

# **SREE SANKARA COLLEGE, KALADY**

## **IQAC Meeting Minutes 2019-20**

### **1. IQAC Department Meeting 2019-20**

The IQAC of Sree Sankara College has convened a meeting on 25<sup>th</sup> July 2019 in the Principal's office at 3 pm. A detailed discussion was held towards initiating the process of development of quality benchmarks for academic and administrative activities of our college. The following issues were brought into consideration which needs immediate action.

1. Updating department details in the website.
2. Appointing a Department IQAC member to update website with all the activities and also to present a bi-monthly report to the IQAC
3. NAAC files to be updated in the department
4. Selecting a website committee member from every department
5. Preparing an Add-on course syllabus proposal (30 hours) from the department such as NET/PSC/Bank/ Civil Service coaching, Tally etc
6. Funding by Management for the conduct of Seminars/Conferences/Workshops etc.
7. Maintenance of Stock Register in the departments. For this purpose all the furniture belonging to the department concerned will be labeled. Interested students may be welcomed for this purpose.

#### **General Matters**

1. Log book to be maintained in the College Library for faculties
2. Visitors' register in the Principal's Room
3. Log book to be maintained in the Seminar Hall to note all the activities and events
4. Library Automation
5. Intercom Restoration
6. Preparation of an academic calendar
7. Network Maintenance and Repair
8. Extension and connection of camera in the Indoor Stadium to Principal's Office

### **2. Minutes of the IQAC Meeting Held on 27/08/2019**

#### **Agenda:**

1. Fixing dates and teams for departmental visits
2. Academic calendar finalizing

#### **Members Present:**

1. Dr. Preethi Nair
2. Sri Prasad S.
3. Dr. Manju T.

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| 3. Website updation                                      | 4. Smt. Gopika G.            |
| 4. SAAC-intimation and discussion                        | 5. Smt. S. Gowri Antherjanam |
| 5. Student IQAC representatives and class representative | 6. Smt. Kairali K. K.        |
| 6. Student Feedback                                      | 7. Dr. Mini K. D.            |
|  | 8. Dr. S. Mohan              |

### **Points Discussed:**

1. A students committee needs to be convened including representatives from each department and representing all genders. After convening a meeting of them, a student IQAC member needs to be selected.
2. Students committee meeting to be convened once in two months
3. Assignments and activities to be given to the students to ensure active participation
4. Student grievances to be addressed effectively to maintain the enthusiasm
5. A log book and time schedule may be maintained for cleaning staff to ensure regularity
6. Format for application to management funded seminar/workshop/other events prepared and will be circulated to all the departments
7. Need to take students, feedback one in every semester
8. COP certification course, an online course supported by the UN may be taken as add-on course
9. Regular staff meeting to be ensured
10. Centralised attendance system to be revamped by semester II. Attendance rules and regulations to be strictly maintained to ensure students' discipline
11. Monitoring attendance using mobile platforms may be considered
12. State Accreditation and Assessment Council (SAAC) is to be mandatory for colleges.
13. Need to apply for NIRF Ranking this academic year
14. The departmental visits need to be finished by 29.08.2019. Points to be discussed were listed out; team and schedule prepared.
15. Academic calendar under process

The meeting ended at 4.15 pm.

### **3. Minutes of the IQAC Meeting Held on 18/09/2019, 3.00 pm**

#### **Agenda:**

1. NIRF Registration
2. Consolidation of Departmental Visits
3. Student's seminar programme
4. UGC – STRIDE
5. Other matters

#### **Members Present:**

1. Dr. Preethi Nair
2. Dr. S. Mohan
3. Dr. Biju Thomas
4. Dr. Mini K. D.
5. Sri. S. Prasad
6. Dr. Manju T.
7. Smt. S. Gowri Antherjanam

**Points Discussed:**

1. All the teams who visited various departments presented the suggestions and requirements collected from the departments
2. IQAC coordinator requested a consolidated report of the requirements from all the teams
3. The requirement of uninterrupted power supply is general and urgent. The matter will be discussed with the management
4. The pattern for labelling furniture was decided as SSC-dept acronym-table/chair/desk/bench-No. (for e.g., SSC-ECO-T-01)
5. NIRF registration is done. The college needs to be ready for 2020 assessment and documentation has to be started for the same
6. UGC has notified application towards STRIDE scheme. The last date is 30<sup>th</sup> September 2019. Members were requested to look into the format and start preparation
7. Management has sanctioned Rs. 5000/- each for conducting intercollegiate PG student Seminar presentation competition for all PG departments
8. The meeting adjourned to the next day

The meeting ended for the day at 4.30 pm.

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**4. Minutes of the IQAC Meeting Held on 19/09/2019, 2.45 pm****Agenda:**

1. Continuation of previous day's meeting
2. Student Committee meeting
3. Stencil design for labelling furniture
4. Other matters

**Members Present:**

1. Dr. Preethi Nair
2. Dr. S. Mohan
3. Dr. Biju Thomas
4. Dr. Mini K. D.
5. Sri. S. Prasad
6. Dr. Manju T.

**Points Discussed:**

1. The presentation of suggestions and requirements from departments continued
2. Committee decided to submit a letter to the management on the following matters:
  - a. Centralization of attendance to be started by beginning of next semester in November 2019
  - b. Maintenance of Server
  - c. A proper server room in consultation with the IT cell

- d. Recruitment of staff with computer awareness to library
- e. A proper bike shed for students
3. The designing of stencil for labelling furniture will be decided after consultation with NCC and NSS
4. IQAC student committee meeting will be held next week.

The meeting ended for the day at 4.15 pm.

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## **5. Minutes of the IQAC Students' Meeting Held on 28/09/2019, 2.00 pm, Seminar Hall**

### **Agenda:**

1. To brief the students about IQAC, its functions and activities
2. To select department IQAC members and student IQAC representatives
3. To collect feedback and suggestions from students

### **Members Present:**

1. Dr. Preethi Nair
2. Dr. S. Mohan
3. Dr. Biju Thomas
4. Dr. Mini K. D.
5. Sri. S. Prasad
6. Dr. Manju T.
7. Smt. Kairali K. K.
8. Smt. Gouri Antherjenam

### **Points Discussed:**

1. Secretary welcomed the gathering
2. Coordinator Dr. Preethi Nair addressed the students and briefed them about IQAC and its functions
3. Students were given feedback/suggestion forms to fill in
4. One student each from all departments were invited to express their suggestions and requirements
5. Students actively participated and put forward their views, suggestions, complaints and requirements
6. Dr. S. Mohan assured immediate address towards their suggestions and feedback and extended vote of thanks. He announced the names of selected IQAC student representatives: Shibin, M. Com First Year and Aliya Nazreen – MA Economics First year

The meeting ended for the day at 4.45 pm.

