03-2020**

1. Action Taken report of various depts. are analysed and future actions for online teaching and learning are identified and finalized. Conducted ICT enabled workshops are finalized and committees are constituted.

2. MoUs with various IT organizations are finalized.

3. Formed virtual IQAC and online meetings were convened during the lock down period

4. Avenues and platforms are discussed for online teaching and the duty entrusted to Dept. of computer Science. All departments have organised a number of webinars and workshops online using various platforms like Google meet, Zoom etc. The programmes include:

- Webinar Series on Social Science Research organised by Department of Commerce from 15/05/2020 to 17/05/2020
- One Day National Webinar on How to write Research papers organised by Department of Commerce on 20/05/2020
- FDP on G Suite Education conducted through Google class room.

