



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: 2020 - 2021

Minutes of IQAC Meeting held on 01/06/2020

Agenda

1. Confirmation of the minutes of the meeting held on 04.05.2020 and Action Taken Report.
2. Finalising the Academic Calendar for 2020-2021
3. AQAR 2019-2020 Preparation
4. Academic Review and Result Analysis
5. Academic and Administrative Audit for the year 2019-20
6. Annual Report Preparation for the Year 2019-20.
7. Any other matters of concern

Members Present

1. Dr. Padma P. 
2. Dr. Manusankar C. 
3. Mr. Anoop Jain 
4. Mr. Lijo Johny 
5. Ms. Sreelakshmi A R 
6. Mr.K.V. Neelakandan 

IQAC Co-ordinator welcomed the principal and members

Discussion and Resolutions

- Confirmation of Minutes
The minutes of the meeting held on 29.05.2020 is read out by the IQAC Coordinator, confirmed and recorded. He also presented the ATR based on the decisions taken in the previous meeting.
- Academic Calendar 2020-2021
A draft of the academic calendar is presented by the IQAC coordinator. The academic calendar was drafted based on inputs from departments, clubs, and other forums in the college.
- AQAR 2019-2020 Preparation
The committee decided to prepare the AQAR for the year 2019-20
It is resolved that the following teachers are given the charge of seven criteria.
Criteria I – Mr. Jebin Jacob, Criteria II – Dr. Bindu K R, Criteria III – Dr. Saritha K S, Criteria IV – Mr. Arun, Criteria V – Mrs. Sumi K.S., Criteria VI – Mr. Viswan M.G. Criteria VII – Mrs. Reshmi K. P.
- An academic review and result analysis was conducted to discuss the possibilities of the academic performance of the students. Dr. Pratibha P.H. was given charge to make



an analysis of the result of 2017-20 batch. It was decided to render more assistance to the students to facilitate the online learning.

- It was resolved that the Academic and Administrative Audit Committee of the College should complete the Audit process for the year 2019-20 by July 15th 2020.
- It was decided to give the charge of preparation of annual report for the year 2019-20 to Dr. Geetha A.N. The concerned faculty can constitute a team to assist in the preparation of annual report. The report should be published by 1st July 2020.
- Any Other Matter with The Permission of the Chair
 - a. It was resolved that the research committee of the college should disseminate information related to research projects to the faculty community.
 - b. The teachers should be encouraged to submit project proposals and seminar proposals
 - c. New certificate courses to be introduced.
 - d. An online training and recorded video will be provided to the students to facilitate their online learning process.

The IQAC coordinator proposed vote of thanks.



Action taken report of IQAC Meeting held on 01/06/2020

1. The college council approved the academic calendar presented by the IQAC coordinator
2. A video -tutorial and online training for students was launched on June 1st, 2020, regarding how to make use of online platforms for learning. Based on the lockdown survey it was identified that the students faced various problems regarding online class.
3. A detailed result analysis of the 2017-2020 batch was conducted and submitted by Dr. Pratibha P.H. and team. A meeting of the HoDs with Principal and IQAC Co-ordinator was organised to discuss the result and the measures to improve the performance.
4. Based on a lockdown survey initiated by IQAC a, FDP on online teaching was introduced since May 27th 2020, the training was extended to June 2020 also. Apart from that faculty members who needed individual assistance in online teaching was offered support by the Department of Computer Science as per the recommendation of IQAC.



Minutes of IQAC Meeting held on 06.08.2020

Venue: IQAC Room Time: 3.30 – 5.30 PM

Agenda

1. Confirmation of the meeting held on 01.06.2020 and Action Taken Report
2. Website Management
3. Organise an FDP on National Education Policy
4. Assistance to students on online learning
5. Organise webinars and workshops on online mode.
6. Financial Assistance to poor students by PTA
7. Any Other Matter with the Permission of the Chair

IQAC Co-ordinator welcomed the principal and members

Discussion and Resolutions




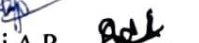


1. Confirmation of the minutes and ATR of the last meeting was done. The minutes of the meeting held on 01.06.2020 was read out by the IQAC Coordinator. He also presented the ATR based on the decisions taken in the previous meeting.
2. The official website of the college was in an outdated state. It was decided to rejuvenate the official website of the college in the leadership of Department of Computer Science with the help of an external agency.
3. Discussion was done regarding the arrangements for the upcoming webinar on National Education Policy to create awareness among the faculty members regarding the new norms.
4. IQAC decided to propose to all departments to organise webinars and workshops on their concerned areas.
5. IQAC decided to recommend to PTA to give some financial assistance to the financially weaker students from all departments.



Action Taken Report on IQAC Meeting held on 6th August 2020

- The Department of Computer Science has taken the initiative for giving anew look to the website of the college. They have searched for various external agencies and finally confirmed one to bring changes in the current website.
- A webinar was organised on the topic NEP on 22nd August 2020. The title of the webinar was "The implementation of NEP; Prospects and Problems" Mr. T.P. Sreenivasan IFS was the resource person.
- The PTA initiated financial assistance to one selected financially backward student from each class. The programme was given a name "Karuthal".