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## **6. Minutes of the IQAC Meeting Held on 04/10/2019, 2.00 pm, IQAC Room**

**Agenda:**

1. To discuss the matters suggested by students during IQAC students' meeting
2. PG student Seminar
3. Selection committee for the proposals submitted towards management supported dept seminars
4. QIP by IQAC

**Members Present:**

1. Dr. Preethi Nair
2. Dr. Biju Thomas
3. Dr. Mini K. D.
4. Sri. S. Prasad
5. Dr. Manju T.

**Points Discussed:**

1. Management has sanctioned Rs. 5000/- for each PG department to conduct student seminar and Rs. 20,000/- for conducting.
2. Management has also sanctioned Rs. 20,000/- per dept. for a total of 10 departments, to conduct seminars/conferences/other events in the current academic year.
3. 12 departments have already submitted proposals for conducting Seminar.
4. A screening committee has to be constituted for selecting 10 proposals from the submitted ones.
5. The screening should be based on criteria including uniqueness, social relevance, environmental aspects, etc.
6. Public address system will be maintained and extended to Commerce block, S-block and Self-financing block
7. A workshop on PFMS (Public Fund Management System) will be conducted for teaching staff as well as non teaching staff on a working Saturday
8. A QIP for teachers will be conducted on another working Saturday during the beginning of next semester. Resource person has been identified and communications going on. (Prof. Karmalkar, IIT Madras).
9. Staff meeting before end of October to be demanded to the Principal to discuss IQAC suggestions with staff
10. Student feedback system to be implemented
11. The suggestions and complaints raised by students during the IQAC students' meeting was discussed one by one and suggestions for addressing the issues were made as follows:

No.	Issue	Action Plan
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1.	Acute shortage of drinking water in the campus	<p>The committee decided to submit a proposal to management to install water filters at various blocks as follows:</p> <ul style="list-style-type: none"> <li>• T-block – 2</li> <li>• Commerce block – 1</li> <li>• S – block – 1</li> <li>• Self-financing block – 2</li> <li>• Microbiology block – 1</li> </ul> <p>A committee representing teachers as well as students need to be constituted for monitoring the regular maintenance of the water filters.</p>
2.	Lack of proper cleaning of the campus, classrooms and toilets	<ul style="list-style-type: none"> <li>• Issue was discussed with the management. 2 contract cleaning staff each are already appointed at self-financing block and aided block; 2 more will be appointed for aided block.</li> <li>• Log books in general and registers in departments must be maintained for assuring regular and proper cleaning. Dustbins, buckets and waste disposal buckets needs to be purchased.</li> <li>• Students including union members need to be given responsibility to maintain and ensure cleanliness of campus and classrooms.</li> <li>• NGOs like Plan@earth needs to be consulted for plastic waste management.</li> <li>• A clean campus-culture needs to be inculcated in students</li> </ul>
3.	Usage of Blue-tooth speakers in the campus during class-hours	<ul style="list-style-type: none"> <li>• Discipline committee needs to be alerted to confiscate BT speakers and to warn the students</li> <li>• Teachers must take photographs of the students when they are indulged in such in-disciplinary activities</li> </ul>
4.	Cultural programmes for students	<ul style="list-style-type: none"> <li>• Decided to revive cultural programmes during Friday lunch breaks from next semester onwards after discussing with the Principal</li> </ul>
5.	Arrogant behavior of office staff towards students and parents	<ul style="list-style-type: none"> <li>• The issue will be discussed in the council meeting</li> </ul>
6.	Library issues	<ul style="list-style-type: none"> <li>• The issues will be resolved once the new staff is appointed in the library in November</li> <li>• Printer and Xerox machine already available in the library, will request Management for maintaining</li> </ul>
7.	Career guidance, counselling, coaching classes, soft skill development, debate/discussions club	<ul style="list-style-type: none"> <li>• Placement cell will be alerted</li> <li>• Departments will be directed to conduct Orientation classes to the newly inducted students, at the beginning of all programmes.</li> </ul>

8.	Issues regarding opening of indoor stadium, sports facilities	<ul style="list-style-type: none"> <li>• Will be discussed with Physical Education Department</li> <li>• A Maintenance staff needs to appointed before opening indoor stadium to the public</li> <li>• A student consellor is already available at Sarada school and at B. Ed. college</li> </ul>
9.	Attendance	<ul style="list-style-type: none"> <li>• Workshop will be conducted on monitoring students attendance through mobile phone platforms</li> </ul>
10.	Campus Radio	<ul style="list-style-type: none"> <li>• Will be discussed with BVoc Broadcasting and Journalism</li> </ul>
11.	Campus Newsletter	<ul style="list-style-type: none"> <li>• Will be discussed with BVoc Broadcasting and Journalism</li> </ul>
12.	Unauthorised entering of students' vehicles in the campus	<ul style="list-style-type: none"> <li>• Security will be alerted</li> </ul>

The meeting ended for the day at 4.15 pm.

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### **7. Minutes of the IQAC Meeting Held on 03/02/2019, 12.15 pm, IQAC Room**

Meeting with JCI Angamaly

Agenda: Orientation and motivation class for the students.

The IQAC discussed with JCI Angamaly on various prospects of motivation and skill development classes for the students.

