



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: 2021 - 2022



SREE SANKARA VIDYAPEETOM COLLEGE

SREESANKARAPURAM, VALAYANCHIRANGARA P.O., PERUMBAVOOR, KERALA, PIN : 683 556

(Affiliated to Mahatma Gandhi University) Accredited by NAAC with 'A' grade

Phone : Office : 0484-2657038, Principal : 0484-2656938 (Fax)

E-mail : ssvidyapeetom@gmail.com

Web : www.ssvcollege.ac.in

Ref :

Date: 31-03-22

Minutes of IQAC Meeting held on 04/06/2021

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

Agenda

1. Confirmation of the minutes
2. Finalising the Academic Calendar for 2021-2022
3. FDP on NAAC revised framework
4. Academic Review and Result Analysis
5. Academic and administrative audit
6. Annual Report Preparation

Members Present

1. Dr. Padma P.(Principal)
- 2.. Prof.S.K Krishnan(Manager)
3. Mr. Anoop Jain
4. Mr. Lijo Johny
5. Ms. Sreelekshmi A R
6. Dr. Manusankar C
- 7.Dr. Suchitra A

IQAC Co-ordinator welcomed the principal and members

Discussion and Resolutions taken.

- Agenda 1: Confirmation of Minutes

The minutes of the meeting held on 29.03.2021 is read out by the IQAC Coordinator, confirmed and recorded. He also presented the ATR based on the decisions taken in the previous meeting.

- Agenda 2: Academic Calendar 2021-2022.



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 an FDP on NAAC revised framework.

Agenda 4: 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 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 2020-21 by July 15 th 2021.

Agenda 6: The charge of preparation of the annual report for the year 2020-21 was given 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 2021.

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.

Action taken report of IQAC Meeting held on 04/06/2021

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

2 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.

4. It is decided to conduct an FDP on NAAC revised framework.

5. 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.



6. 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 12.08 2021

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

Agenda

1. Confirmation of the meeting held on 04.06.2021 and Action Taken Report
2. Website Management
3. International webinar on Intellectual Property Rights in association with Interuniversity centre for IPR studies, CUSAT Kerala and Titus II Teachers College Thiruvalla.
4. Five day National Faculty Development programme on Research Methodology
6. Any Other Matter with the Permission of the Chair

Members Present

1. Dr. Padma P.(Principal)

2. Dr. Suchitra A

3. Dr. Manusankar C.

4. Mr. Anoop Jain

5. Mr. Lijo Johny

6. Ms. Sreelekshmi A R

IQAC Co-ordinator welcomed the principal and members

Discussion and Resolutions taken.

Agenda 1 Confirmation of the minutes and ATR of the last meeting was done. The minutes of the meeting held on 04.06.2021 was read out by the IQAC Coordinator. He also presented the ATR based on the decisions taken in the previous meeting.

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



Agenda3. A committee for the proposed FDP on NAAC Revised framework and international webinar on intellectual property rights was constituted

Agenda 4 IQAC decided to conduct FDP on Research methodology

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 12.08. 2021

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 organise National Level FDP on research methodology and International webinar on IPR has been organised in the coming months

IQAC chairperson Dr. Padma P raised an opinion to conduct a motivational talk to staff members and it is finalised.










Minutes of IQAC Meeting held on 02.09.2021

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

Agenda

1. Confirmation of the meeting held on 12.08.2021 and Action Taken Report
2. Online motivational talk
3. Student Induction Programme for first years - Deeksharambh
4. One-day workshop on Introduction to Outcome based education
5. International webinar on climate change & MOU signing
Soft skill development programme for faculty
7. Any Other Matter with the Permission of the Chair

Members Present

1. Dr. Padma P.(Principal) 
2. Prof.S.K Krishnan(Manager) 
- 3 Dr. Suchitra A 
4. Dr. Manusankar C. 
- 5 Mr. Anoop Jain 
6. Mr. Lijo Johny 
7. Ms. Anusree P A
8. Dr.Resmi R(Coordinator) 



IQAC Co-ordinator welcomed the principal and members

Discussion and Resolutions taken.

Agenda 1 Confirmation of the minutes and ATR of the last meeting was done. The minutes of the meeting held on 12.08.2021 was read out by the IQAC Coordinator. She also presented the ATR based on the decisions taken in the previous meeting.

Agenda 2 It is decided to conduct Online motivational talk on Flying the wheels of hope in association with Department of Physical Education in the month of October.

Agenda 3 It is decided to conduct a student induction programme for welcoming the first years.

Agenda 4 To conduct a workshop on Introduction to Outcome based education in the month of November.

Agenda 5 To conduct an International webinar on climate change.