Attendance

1. Dr. Padma P. 
2. Dr. Manusankar C. 
3. Mr. Anoop Jain 
4. Mr. Lijo Johny 
5. Ms. Sreelakshmi A R 
6. Mr.K.V. Neelakandan 



**Minutes of the online meeting of the Internal Quality Assurance Cell, Sree Sankara
Vidyapeetom College, Valayanchirangara**

Platform: Google Meet

Date: 29.10.2020

Time 12.00p.m.

Agenda:

Matters related to NAAC re-accreditation Minutes
of the meeting

1. Review of the activities of IQAC for the previous and current academic years, with special emphasis on preparation for NAAC re-accreditation

After reporting the national webinar on NEP 2020, The IQAC co-ordinator briefed the formation and functioning of the various NAAC criteria wise committees, and gave a review of the report collected from those committees. Almost every criterion except one or two started functioning effectively. One of the criteria needs to function better, and discussions were made on how to bring that into track.

IQAC would like to refrain from the working committee constituted on 27.10.2020, and concentrate on the routine work, together with offering support and guidance to any committee or staff as and when required. Rather than taking charge of a particular committee, IQAC members can provide support to all committees.

The members of the IQAC expressed that the IQAC of our college has never considered itself hierarchically above any other in the organisational structure, and has not raised any complaints orally or by writing against any particular individual or department. The members of IQAC opined unanimously that when the higher authority mentions the positive functioning of IQAC during motivational addresses for staff, it has affected, in turn, in the general performance of the IQAC. This has often resulted in a feeling among the staff that the IQAC alone is dedicatedly participating in the general work and the preparatory work for the re-accreditation. This has to be discussed with the authorities again, and that during further presentations regarding the IQAC, special care should be given in not causing a negative feeling among the staff regarding the same.

2. Emphasised the need to analyse NAAC score

The meeting repeatedly stressed on the need for analysing the tentative NAAC score, and the dire need to conduct an academic audit. The importance of quantitative metrics and qualitative analysis to obtain a great score was emphasised. The need for prioritising and assigning tasks among the IQAC members, so as to promote the productivity of every criterion was discussed.



3. Tentative deadline for AQAR

The deadlines for NAAC related activities were discussed: -

- Previous AQAR review and conclusion: 01.11.2020
- Completion of AQAR for 2019-20: 17.11.2020
- Finalisation of AQAR for 2019-20: 24.11.2020

4. Need for external support

The need for an external support till the accreditation was discussed. The staff should be given further sessions to enhance their knowledge on the revised NAAC framework, and its practical implications. Continuous expert guidance should be sought for the same.







5. Registration of College Alumni Association

The IQAC emphasised the need for registering the Alumni association of the college. The alumni representative explained the procedures they have done so far to get the alumni registered. The faculty in charge of the Alumni Association Dr. Ramya K R was given the charge to support them in the process.

Decision

1. Following the discussion, it was decided a further exchange with the authorities is needed to inform them again that during future presentations regarding the IQAC, special care should be given in not causing a negative feeling among the staff regarding the same.
2. IQAC members will provide support to all committees as and when required, keeping the present routine work at its most efficient manner.
3. Criteria-wise NAAC score is to be analysed and necessary steps to improve the score is to be taken care of.
4. Immediate addition to the number and quality of publications by faculty should be mandated. The staff should see that their affiliation with the college is mentioned.
5. An external expert should be consulted for assistance, in order to enhance and mobilise the effectiveness of our teamwork in the best possible manner.
6. It was decided to register the College Alumni Association.

Attendance

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



Action Taken Report on the IQAC Meeting held on 29th October 2020.

1. IQAC ensured that special care is given in not causing a negative feeling among the staff regarding the same.
2. IQAC members provided support to all committees as and when required, keeping the present routine work at its most efficient manner.
3. Criteria-wise NAAC meetings were organised and necessary steps to improve the score was taken
4. Immediate addition to the number and quality of publications by faculty was mandated. The faculty members (self-financing) were offered financial assistance by the management to meet their expenses related to publication.



**Minutes of the meeting of the Internal Quality Assurance Cell, Sree Sankara
Vidyapeetom College, Valayanchirangara held at the office of IQAC on 11.12.2020 at
12.00 Noon**

Agenda:

Matters related to data collection for AQAR 2019-20

Minutes of the meeting








Matters discussed:

1. Progress of data collection
2. Criteria wise template for data collection
3. Periodic criteria-wise meetings
4. Feedback collection process

Outcomes/Decisions taken:

1. Reviewed the current status of data collection for AQAR.
2. Decided to provide criteria wise templates for data collection.
3. Decided to conduct weekly meetings with all criteria teams, and scheduled the same.
4. Decided to initiate the pending feedback collection from other stakeholders like alumni and parents etc for the year 2019-20.