### **Minutes of the IQAC Meeting Held on 12/03/2020**

#### **Agenda:**

7. Uploading of AQAR 2018-19
8. FDP proposed in May 2020
9. JCI-proposal: status
10. Teacher's work diary
11. AQAR Data compiling for 2019-20
12. Quality initiatives for 2020-21

#### **Members Present:**

9. Dr. Preethi Nair
10. Dr. Mini K. D.
11. Sri Prasad S.
12. Dr. Manju T.
13. Dr. Biju Thomas
14. Smt. Gopika G.
15. Smt. S. Gowri Antherjanam
16. Smt. Kairali K. K.
17. Dr. S. Mohan

#### **Points Discussed:**

1. AQAR for 2018-19 needs to be uploaded and work has to be accelerated towards it. The last date has been extended to June 15<sup>th</sup> 2020.
  2. AQAR data compilation for the year 2019-20 needs to be started, for which a format is to be prepared which includes all criteria exclusively.
  3. Arrangements for the proposed FDP organized by TLC-IITM and sponsored by KSHEC needs to be started. The proposed schedule is from 18<sup>th</sup> to 22<sup>nd</sup> of May 2020. An application form needs to be prepared which includes date of joining, date of retirement and stage and due date of promotion. A maximum of 20 seats may be reserved for in-house participants.
  4. A new teacher's work diary to be designed.
  5. All management sponsored workshops are finished. The departments must submit the UC and SE at the earliest.
  6. Add-on course of Commerce department for the year 2019-20 is finished.
  7. Best practices to be identified by all departments.
  8. A/c of IQAC office needs to be replaced.
  9. Quality initiatives were proposed for the next academic year (2020-21). The following points were raised:
    - a. A workshop for teachers on Question Paper setting based on Bloom's Taxonomy has to be organized and a proposal for the same may be submitted to NAAC.
    - b. Punching system must be implemented from June 2020.
    - c. Lights and fans in classrooms and labs, and public announcement system to be maintained during vacation
    - d. Assorted trash boxes need to be placed at various points in the campus.
    - e. Green boards and/or white boards need to be installed in needy classrooms. List may be collected from departments.
    - f. Library needs revamping and maintenance.
    - g. Student career guidance and placement drives may be planned in association with JCI Angamaly.
    - h. Paper Recycling: An enquiry needs to be made.
    - i. Plastic Shredder: Viability and possibility to be checked.
    - j. Wheel chairs need to be purchased.
    - k. Maintenance of newly installed water purifier must be ensured and the date of next maintenance needs to be displayed.
    - l. Toilet facility needs urgent attention
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## **8. Minutes of the IQAC Meeting Held over Skype on 01/04/2020**

### **Agenda:**

1. Status of quality initiatives proposed in the previous meeting
2. Online classes during COVID lockdown
3. Best Practices for 2019-20
4. New format for AQAR data collection
5. Descriptive part of AQAR 2018-19

### **Members Present:**

1. Dr. Preethi Nair
2. Dr. S. Mohan
3. Dr. Mini K. D.
4. Sri Prasad S.
5. Dr. Biju Thomas
6. Dr. Manju T.
7. Smt. Kairali K. K.
8. Smt. Gopika G.

### **Points Discussed:**



1. The status of various quality initiatives for next academic year as proposed in the previous meeting were followed up:
    - a. The proposed FDP in May 2020 appears to be uncertain in the wake of COVID lockdown and the financial crunch which may follow. The dates also need to be re-scheduled based on the convenience of TLC-IITM. But as a Plan B, the proposal can be submitted to NAAC in search of financial support.
    - b. Another proposal can also be submitted to NAAC later on for sponsoring QP setting workshop (Bloom's Taxonomy)
    - c. Installation of punching system may be kept on hold due to COVID uncertainty
    - d. The collection of the number of faulty fans and lights, and expected cost for the maintenance work has to be put on hold until the Onam vacation.
    - e. The viability of installing a paper recycler needs to be enquired with other firms who are doing it. Sri Prasad S, along with Dr. Biju S. will present a proposal by Friday (3<sup>rd</sup> April). The used paper collection from different departments will be coordinated by Bhoomithrasena Club of the college.
    - f. Regarding plastic shredder, Dr. Mini KD and Dr. Biju Thomas has talked with Kalady Grama Panchayat. They have agreed to collect the plastic wastes from the campus regularly, and will start the process, once the lockdown is lifted.
    - g. Setting up of a Toilet complex in the campus: The possibility for receiving CSR funds for the same will be enquired with Cochin Shipyard. The COO has initiated communications for the estimate of the same.
    - h. Discussions can be made with CIAL regarding setting up of solar panel in the campus.
  2. The consolidated AQAR format and modified teacher's diary will be prepared by Sri Prasad S.
  3. The SSR for 2018-19 needs to be ready
  4. Discussions were made on equipping teachers to undertake online classes for students during COVID lockdown. The following points were discussed:
    - a. Online platforms such as google classrooms, Ed-Modo, MOODLE, etc., may be made familiar to teachers and an online training may be done for the familiarisation.
    - b. In addition, after the re-start of classes, open resources provided by agencies such as, NPTEL, IGNOU, and various educational institutions may be accessed and streamed using the e-learning facility available at the campus (for PG students). The same may be applied to UG students too using the facilities available at the Seminar Hall.
    - c. The "Swayamprabha" Channel of EMRC may also be accessed by students.
  5. From next academic year onwards, a clean campus drive may be initiated in the campus by IQAC
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## 9. Minutes of the IQAC Meeting Held over Skype on 10/04/2020 11:00 am

### Agenda:

1. Status of Tasks assigned during previous meeting
2. Alumni registration form and blood donor's registry in the website
3. Teacher's work diary
4. Up-dation and Upgradation of college website

### Members Present:

1. Dr. Preethi Nair
2. Dr. S. Mohan
3. Dr. Mini K. D.
4. Sri Prasad S.
5. Dr. Biju Thomas
6. Dr. Manju T.
7. Smt. Gopika G.

