SREE SANKARA VIDYAPEETOM COLLEGE
Valayanchirangara, Perumbavoor

Reaccredited with NAAC 'A' Grade
Affiliated to Mahatma Gandhi University, Kottayam
www.ssvcollege.ac.in | ssvidyapeetom@gmail.com

Minutes of IQAC Meeting and Action Taken Report: 2022 - 2023

IQAC MINUTES 2022-23

Minutes of IQAC Meeting held on 14/06/2022

Venue: IQAC Room Time: 3.30 to 4.30 p.m.

Agenda

1. Confirmation of the minutes

2. Finalisation of Academic calendar

3. Academic Review and Result Analysis

4. Academic and administrative audit

5 Annual Report Preparation

6. Barclays Life Skills Training Programme by IQAC and Career and Placement Cell in association with Global Talent Track Foundation on 29th and 30th June 2022.

7. FDP on Investor Awareness Programme

Members Present

1. Dr. Sheena Kaimal N (Principal)

2. Dr. Anoop V

3. Mr. Anup Jain

4. Mr. Lijo Johny

5. Dr. Sreekala S Sharma

6. Dr. Manusankar C

7. Dr. Suchitra A

8. Dr. Poornima R

9. Dr. Resmi R(Coordinator)

IQAC Co-ordinator welcomed the principal and members

Discussion and Resolutions taken.

- Agenda 1: Confirmation of Minutes

  The minutes of the meeting held on 29.02.2022 is read out by the IQAC Coordinator, confirmed and recorded. She also presented the ATR based on the decisions taken in the previous meeting.

- Agenda 2: Academic Calendar 2022-23-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.

- Agenda 3: It is decided to conduct Barclays Life Skills Training Programme by IQAC and Career and Placement Cell in association with Global Talent Track Foundation on 29th and 30th June 2022

- Agenda 4: An Academic review and result analysis was conducted to discuss the possibilities of the academic performance of the students. Dr. Remya K.R. was given charge to make an analysis of the result of 2019-22 batch. It was decided to render more assistance to the students to facilitate the online learning.

- Agenda 5: It was resolved that the Academic and Administrative Audit Committee of the College should complete the Audit process for the year 2021-22 by June 30.

- Agenda 6: The charge of preparation of the Annual report for the year 2021-22 was given to Dr. Sreebha A.B. It is decided to form a team consisting of Dr. Geetha AN and Bincy Baby

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. The IQAC coordinator proposed vote of thanks.

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Action taken report of IQAC Meeting held on 14/06/2022

- The college council approved the Academic Calendar presented by the IQAC Coordinator.

- A detailed result analysis of the 2018-2021 batch was conducted and submitted by Dr.Remya K.R and team. A meeting of the HOD's with Principal and IQAC coordinator was organised to discuss the result and the measures to improve the performance.

- It is decided to conduct a life skill training programme in association with. Global Talent Track Foundation on 29th and 30th June 2022

- An academic review and result analysis was conducted to discuss the possibilities of the academic performance of the students. Dr. Remya KR. was given charge to make an analysis of the result of 2018-21 batch.

- It was resolved that the Academic and Administrative Audit Committee of the college should complete the Audit process for the year 2020-21 by July 20th 2021.
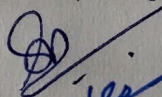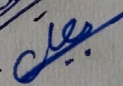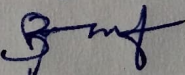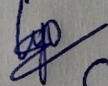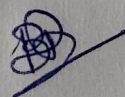
Minutes of IQAC Meeting held on 28.07.2022

Venue: IQAC Room Time: 9.30am

Agenda

1. Confirmation of the meeting held on 14.06.2022 and Action Taken Report

2. Website Management

3. Two Day Legal Aid Outreach Programme - Village Halt and Public Hearing at Airapuram Village jointly organized by Cochin University Legal Aid Clinic of School of Legal Studies, CUSAT and IQAC, NSS and UBA, Sree Sankara Vidyapeetom College on 28th and 29th August 2022

