

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 15th June 2018. The academic calendar of the college for the year is to be finalised before 20th 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