5. Activities for next academic year

8. Smt. Gowri Antherjanam

**Points Discussed:**

Sl. No.	Discussion points	Details	Responsibility
1.	Submission of FDP proposal to NAAC	To be done	Dr. Manju T.
3.	Paper Recycler	A budget will be prepared in consultation with providers (Tara Machines & Tech Services Pvt Ltd, New Delhi) and the same will be submitted to the management for financial support	Sri. S. Prasad
	Plastic Shredder	Kalady Grama Panchayat has agreed to do monthly collection of plastic wastes from the campus on payment basis. Bhoomitrasena Club will coordinate the plastic segregation.	Dr. Mini K. D.
4.	CSR funds for Toilet Complex	An estimate will be prepared by Management after the lockdown period before approaching Cochin Shipyard. Nevertheless, the feasibility is uncertain, in the wake of imminent economic crisis.	Dr. Preethi Nair
5.	Consultation with CIAL on solar panel implementation in the campus	To be done	Dr. Preethi Nair
6.	Consolidated AQAR format	All individual criterion formats prepared by criterion heads should be sent to Sri. Prasad S., for the consolidation.	All Criterion heads
7.	Teacher's Work Diary	Different formats to be included in the design were discussed. A draft will be ready soon.	Sri. S. Prasad
8.	Tutorial/remedial/mentoring/Bridge course	Definitions will be fixed after learning NAAC directives	Dr. Manju T.
9.	Pending jobs for AQAR 2018-19 submission	All descriptive parts in various criteria to be finished. (for e.g., criterion 1 and 7)	Smt. Kairali, Dr. Mini K. D.
10.	Website Up-dation and Upgradation	<ul style="list-style-type: none"> <li>• IQAC department representatives to be alerted for updating departmental pages in the college website.</li> <li>• The pages which were missing from the website due to technical errors are now retrieved.</li> <li>• Details of departmental activities (announcement, brochure, brief report and very relevant 2-3 photos) should be intimated to the website administrator (Sri. Prasad S.) promptly</li> </ul>	Sri Prasad S.

		<ul style="list-style-type: none"> <li>Registration to events hosted/organized by the college may be done through google pages linked in the college website</li> </ul>	
11.	Alumni Registration	<p>Alumni database to be prepared through the following steps:</p> <ul style="list-style-type: none"> <li>Through individual departments with the help of social media such as WhatsApp</li> <li>Registration forms can be filled in and registration fees can be collected by departments</li> <li>Registration can be done when a batch passes out and this may be started from next academic year onwards</li> <li>The plan may be discussed further in consultation with Alumni Secretary</li> </ul>	Dr. S. Mohan, Smt. Gauri Antherjanam
12.	Blood Donor's Registry	<ul style="list-style-type: none"> <li>A blood Donor's registry must be ready for reference in case of an emergency</li> <li>The registry is to be ensured in the custody of NSS programme officer/NCC ANO</li> <li>The registry can be updated during the annual blood donation camp conducted by NSS/NCC</li> <li>Contact numbers of two students and teacher coordinator may be given in the website</li> </ul>	Dr. S. Mohan
13.	Information on the college in internet	<ul style="list-style-type: none"> <li>Wikipedia has been edited with genuine data. All members must keep a watch on the pages</li> <li>Any matter to be included must be sent to the Admin</li> </ul>	Sri. S. Prasad
14.	Plans for the next academic Year	Refer to the quality initiatives discussed in the meeting of 12.03.2020 and will be further discussed in the next IQAC meeting on 15.04.2020	All members

The meeting ended at 1.00 pm

#### 10. Minutes of the IQAC Meeting Held over Skype on 17/04/2020 11:00 am

<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>Follow up of last meeting discussions</li> <li>Online classes and courses</li> <li>Plans for next academic year</li> </ol> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>Dr. Preethi Nair</li> <li>Dr. S. Mohan</li> </ol>	<ol style="list-style-type: none"> <li>Dr. Mini K. D.</li> <li>Sri Prasad S.</li> <li>Dr. Biju Thomas</li> <li>Dr. Manju T.</li> <li>Smt. Kairali K. K.</li> <li>Smt. Gopika G.</li> <li>Smt. Gauri Antherjanam</li> </ol>
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#### Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	Paper recycler	Request for quote sent via email to Tara Machines & Tech Services Pvt Ltd, New Delhi, but no response. Could be due to lockdown. Decided to wait till lockdown is lifted.	Sri Prasad S.

2.	Work Diary	Design and Printing discussed with National printers Perumbavoor. Budget estimate will be intimated soon	Sri Prasad S.
3.	Website Up-dation	Up-dation going on. Equal opportunity cell write-up awaited. Website needs to be visited and checked by all members from time to time	Dr. Manju T (write-Up)
4.	AQAR consolidated format	All criterion in-charges should send their criterion format to Sri. Prasad S. at the earliest	All members
5.	Online classes by ASAP	ASAP has emailed to all HoDs regarding intimation of pending portions	All HoDs
6.	Library	Since the librarian has retired, arrangements to be taken to appoint a UGC qualified person in the post. Appointing a NET qualified temporary librarian can also be planned until the permanent post is filled.	Dr. Preethi Nair
7.	FDP proposal to NAAC	To be applied soon	Dr. Manju T.
8.	Alumni Registration	Create a WhatsApp group of alumni and communicate with them about the registry preparation	Smt. Gauri, Dr. S. Mohan
<b>PLANS FOR NEXT YEAR</b>			
9.	United Nation's Academic Impact	<ul style="list-style-type: none"> <li>It may be planned to propose a linkage with UN Academic impact by selecting suitable area/s from their defined focus areas, such as capacity building, equal opportunity, gender issues, sustainable development, etc.</li> <li>Nodal officers may be selected after discussing with the Principal.</li> <li>All members may check the details</li> </ul>	All members
10.	Network Facility	Many of the future plans can be effectively implemented only with the support of an uninterrupted network facility in the campus, which has to be brought to the notice of the management	Dr. Preethi Nair Sri. S. Prasad

The meeting ended at 1.00 pm

### 11. Minutes of the IQAC Meeting Held over Skype on 24/04/2020 11:00 am

<b>Agenda:</b> <ol style="list-style-type: none"> <li>Review of last meeting discussions</li> <li>Action taken</li> <li>Discussion on new plans</li> </ol> <b>Members Present:</b> <ol style="list-style-type: none"> <li>Dr. Preethi Nair</li> <li>Dr. S. Mohan</li> </ol>	<ol style="list-style-type: none"> <li>Dr. Mini K. D.</li> <li>Sri Prasad S.</li> <li>Dr. Biju Thomas</li> <li>Dr. Manju T.</li> <li>Smt. Gopika G.</li> <li>Smt. Gauri Antherjanam</li> </ol>
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#### Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	Work Diary	Draft ready. Modifications discussed. The matter has to be intimated to Principal, for discussing in the Council.	Sri Prasad S.