4. Five-day National Faculty Development programme on Research   Methodology

5. Score calculation of seven criteria as a part of NAAC Accreditation

6. Conducting webinars and workshops.

7. Any Other Matter with the Permission of the Chair

Members Present

1. Dr. Sheena Kaimal N.(Principal)

2. Dr. Suchitra A

3. Dr. Manusankar C.

4. Mr. Anoop Jain

5. Mr. Lijo Johny

6. Dr. Sreekala S. Sharma

7. Dr. Resmi R (Co-ordinator)

IQAC Co-ordinator welcomed the principal and members

Discussion and Resolutions taken.

1. Agenda 1 Confirmation of the minutes and ATR of the last meeting was done. The minutes of the meeting held on 14.06.2022 was read out by the IQAC Coordinator. He also presented the ATR based on the decisions taken in the previous meeting.

2. Agenda 2 The Department of Computer Science has taken the initiative for giving a new look to the website of the college.

3. Agenda3. A committee for Two Day Legal Aid Outreach Programme was constituted

4. Agenda 4 IQAC decided to conduct a rough score calculation regarding NAAC Accreditation

5. Agenda 5. IQAC decided to propose all departments to organise webinars and workshops in their concerned areas.

Action Taken Report on IQAC Meeting held on 28.07. 2022

☐ The Department of Computer Science has taken the initiative for giving a new 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.

It is decided to conduct Two Day Legal Aid Outreach Programme - Village Halt and Public Hearing at Airapuram Village jointly organized by Cochin University Legal Aid Clinic of School of Legal Studies, CUSAT and IQAC, NSS and UBA, Sree Sankara Vidyapeetom College on 28th and 29th August 2022

IQAC chairperson Dr. Sheena Kaimal N raised an opinion to conduct a motivational talk to staff members and it is finalised.
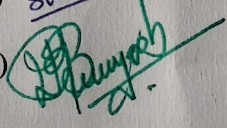
Minutes of IQAC Meeting held on 27.10.2022
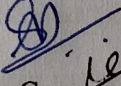
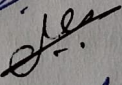Venue: IQAC Room Time: 3.30 to 4.30 p.m.

Agenda

1. Confirmation of the meeting held on 28.07.2022 and Action Taken Report

2. Add on course- implementation, finalisation of syllabus

3. One Day National Seminar

4. International webinar with ISDC& MOU signing

5. Deeksharambh 2022-23: An induction Programme for the first year UG Students in association with PTA in the month of October

6.One Day Administrative Training Programme on Public Finance Management System on 29-10-2022 in association with IQAC St. Peter's College Kolenchery with the support of PFMS- State Directorate of Kerala.

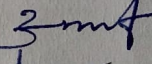7. Any Other Matter with the Permission of the Chair
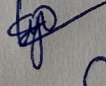
Members Present

1. Dr. Sheena Kaimal N (Principal)
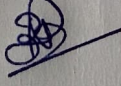
2. Sri. Brigesh Pattassery(Manager)

3 Dr. Suchitra A

4. Dr. Manusankar C.

5 Mr. Anoop Jain

6. Mr. Lijo Johny

7. Dr. Sreekala S Sharma

8. Dr. Resmi R(Coordinator)

IQAC Co-ordinator welcomed the principal and members

Discussion and Resolutions taken.

1. Agenda 1 Confirmation of the minutes and ATR of the last meeting was done. The minutes of the meeting held on 28.07.2022 was read out by the IQAC Coordinator. She also presented the ATR based on the decisions taken in the previous meeting.

2. Agenda 2 It is decided to start Add on course in departments

3. Agenda 3 It is decided to conduct One Day National Seminar on Consumer as an Employer: An Interpretive Approach to Gandhian Economics and Signing of MOU with Prabodha Trust, Kochi on 29th August 2022.