Action Taken Report on IQAC Meeting held on 02.09. 2021

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 conduct Online motivational talk on Flying the wheels of hope in association with Department of Physical Education on 02-10-2021.

3. It is decided to conduct a student induction programme for welcoming the first years –Deeksharambh from 07-10-2021-13-10-2021

4. As per the request of the faculties it is decided to conduct a One-day workshop on Introduction to Outcome based education on 18.11.2021.

5. It is decided to conduct an International webinar on climate change and the member Sri.Anup Jain put a proposal of signing an MoU with Terracom UK an international agency for studying climate change on 27-11-2021.



Minutes of IQAC meeting held on 12.12.2021

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

Platform: Google Meet

Date: 12.12 2021

Time 12.00 p.m.

Agenda:

Matters related to NAAC re-accreditation

Review of the activities of IQAC

Tentative deadline for AQAR

Need for external support

Minutes of the meeting

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.



Agenda 2 Tentative deadline for AQAR

The deadlines for NAAC related activities were discussed: -

- Previous AQAR review and conclusion: 01.12.2021
- Completion of AQAR for 2019-20: 17.12.2021
- Finalisation of AQAR for 2019-20: 30.12.2021

Agenda 3 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.

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.





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

Criteria-wise NAAC score is to be analysed and necessary steps to improve the score is to be taken care of.

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.

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

Dr. Manusankar C 
Dr. Anoop V. 
Anup Jain M.J. 
LijoJohny 



Dr. Suchitra A.

Dr. Sreekala S Sharma

Dr. Resmi R(Coordinator)

Dr. Poornima R

Action Taken Report on the IQAC Meeting held on 12.12.2021.

- 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 05.01.2022

Agenda

Confirmation of Minutes

Discussion of an ERP Linways

Submission of data in ARIAA Portal.

Discussion regarding activities of various clubs, cells etc.

5. One week online Faculty Development programme on Perspectives of outcome based education in association STRIDE M.G. University

6. Soft skill and personality development workshop



7. Administrative training programme on PFMS

Members Present

Dr. Padma P.

Dr. Resmi R(Coordinator)

Dr. Manusankar C.

Dr. Anoop V.

Mr. LijoJohny

Mr. Anoop Jain

Dr. Suchitra A.

Dr. Poornima R

Dr. Sreekala S Sharma

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. She also presented the ATR based on the decisions taken in the previous meeting.

- Agenda 2

The need of an ERP discussed earlier and proper training needs are also discussed. Linways Pvt, Ltd is the proposed ERP

- 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 one week online Faculty Development programme on Perspectives of outcome based education in association STRIDE M.G. University

Agenda 6 Soft skill and personality development workshop is also decided to conduct with Barclay life skill

- Agenda 7

To finalise administrative training programme on PFMS in association with IQAC St. Peter's College Kolenchery.

Action Taken Report on the IQAC Meeting held on 05.01.2021

- 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. Linways Pvt. Ltd is the proposed ERP.
- Dr. Suchitra A. was given the charge of entering the data in ARIAA portal.
- Soft skill and personality development workshop is also decided to conduct with Barclay life skill.
- It is decided to conduct one week online Faculty Development programme on Perspectives of outcome based education in association STRIDE M.G. University form 03-02-2022 -09-02-2022.
- Administrative training programme on PFMS in association with IQAC St. Peter's College Kolenchery is also finalised and decided to conduct on



Minutes of the online meeting of the IQAC held on 29-02-2022

Agenda:

Matters related to NAAC re-accreditation

Review of the activities of IQAC

Emphasised the need to analyse NAAC score

Need for external support

Others

Minutes of the meeting

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 27.10.2021, 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.

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.

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.

Decisions and resolutions taken.

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.

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

Criteria-wise NAAC score is to be analysed and necessary steps to improve the score is to be taken care of.

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.

An external expert should be consulted for assistance, in order to enhance and mobilise the effectiveness of the teamwork in the best possible manner.

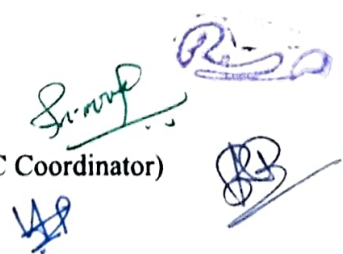
Attendance

Dr. Padma P

Prof. S.K Krishnan

Dr. Resmi R (IQAC Coordinator)

Dr. Anoop V.





Anup Jain M.J.

Lijo Johny

Dr. Suchitra A.

Dr Manusankar C

Dr. Poornima R

Dr. Sreekala S Sharma

Action Taken Report on the IQAC Meeting held on 29.02.2021.

- 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.