		Estimated cost for 200 copies with hard bind and best quality paper – Rs. 37,000/-	
2.	Report of Equal opportunity Cell in the website	Will be uploaded once the report is complete.	Dr. Manju T. Smt. Rema devi
3.	AQAR consolidated format	All criterion formats received and consolidation will be started soon	Sri. Prasad S.
4.	Online classes by ASAP	All HoDs need to send the list of student volunteers	All HoDs
5.	Skill Based Programmes - UGC	Decision is already taken to apply for M. Voc. Renewable Energy Management. Departments may think of certificate/diploma course of relevance.	All members
6.	Online FDP programs	Possibility to conduct online FDP programmes for staff of the college, to be enquired	Dr. Manju T.
7.	Big Blue Button of IT Mission	The platform needs to be checked for use in designing online classes	Dr. Biju Thomas
8.	Webinar on MOOC/Moodle	A webinar by the members undergoing online courses on these topics, needs to be planned by May first week. Other teachers may also be invited for handling webinars	Dr. S. Mohan, Dr. Preethi Nair, Smt. Gopika G
9.	Webinars on other topics	As part of COVID-lockdown activities of IQAC, webinars on other relevant topics including impact of COVID outbreak on biological, health, economic and commercial aspects.	Dr. S. Mohan, Sri. Prasad S., Smt. Gopika G.
10.	College Activity Report: 2019-20	The drafted report of individual clubs/committees to be sent to the respective coordinators for final check before uploading to the website. The website link of the report maybe posted in the college WhatsApp group.	Dr. Manju T. Sri Prasad S.
PLANS FOR NEXT YEAR			
11.	Website Up-dation	News on placement and career guidance cell may be uploaded on the front page of college website.	Dr. Biju Thomas, Smt. Manjula Krishnan
12.	Library	Matter discussed with COO. He assured the appointment of a guest librarian until permanent appointment is done.	Dr. Preethi Nair
13.	Network	The matter of campus network was also discussed with the COO.	Dr. Preethi Nair
14.	FDP proposal to NAAC	Decided to propose November 2020 as the schedule. An email will be sent to the Member Secretary, KSHEC for a clarity on the financial support.	Dr. Manju T.
15.	Outcome Based Education (OBE) Training	IPR Solutions, Kottayam has approached willing to train teachers to define the Course and programme outcomes of the syllabus and the campus. Decided to discuss with the already registered colleges before giving consent.	D. Preethi Nair

16.	WhatsApp group of staff who are Alumni of the college	Decided to include Non-teaching staff also in the group to discuss the ways to strengthen and enrich the activities of Alumni	Smt. Gauri Antherjanam, Dr. S. Mohan
17.	UN Academic Impact	Decided to discuss with already registered members: Sacred Heart's College, Thevara St. Xavier's College, Aluva	Dr. Preethi Nair Dr. Mini K. D.

The meeting ended at 1.00 pm

## 12. Minutes of the IQAC Meeting Held over Skype on 02/05/2020, 11:00 am

<b>Agenda:</b> 13. Review of last meeting discussions 14. Action taken 15. Extension activities 16. College Prospectus 17. Skill Based Certificate Courses – UGC 18. Webinars 19. Mentor/Tutor/Remedial	<b>Members Present:</b> 1. Dr. Preethi Nair 2. Dr. S. Mohan 3. Sri Prasad S. 4. Dr. Biju Thomas 5. Dr. Manju T. 6. Smt. Kairali K. K. 7. Smt. Gopika G. 8. Smt. Gowri Antherjanam
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### Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	Work Diary	Draft finalised. Estimated price: Rs. 29,000/- for 200 copies. Competing quotes may be invited and management fund can be requested for the same.	Sri Prasad S.
2.	Microsoft Teams	Initial enquiries done on using this platform for online classes. Can be launched using the college domain. Further information will be received soon.	Sri Prasad S.
3.	College Emblem	Matter brought to the notice of Management and Principal. Need to check the status of registration.	Dr. Preethi Nair
4.	Skill Based Certificate Programmes - UGC	Need to suggest to Principal for directing all HoDs to propose certificate courses relevant to their discipline.	Dr. Preethi Nair
5.	Online FDP programs	Talked with TLC-IITM on possibilities for online FDPs. They are ready provided funding agency approves. Contacted Higher Education Council, and they assured an answer after discussions, since this is a first time endeavour.	Dr. Manju T.
6.	FDP on OBE by IPR solutions	Informed Principal. Need to wait until council meeting is done.	Dr. Preethi Nair
7.	Webinar on MOOC/Moodle/ COVID/RAF-NAAC	Webinar schedule will be ready after the teachers finish their FD courses on various disciplines.	Dr. Preethi Nair, Smt. Gopika G., Dr. S. Mohan, Dr. Mini K. D.,
8.	UN Academic Impact	Dr. Mini K. D. contacted CMS College, Kottayam who is a registered member. Students are assured of a	Dr. Mini K. D.

		certificate from UN at the end of their course. Details to be enquired	
9.	College Prospectus	Needs up-dation. Details to be received and design to be finalised.	Smt. Essy Cherian
18.	Website Up-dation	List of departmental website managers to be sent to Sri. Prasad S.	Dr. Manju T.
19.	MOOC proposal to EMRC	Maximum number of proposals to be submitted as it is in high demand in the current situation. Any teacher with minimum 5 years of experience can be a course coordinator.	All teachers
20.	Unnath Bharath Abhiyan (UBA)	Under UBA, college has adopted one village in Kodanad (a colony of 50 families) and a sample survey has been finished by B.Voc students. Now UBA has requested for COVID-related service at the adopted villages. The matter has to be discussed in the Council and further actions to be planned as extension activities of different departments, after retrieving the preliminary survey data.	Dr. Preethi Nair
21.	College Alumni	Alumni registration going on. A meeting to be discussed and planned with Secretary and Staff Coordinator. Registration to the alumni association to be made mandatory for every batch as they pass out. Registration fees, etc. needs to be brought to a consensus.	Smt. Gauri Antherjanam
22.	Mentoring/Tutorial/ Remedial	Definitions not available in NAAC webpages. According to UGC guidelines, in a CBCS programme, one Tutorial is treated equivalent to one lecture for a single credit. It can be problem solving, exercises, etc. Whereas mentoring is done by a tutor with every single student in her/his class, according to their individual requirements. It can be academic or non-academic. Remedial is the additional class/training given to slow learners. A technical definition needs to be made after discussing with IQACs of neighbouring institutions. Afterwards the matter needs to be discussed in the Council.	Dr. Manju T., Dr. Preethi Nair
23.	Add-On courses	External agencies to be contacted to extract information on Add-On courses	Dr. S. Mohan
24.	A letter to Principal to be submitted by IQAC coordinator on the following matters	Academic Diary, College PTA Meeting, college Alumni meeting, UN academic Impact, MOOC and its Coordinator, scheduling of Tutorial, Remedial and Mentoring in all departments, Paper Recycler, Plastic Shredder, PG seminars, Add-On courses, Skill based Certificate Courses	Dr. Preethi Nair
25.	AQAR presentation	Dr. S. Mohan suggested a presentation of last five years AQAR to have an introspection and to plan where we stand in next five years.	Dr. S. Mohan
26.	College activity report of 2019-20	College activity report of 2019-20 is finalized and has to be uploaded in the website	Dr. Manju T.