4. Agenda 4 It is decided to conduct a student induction programme for welcoming the first years.

5. Agenda 4 It is decided to start add on course in the academic year 2022-23.

6. Agenda 5 To conduct an International webinar in association with ISDC and signing of MOU.

Action Taken Report on IQAC Meeting held on 27.10.2022

1.Confirmation of the minutes and ATR of the last meeting was done. The minutes of the meeting held on 05.06.2021 was read out by the IQAC Coordinator. She also presented the ATR based on the decisions taken in the previous meeting.

2. It is decided to start add on courses in the financial year 2022-23

3. It is decided to conduct One Day National Seminar on Consumer as an Employer: An Interpretive Approach to Gandhian Economics and Signing of MOU with Prabodha Trust, Kochi on 29th August 2022.

4. It is decided to conduct a student induction programme for welcoming the first years – Deeksharambh 2022-23.

5. It is decided to conduct an International webinar in association with ISDC and decided to sign MoU with ISDC.

Minutes of IQAC meeting held on 17.11.2022

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

Venue: Principal Chamber Date: 17.11 2022

Time 12.00 p.m.

Agenda:

1. Matters related to NAAC re-accreditation
2. Review of the activities of IQAC
3. Need for external support

Minutes of the meeting

1. Agenda 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 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.

2. Agenda 2 Tentative deadline for AQAR

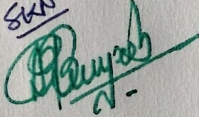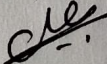   The deadlines for NAAC related activities were discussed: -
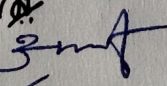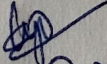
- Previous AQAR review and conclusion: 01.12.2022
- Completion of AQAR for 2019-20: 17.12.2021
- Finalisation of AQAR for 2019-20: 30.12.2021

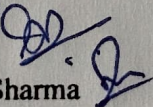3. Agenda Need for external support

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.

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.

Attendance

1. Dr. Sheena Kaimal N (Principal)
2. Sri. Brigesh Pattassery (Manager)
3. Dr. Manusankar C
4. Dr. Anoop V.
5. Anup Jain M.J.
6. Lijo Johny
7. Dr. Suchitra A.
8. Dr. Sreekala S Sharma
9. Dr. Resmi R (Coordinator)
10. Dr. Poornima R

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Action Taken Report on the IQAC Meeting held on 17.11.2022.

- IQAC ensured that special care is given in not causing a negative feeling among the staff regarding the same.

- IQAC members provided support to all committees as and when required, keeping the present routine work at its most efficient manner.

- Criteria-wise NAAC meetings were organised and necessary steps to improve the score was taken

- 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.
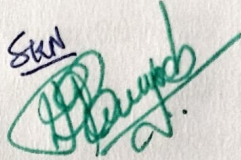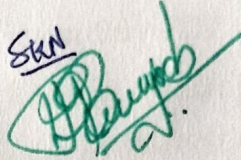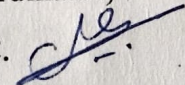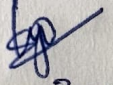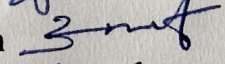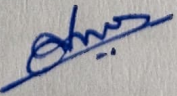
Minutes of IQAC meeting held on 05.01.2023

Agenda

1. Confirmation of Minutes
2. Discussion of changing ERP from Linways to Embase
3. Submission of data in ARIAA Portal.
4. Discussion regarding activities of various clubs, cells etc.
5. Seven Day FDP on Qualitative Techniques in Social Science Research organized by IQAC & Social Science Departments of SSV College and Academic and Research Wing of DHISHA in association with DCDC, Mahatma Gandhi University, Kottayam from 5th to 11th January 2023.