Attendance

1. Dr. Padma P. 
2. Dr. Manusankar C. (IQAC Coordinator) 
3. Dr. Suchitra A. 
4. Dr. Anoop V. 
5. Lijo Johny 
6. Sreelakshmi A. R. 
7. K V Neelakandan 



Action taken Report of the Meeting on 11/12/2020

1. The current status of the AQAR was reviewed and the steps were taken to collect data from those who have not yet submitted.
2. Templates were provided criteria wise based on NAAC format to make the data collection easier.
3. Weekly meetings with criteria co-ordinators were held to assess the progress in data collection. Also, their suggestions were taken in to consideration regarding areas where improvement is needed. All criteria co-ordinators were asked for a plan regarding FDPs or programmes to be undertaken to improve the status of the items coming under their criteria.
4. Steps were taken to start the feedback collection from parents and Alumni









Minutes of IQAC meeting held on 13th February 2021

Agenda

1. Confirmation of Minutes
2. Discussion regarding MoA with Garga M Commerce Private Limited.
3. Submission of data in ARIAA Portal.
4. Organize a webinar on NAAC Accreditation Process
5. Discussion regarding activities of various clubs, cells etc.

Members Present

1. Dr. Padma P. 
2. Dr. Manusankar C. 
3. Dr. Anoop V.
4. Mr. Lijo Johny 
5. Mr. Anoop Jain 
6. Dr. Suchitra A. 
7. Mr. Arun N. 

IQAC Co-ordinator welcomed the Principal and Members

Discussion and Resolutions

- Agenda 1: Confirmation of Minutes

The minutes of the meeting held on is read out by the IQAC Co-ordinator, confirmed and recorded. He also presented the ATR based on the decisions taken in the previous meeting.

- Agenda 2

The meeting discussed the possibilities of entering in to an MoU with Garga M Commerce Limited which is headed by one of the Alumni of the college. The company was offering internship opportunities to the students of the college. A discussion on this matter was done with the company management.

- Agenda 3

Dr. Suchitra A. was given the charge of entering the data in ARIAA portal. The activities of Institution Innovation Council, Entrepreneurship Development Club and the newly established Innovation and Entrepreneurship Development Centre is vital for this and it was decided to give prior importance to the activities in the area of entrepreneurship innovation and intellectual property rights.

- Agenda 4



The meeting discussed the need to organise a class for the faculty members on the changed accreditation process. Mr. Anup Jain M J was given the charge to identify a resource person to handle the sessions.

- Agenda 5

The meeting has decided to co-ordinate the activities of the various clubs, cells and forums in the college. Those clubs and forums which were lagging in the conduct of activities have to be identified and motivated to do more programmes in the concerned areas.



Action taken Report of the Meeting on 13th February 2020

1. MoU was entered with Garga M Commerce Limited on 23rd February 2021.
2. Data was entered in ARIAA portal by 31st March 2021. Also steps were taken to conduct more programme sin the area of innovation, start-ups and entrepreneurship.
3. A meeting of all clubs, forums cells were called upon and they were asked to conduct more programmes in the concerned areas.











Minutes of IQAC meeting held on May 4th 2021

Agenda

1. Confirmation of minutes of the meeting held on and Action Taken Report
2. Review of IQAC activities of academic year 2020-21
3. Review of activities of NAAC committee regarding SSR preparation
4. Webinar series on NAAC accreditation process
5. Processing of Application for starting NCC

Members Present

1. Dr. Padma P. 
2. Prof. S.K. Krishnan 
3. Dr. Manusankar C. 
4. Dr. Anoop V. 
5. Mr. Lijo Johny 
6. Mr. Anoop Jain 
7. Dr. Suchitra A. 
8. Mr.K.V. Neelakandan 

IQAC Co-ordinator welcomed the Principal and Members

Discussion and Resolutions

- Agenda 1: Confirmation of Minutes

The minutes of the meeting held on is read out by the IQAC Co-ordinator, confirmed and recorded. He also presented the ATR based on the decisions taken in the previous meeting.

- Agenda 2

The meeting reviewed the progress of activities conducted by IQAC during the academic year 2020-2021. The meeting also decided to fill the gaps identified. The members suggested the requirement of active participation of students in various activities organised by IQAC. The conduction of meetings of criteria wise coordinators in online mode was suggested to review the progress of works related to SSR data collection.

- Agenda 3

The NAAC committee activities and details of data collection was presented by the team. The data collected was checked by IQAC team. Meetings on a weekly basis with criteria wise coordinators was suggested by IQAC.

- Agenda 4



The meeting has decided to conduct a webinar series from 07 May to 11 May 2021 with a view to acquaint the faculty and staff about the revised procedures of NAAC accreditation process.

- Agenda 5

The college has made an application for starting an NCC Unit in the College. But since there was no vacancy the application was in waiting list. Mr. Anup Jain, the faculty in charge reported that the position of the college was improved in the waiting list. It was decided to fasten the procedure for starting the unit in the college.

Action taken Report of the Meeting on 4th May 2021.

1. Data collection of AQAR 2019-20 was completed and submitted in the NAAC portal.
2. Based on the review of the IQAC activities, it was decided to chalk out a plan of action for the year 2021-22.
3. A webinar series was organised on the topic “Rejuvenating the quality within” from 7th May 2021 to 11th May 2021. Dr. Mansoor Ali, Principal, MES College, Marampally was the resource person.