The meeting ended at 1.00 pm

### 13. Minutes of the IQAC Meeting Held over Skype on 15/05/2020, 11:00 am

<b>Agenda:</b> <ol style="list-style-type: none"> <li>1. Work Diary</li> <li>2. Microsoft Teams</li> <li>3. Website Updation</li> <li>4. Online FDP</li> <li>5. College activity report</li> <li>6. UNAI</li> <li>7. Mentoring/Remedial</li> </ol>	<b>Members Present:</b> <ol style="list-style-type: none"> <li>1. Dr. Preethi Nair</li> <li>2. Dr. S. Mohan</li> <li>3. Dr. Mini K. D.</li> <li>4. Sri Prasad S.</li> <li>5. Dr. Biju Thomas</li> <li>6. Dr. Manju T.</li> <li>7. Smt. Kairali K. K.</li> <li>8. Smt. Gopika G.</li> <li>9. Smt. Gowri Antherjanam</li> </ol>
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#### Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	Work Diary	Rough estimates received for 150 copies. Need to invite quotes including Tax/GST	Sri Prasad S.
2.	Microsoft Teams	Deliberations going on with Neural Networks, Redington Cloud, Chennai. Six month's license will be provided. List of teachers and all students has been supplied to them.	Sri Prasad S.
3.	Website up-dation	In progress. Annual maintenance contract to be renewed and website design to be upgraded. All departments should do a thorough check on their pages in the website.	Sri Prasad S.
4.	Online FDP	Teaching Learning Centre of IIT Madras has agreed to do the proposed FDP on online mode, by end of May. Decided to give national level publicity. Brochure needs to be designed at the earliest. Attendance monitoring has to be flawless.	Dr. Manju T.
5.	College Activity Report	Finalising, will be ready for uploading in the website in one week	Dr. Manju T.
6.	UNAI	Info gathered from other registered colleges: Registration is free of cost. No monetary benefits will be received; can indulge in collaborative activities with other registered colleges on focused points, institution will receive a UNAI logo, Online international courses will be supported. Around 50 colleges who are registered with UNAI has formed a forum in Kerala and are indulged in collaborations.	Dr. Preethi Nair
7.	Tutorial/ Mentoring/Remedial	<p>Definitions gathered after consultation with IQACs of neighbouring colleges:</p> <p>Tutorial: purely academic interactions with students; the tutor addresses both bright and weak students.</p> <p>Mentoring: non-academic/academic interactions with each student in a class by the tutor with documentation with student's signature. Cases which need special attention would be forwarded to a trained counsellor.</p> <p>Remedial: Addressing the weaker students on academic matters</p>	Dr. Preethi Nair



		All the three needs documentation	
8.	Restarting of exams and re-opening of online classes in June	The status regarding the feasibility of all students to attend online classes, need to be surveyed. Arrangements need to be ensured for maintaining precautionary measures during university exams, scheduled to restart from June first week.	IQAC
9.	FDP	A one day FDP may be planned on Bloom's Taxonomy. Experts in the field of Education may be invited.	Dr. Preethi Nair
10.	College Emblem	To get the college emblem registered with Trademark Registry of India, (Office in Chennai and Kochi), 8x8 cm colour photo needs to be sent alongwith fees. The emblem can be used from the date of application, with the mark "TM" (meaning "under process"). If there is no objection within one year, the emblem can be used for another ten years. If objected need to attend hearing. On approval, the emblem can be used with marking "R" with 10 years' validity. The application can be done online or through advocates.	Dr. Preethi Nair
11.	Online Council Meeting	Principal may be urged to hold an online meeting of college council.	Dr. Preethi Nair
12.	Best Practices of departments	Every department can identify their own best practices. As proposed by Sri. Prasad S., a fund can be raised by every department, for providing lunch to needy students. A few departments are already following this practice.	All departments

The meeting ended at 2.00 pm

#### 14. Minutes of the IQAC Meeting with Principal (Skype) on 18/05/2020, 11:30 am

<p><b>Agenda:</b></p> <p>To discuss the conduct of online FDP</p> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Dr. A. Suresh (Principal)</li> <li>2. Dr. Preethi Nair</li> <li>3. Dr. S. Mohan</li> <li>4. Dr. Mini K. D.</li> </ol>	<ol style="list-style-type: none"> <li>5. Sri Prasad S.</li> <li>6. Dr. Biju Thomas</li> <li>7. Dr. Manju T.</li> <li>8. Smt. Kairali K. K.</li> <li>9. Smt. Gopika G.</li> <li>10. Smt. Gowri Antherjanam</li> </ol>
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#### Points Discussed:

1. The dates for FDP fixed as 26<sup>th</sup> to 30<sup>th</sup> of May 2020
2. Session schedule:
  - first session – 10.00 am to 11.30 am
  - Second session – 2.00 pm to 3.30 pm

3. Number of participants: 100; regular and approved teachers from affiliated colleges and universities
4. Primary preference will be given to teachers from Sree Sankara College
5. A google form will be prepared for registration
6. Brochure will be published on 19.05.2020
7. Microsoft Team will be used as the platform
8. No registration fees
9. A trial run on Teams by IQAC with all faculty members will be held soon
10. A trial run on Teams with resource persons will be done on 23. 05.2020
11. Principal offered all support and directed IQAC to arrange everything at the earliest due to time constraints.