Members Present

1. Dr. Sheena Kaimal N (Principal)
2. Sri. Brigesh Pattassery (Manager)
3. Dr. Resmi R (Coordinator)
4. Dr. Manusankar C.
5. Dr. Anoop V.
6. Mr. Lijo Johny
7. Mr. Anoop Jain
8. Dr. Suchitra A.
9. Dr. Poornima R
10. Dr. Sreekala S Sharma
11. Dr. K M Sudhakaran
12. Ms. Ambili M S

IQAC Co-ordinator welcomed the Principal, Manager and Members

Discussion and Resolutions

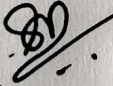- Agenda 1: Confirmation of Minutes

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

- Agenda 2

- 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 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.

- Agenda 5   It is decided to conduct Seven Day FDP on Qualitative Techniques in Social Science Research organized by IQAC & Social Science Departments of SSV College and Academic and Research Wing of DHISHA in association with DCDC, Mahatma Gandhi University, Kottayam from 5th to 11th January 2023

Action Taken Report on the IQAC Meeting held on 05.01.2023
- The minutes of the meeting held on is read out by the IQAC Co-ordinator, confirmed and recorded. She also presented the ATR based on the decisions taken in the previous meeting.
- The need of an ERP discussed earlier and proper training needs are also discussed. Changing the ERP platform from Linways to Embase is also discussed.
- Dr. Suchitra A. was given the charge of entering the data in ARIAA portal.
- It is decided to monitor the work of clubs and statutory cells

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Minutes of the online meeting of the IQAC held on 27.02.2023

Venue: Principal Chamber

Date: 27.02 2023 Time 12.00 p.m.

Agenda:

Matters related to NAAC re-accreditation

1. Review of the activities of IQAC
2. NAAC Accreditation and Steering committee constitution

3., Mega Job Fair in association with G Tech Computer Education, Perumbavoor on 25th March 2023

4. Finalising qualitative and quantitative metrics

5. Continuing the external support

6. Others

Minutes of the meeting

1. Agenda 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 functioning effectively. One of the criteria needs to function better, and discussions were made on how to bring that into track.

2. Agenda 2   IQAC would like to propose the need of constituting a steering committee, 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.

3. Agenda 3   It is decided to conduct Mega Job Fair in association with G Tech Computer Education, Perumbavoor on 25th March 2023

4. Agenda 4 The meeting repeatedly stressed on the need of finalising the criteria works and the dire need to conduct an academic audit. The importance of completing
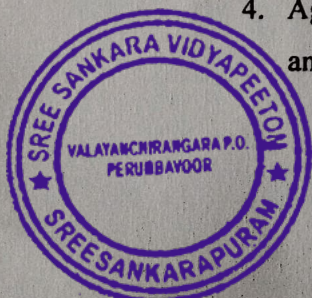
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quantitative metrics and qualitative analysis to obtain a great score was emphasised. The need for prioritising and assigning tasks among the IQAC members, so as to promote the productivity of every criterion was discussed.

5. **Agenda 5   Continuing the external support**

The need of continuing 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.

Decisions and resolutions taken.

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 the teamwork in the best possible manner.

Attendance

1. Dr. Sheena Kaimal N
2. Sri Brigesh Pattassery (Manager)
3. Dr. Resmi R (IQAC Coordinator)
4. Dr. Anoop V.
5. Anup Jain M.J.
6. Lijo Johny
7. Dr. Suchitra A.

8. Dr Manusankar C
9. Dr. Poornima R
10. Dr. Sreekala S Sharma
11 Mrs Ambily M.S

Action Taken Report on the IQAC Meeting held on 27.02 2023.

- IQAC ensured that special care is given in not causing a negative feeling among the staff regarding the accreditation.
- IQAC members provided support to all committees as and when required, keeping the present routine work at its most efficient manner.
- Criteria-wise NAAC meetings were organised and necessary steps to complete the quantitative matrices for SSR was taken
- 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. It is recommending to improve