



# SREE SANKARA VIDYAPEETOM COLLEGE

## Valayanchirangara, Perumbavoor

Reaccredited with NAAC 'A' Grade  
Affiliated to Mahatma Gandhi University, Kottayam  
[www.ssvcollege.ac.in](http://www.ssvcollege.ac.in) | [ssvidyapeetom@gmail.com](mailto:ssvidyapeetom@gmail.com)

### Minutes of IQAC Meeting and Action Taken Report: 2019 - 2018

**Minutes of the meeting of the Internal Quality Assurance Cell, held at IQAC office, Sree Sankara Vidyapeetom College, Valayanchirangara, Perumbavoor on 4 June 2018 at 11.00 am**

**Agenda:**

1. AQAR submission of 2017-18.
2. Finalising the action plan and academic calendar for the year 2018-19.
3. NAAC quantitative and qualitative measures discussion.
4. Revision of the existing feedback system

**Minutes of the meeting**

**1. AQAR submission for the year 2017-18**

It was decided to look into the requirements for the submission of AQAR of the year 2017-18. The coordinator informed that a template was prepared to collect the required data from different departments, clubs, forums etc. The deadline for collecting the data is set to 03/09/2018.

**2. Finalising the action plan and academic calendar for the year 2018-19**

The departments and the coordinators of different clubs, forums were to be informed to finalise their action plan for the year 2018-19 and submit to the IQAC before 15<sup>th</sup> June 2018. The academic calendar of the college for the year is to be finalised before 20<sup>th</sup> June 2018.

**3. NAAC quantitative and qualitative measures discussion**

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

**4. Revision of the existing feedback system**





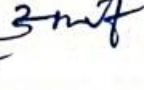




With regards to the existing changes in the new NAAC assessment method, Student Satisfaction Survey which is an important part of the assessment was discussed. A discussion was made on how the institution can make revisions in the existing method.

As an initiative by the IQAC, the coordinator proposed to collect the feedback from teachers on the newly introduced syllabus they teach. This feedback will be compiled and provided to the University by IQAC as a part of improving the curriculum.



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. Dr. Poornima R. 
5. Anup Jain M. J. 
6. Lijo Johny 
7. Suchitra A. 
8. Sreelekshmi A. R. 
9. K.V. Neelakandan 

#### Action Taken Report on IQAC meeting held on 04-06-2018

1. AQAR report submission: The data collection for the AQAR 2017-18 has been completed around 70% as on 01/09/2018. The data from all clubs, committees and forums were received on time.
2. IQAC ensured that all departments, clubs and forums have submitted their action plans. The academic calendar for the year 2018-19 has been finalized and the process of printing has been initiated.
3. A training on NAAC reforms was organised for faculties by the IQAC team.
4. All faculties were directed to make paper presentations in seminars and conference for improving quality in research.
5. Feedback on reformed syllabus from faculties were collected. The compilation work is going on and will be completed by 30-09-2018.



**Minutes of the meeting of the Internal Quality Assurance Cell, held at IQAC office, Sree Sankara Vidyapeetom College, Valayanchirangara, Perumbavoor on 14<sup>th</sup> September 2018 at 3.00 pm**

**Agenda:**

1. To organise seminars and workshops
2. NIRF Application
3. Departmental Meetings
4. Innovation Council Formation

**Minutes of the meeting**

**1. Organising seminars and workshops**

The coordinator introduced several new schemes by various funding agencies and requested the members for conducting at least two events during this academic year. Ms. Suchitra A. was assigned to coordinate these activities.

**2. NIRF Application**

Following the discussion on the necessity of applying for NIRF, Mr. Anup Jain M. J. and Mr. Adarsh K. S. were assigned to carry out the necessary procedures for collecting the required database and processing them.

**3. Departmental Meetings**

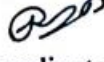








It was decided to hold departmental meetings at the IQAC. The coordinator was given charge to arrange a systematic procedure regarding the same.

**4. Innovation Council Formation**

It was decided to set up an institution innovation cell at the college.

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. Dr. Poornima R. 
4. Anup Jain M. J. 
5. Lijo Johnny 
6. Suchitra A. 
7. Sreelekshmi A. R. 
8. K.V. Neelakandan 
9. Anjana Jayan 



### **Action Taken Report on IQAC meeting held on 14-09-2018**

1. Seminar and workshops were arranged by departments on various themes.
2. Data collection for NIRF was initiated.
3. Meeting of IQAC with the departments was completed for 5 departments, viz., Commerce, Economics, Hindi, English and History.
4. The procedure for starting Institution Innovation council has been initiated. A committee headed by Smt. Suchitra A; Assistant Professor of Commerce has entrusted the responsibility.
5. A training program on Swayam Platform was arranged and Faculty members are urged to undergo courses under SWAYAM.