The meeting ended at 1.00 pm

### **15. Minutes of the IQAC Meeting (Teams) on 21/05/2020, 11:30 am**

<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. First meeting on Teams</li> <li>2. To discuss the arrangement of online FDP</li> </ol> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Dr. Preethi Nair</li> <li>2. Dr. S. Mohan</li> <li>3. Dr. Mini K. D.</li> </ol>	<ol style="list-style-type: none"> <li>4. Sri Prasad S.</li> <li>5. Dr. Biju Thomas</li> <li>6. Dr. Manju T.</li> <li>7. Smt. Gopika G.</li> <li>8. Smt. Gowri Antherjanam</li> </ol>
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#### **Points Discussed:**

1. All teachers received from IQAC, their ID and password for registering themselves in Microsoft Teams on 20<sup>th</sup> May
2. The google form for registration for FDP was published on 19<sup>th</sup> May with last date as 23.05.2020
3. The response was overwhelming and more than 500 teachers from national as well as regional colleges and universities registered in a single day. The organisers were forced to close responses, in order to restrict further registrations.
4. 80 teachers from Sree Sankara college, 426 teachers from other colleges/universities, including 23 from outside Kerala.
5. The meeting decided to cut short the number of participants to 200, by restricting to regional participants only

6. Further filtering can also be done based on date of joining service, giving priority to teachers whose promotion was due/to be due in the near future.
7. The following duties were assigned to the members:

Sl. No.	Duty	Responsibility
1.	Welcome Address on First Day	IQAC Coordinator: Dr. Preethi Nair
2.	Presidential Address	Principal Dr. Suresh A.
3.	Moderator (including managing of questions and comments session)	Smt. Kairali K. K.
4.	Preparation and managing of feedback form	Smt. Gopika G.
5.	Teams administration, Recording and Attendance downloading	Sri. Prasad S.
6.	Power-point presentation	Smt. Shreeja Narayanan
7.	Every session needs introduction and welcoming the speaker and vote of thanks	Distributed among all members

8. The points to be cleared during the meeting with Redington India Chennai, IQAC members and faculty members to be held at 2.00 pm on same day (21/05/2020) were also discussed.

The meeting ended at 1.00 pm

### **16. Minutes of the IQAC Meeting (Teams) with Redington and faculty members on 21/05/2020, 2.00 pm**

**Agenda:**

Online training on using Teams for classes and conferences

**Members Present:**

Sri. Muthuraman, Smt. Anandalakshmi from Redington, all IQAC Members and 70 teachers of Sree Sankara College

- The meeting started at 2.00 pm.
- Smt. Anandalakshmi handled an online session on how to use the Teams platform for engaging classes and also for conducting the upcoming FDP accommodating 200 participants
- In addition to PC, mobile phones with Android 5.0 and above can also be used for accessing Teams.
- Various features of the platform were discussed and questions from participants were addressed.
- The meeting ended at 4.00 pm

### 17. Minutes of the IQAC Meeting (Teams) on 22/05/2020, 11:30 am

<b>Agenda:</b> To discuss the arrangements of online FDP	
<b>Members Present:</b> 1. Dr. Preethi Nair 2. Dr. S. Mohan 3. Dr. Mini K. D. 4. Sri Prasad S.	5. Dr. Biju Thomas 6. Dr. Manju T. 7. Smt. Kairali K. K. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam

#### Points Discussed:

1. The arrangements for the conduct of online FDP were discussed
2. 251 participants including 80 from Sree Sankara College were shortlisted
3. The short-listed 251 participants were sent a google form to fill in in order to express their confirmation on 22<sup>nd</sup> May. Time limit is 5 pm on 23<sup>rd</sup> May
4. Participants final and confirmed list will be ready by 24<sup>th</sup> May.
5. Three participants from TLC-IIT Madras also wish to participate and need user ID and password
6. All four resource persons, representative from KSHEC and Principal need to have user ID and password for Teams
7. Guidelines for participants are to be prepared by Kairali K K.
8. Feedback forms for each session is to be prepared by Gopika G.
9. A trial run with TLC members will be held on 23<sup>rd</sup> May at 11.00 am

The meeting ended at 1.00 pm

### 18. Minutes of the IQAC Meeting (Teams) on 25/05/2020, 9:30 pm

<b>Agenda:</b> 1. To discuss the final arrangements of online FDP 2. To run Video message from VC	<b>Members Present:</b> 1. Dr. Preethi Nair 2. Dr. S. Mohan 3. Dr. Mini K. D. 4. Sri Prasad S. 5. Dr. Biju Thomas 6. Dr. Manju T. 7. Smt. Kairali K. K. 8. Smt. Gopika G. 9. Smt. Gowri Antherjanam
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#### Points Discussed:

1. The final arrangements for the conduct of online FDP were discussed .
2. Everything is set ready.
3. Video message from honourable Vice Chancellor was played in Teams and checked fine.

4. It was decided to hold a short meeting of IQAC members prior to as well as after every session to do a review.

The meeting ended at 10.30 pm

### 19. Minutes of the IQAC Meeting (Teams) on 07/06/2020, 11:30 am

<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Skill based certificate courses</li> <li>2. Online training on online teaching</li> <li>3. Smart Proposals for 2020-21</li> <li>4. Other matters, if any</li> </ol> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Dr. Preethi Nair</li> <li>2. Dr. S. Mohan</li> </ol>	<ol style="list-style-type: none"> <li>3. Dr. Mini K. D.</li> <li>4. Sri Prasad S.</li> <li>5. Dr. Biju Thomas</li> <li>6. Dr. Manju T.</li> <li>7. Smt. Kairali K. K.</li> <li>8. Smt. Gopika G.</li> <li>9. Smt. Gowri Antherjanam</li> </ol>
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#### Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	Skill based certificate courses	Proposal from Zoology is ready. Proposals from Chemistry, Commerce and Economics will be ready soon.	All departments
2.	Training Teachers on handling Online classes on Teams	A meeting of all teachers with IQAC will be conducted on Thursday, 11.06.2020 at 8.30 pm. Training will be handled by Sri. Prasad S. and Smt. Gopika G. The set of instructions to be given to students will be prepared by Smt. Gowri Antherjanam.	Prasad S., Gopika G.
3.	Access of online classes by students	Funds may be requested from Alumni, CSR funds.	
4.	SMART	Proposals for SMART 2020-21 may be invited from various departments. Priority has to be given to proposals from those departments which were rejected last year. The format has to be modified and made ready.	Gopika G.
5.	Campus Network	Camus network will be ready in all blocks in two weeks. Work is going on, with 14 new access points. Repairing of already existing points is also under progress. S-block will be having new connection. Direct connection from server room will be provided in History block. Maths, Statistics will be wired aerially from Microbiology department. A common access point will be provided in self financing block.	Dr. S. Mohan
6.	Career Guidance Cell	Any possibility for requesting fund for grooming students by experts may be checked.	Dr. Biju Thomas
7.	Work Diary	Fund request for printing work diary may be raised in Council Meeting.	Dr. Preethi Nair
8.	College Handbook	In the new handbook, details of management staff also to be included	Sri S. Prasad