**Minutes of the meeting of the Internal Quality Assurance Cell, held at IQAC office, Sree Sankara Vidyapeetom College, Valayanchirangara, Perumbavoor on 14<sup>th</sup> December 2018 at 3.00 pm**

**Agenda:**

1. Student Feedback.
2. Student IQAC
3. Workshop on NAAC- revised framework

**Minutes of the meeting**

**1. Student Feedback collection**

Faculty and subject-wise feedback for the odd semester has to be collected before the Christmas vacation. Mr. Sreekumaran Nair M. J and Mr. Rahul Dutt were assigned the duty of collecting the feedback.

**2. Student IQAC**



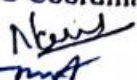
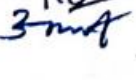




The possibilities of forming a student IQAC was discussed. All departments are to be informed of this in the upcoming council meeting, and to nominate students for establishing a student IQAC.

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

It was decided to conduct a class on the revised framework for NAAC assessment with Prof. Dr. Sudheer as the Resource Person.

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 K.R. 
8. Anjana Jayan 

**Action Taken Report on IQAC meeting held on 14-12-2018**

1. Collected Feedback from 90 % of students, rest of the feedback will be completed before 31-12-2018.
2. Student IQAC has been formed with students from each department.
3. MHRD's IIC has been formed in the college as an initiative of 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> March 2019 at 3.00 pm**

**Agenda:**



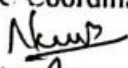
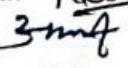




1. Workshop on NAAC- revised framework
2. Action Taken Report.
3. Academic Audit
4. Next year's action Plan.
5. Personal Profile updation.
6. Academic Calendar Preparation

**Minutes of the meeting**

1. **Workshop on NAAC- revised framework**  
Arrangements for the workshop were found satisfactory.
2. **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.
3. **Academic Audit**  
The meeting discussed the need to conduct academic audit.
4. **Next year's action plan.**  
It was decided that the action plans of all departments for the year 2019-20 should be collected and assessed before the commencement of summer holidays.
5. **Personal Profile updation**  
Decided that IQAC would evaluate the updated personal profiles of the faculty.
6. **Academic Calendar Preparation**  
Mr. Lijo Johny was assigned to prepare and submit Academic calendar 2019-20 before April 2019.

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. Steelekshmi A. K. 
8. Anjana Jayan 



**Action Taken Report on IQAC meeting held on 01-03-2019**

1. Departments have prepared and submitted their activity reports and action taken reports to the IQAC
2. The updated profile of the faculties was received on time and verified by the IQAC team.
3. Academic Audit review is being conducted.
4. Organised training programme on NAAC reforms for teaching staff on 15/03/2019.
5. Organised a training programme for Non-Teaching Staff on Service and Payroll on (SPARK) 06/05/2019 to 08/05/2019





**Minutes of the meeting of the Internal Quality Assurance Cell, held at IQAC office, Sree Sankara Vidyapeetom College, Valayanchirangara, Perumbavoor on 15 May 2019 at 10.00 am**

**Agenda:**

1. AQAR Preparation.
2. Academic Audit Review
3. Next year's IQAC action Plan Preparation
4. Academic Calendar Finalisation

**Minutes of the meeting**

**1. AQAR Preparation**

Mr. Lijo Johny and Ms. Sreelekshmi AR are assigned to compile and create AQAR from the action taken report provided by various clubs and departments.

**2. Academic Audit Review**

The meeting reviewed the Academic audit of all the activities of the year 2018-19. Feedbacks were given to the concerned departments, committees, clubs and forums.

**3. IQAC action Plan Preparation for 2019-20**

Based on the review of the academic audit, IQAC prepared the action plan for 2019-20.

**4. Academic Calendar Finalisation**

The meeting finalised the Academic calendar 2019-20 prepared by Mr. Lijo Johny.

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

**Action Taken Report on IQAC meeting held on 15-05-2019**

1. Initiated the compilation of data for AQAR submission.
2. Academic Audit review has been completed and action plan for the academic year 2019-20 has been prepared and approved.
3. Performance appraisal of the staff has been initiated.