9.	College Website revamping	Three demos have been sent. Renewal of AMC to be urgently done. All members need to have a look at the demos and propose suggestions.	All Members
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The meeting ended at 1.00 pm

## 20. Minutes of the IQAC Meeting (Teams) on 09/06/2020, 8:30 pm

<p><b>Agenda:</b> To discuss the points to be explained during training “Microsoft Teams: Possibilities and Challenges” to be held on 11/06/2020</p> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Dr. Preethi Nair</li> <li>2. Dr. S. Mohan</li> </ol>	<ol style="list-style-type: none"> <li>3. Dr. Mini K. D.</li> <li>4. Sri Prasad S.</li> <li>5. Dr. Biju Thomas</li> <li>6. Dr. Manju T.</li> <li>7. Smt. Kairali K. K.</li> <li>8. Smt. Gopika G.</li> <li>9. Smt. Gowri Antherjanam</li> </ol>
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### Points Discussed:

1. The training session for the teachers of Sree Sankara College, named as “Microsoft Teams: Possibilities and Challenges”, will be held on 11.06.2020
2. IQAC Coordinator Dr. Preethi Nair will welcome the gathering.
3. Sri. Prasad and Smt. Gopika will handle the session
4. Teachers can interact with the trainers. The doubts and difficulties will be discussed and cleared.
5. Gowri Antherjanam will read out the guidelines to be followed during online classes by the students
6. Dr. Manju will propose the vote of Thanks.

The meeting ended at 9.30 pm

## 21. Minutes of the IQAC Meeting (Teams) on 11/06/2020, 8:30 pm

<p><b>Agenda:</b> To discuss the points to be explained during training “Microsoft Teams: Possibilities and Challenges” to be held on 11/06/2020</p> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Dr. Preethi Nair</li> <li>2. Dr. S. Mohan</li> </ol>	<ol style="list-style-type: none"> <li>9. Dr. Mini K. D.</li> <li>10. Sri Prasad S.</li> <li>11. Dr. Biju Thomas</li> <li>12. Dr. Manju T.</li> <li>13. Smt. Kairali K. K.</li> <li>14. Smt. Gopika G.</li> <li>15. Smt. Gowri Antherjanam</li> </ol>
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### Points Discussed:

1. The training session for the teachers of Sree Sankara College, “Microsoft Teams: Possibilities and Challenges”, was a grand success.
2. IQAC Coordinator Dr. Preethi Nair welcomed the gathering.

3. Sri. Prasad presented a general idea on forming teams, taking classes, giving out assignments and notes and also how to download attendance. He also explained various features available in the platform which can be made use of for making teaching and learning online effortless.
4. About 60 teachers participated actively and cleared their doubts also.
5. Teachers interacted with the trainers and cleared their doubts and difficulties.
6. The guidelines to be followed during online classes by the students was read out by Sri. Prasad S.
7. Dr. Manju proposed the vote of Thanks.
8. All the teachers commented that the programme was highly beneficial.

The meeting ended at 9.30 pm

## 22. Minutes of the IQAC Meeting (Teams) on 15/06/2020, 8:30 pm

<b>Agenda:</b> 1. Website revamping 2. Student's Handbook 3. Teacher's work diary <b>Members Present:</b> 1. Dr. Preethi Nair 2. Dr. S. Mohan	3. Dr. Mini K. D. 4. Sri Prasad S. 5. Dr. Biju Thomas 6. Dr. Manju T. 7. Smt. Gopika G. 8. Smt. Gowri Antherjanam 9. Dr. Harikrishna Sharma K. N.
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### Points Discussed:

Sl. No.	Discussion points	Details	Responsibility
1.	Website Revamping	The revamping has to be started immediately. The three demos were discussed and various suggestions to improve the professional appearance of the current website were put forward. It was decided to discuss with the provider and suggest layout and design, after collecting ideas from members.	Sri. Prasad S. Dr. Harikrishna Sharma
2.	Renewal of AMC	Its high time that the Annual Maintenance Contract with our website provider be renewed. The matter has to be urgently addressed.	Dr. Preethi Nair
3.	Renewal of AMC of Office Automation	Renewal of AMC of Office Automation also to be brought to the attention of management urgently.	Dr. Preethi Nair
4.	Handbook	New handbooks maybe printed keeping the same layout this year too. Details of management staff also to be included	Sri. Prasad S.
5.	Work Diary	The layout and design have been already discussed with the Principal. The financial constraints to fund the printing of work diaries will be addressed by the end of June. In the meantime, possibility for e-work diary will also be sought.	Dr. Preethi Nair
6.	FDP certificate	As per directions from KSHEC, we need to submit all 178 certificates completely filled in with details of participants and signature of Principal and IQAC coordinator. The filling of details will be done using mail	Sri. S. Prasad Dr. Manju T.

	merging. The possibility to get a template with signature from KSHEC will also be looked into.	
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The meeting ended at 9.45 pm

### 23. Minutes of the IQAC Meeting with Principal (Skype) on 18/05/2020, 11:30 am

<p><b>Agenda:</b></p> <p>To discuss the conduct of online FDP</p> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Dr. A. Suresh (Principal)</li> <li>2. Dr. Preethi Nair</li> <li>3. Dr. S. Mohan</li> <li>4. Dr. Mini K. D.</li> </ol>	<ol style="list-style-type: none"> <li>5. Sri Prasad S.</li> <li>6. Dr. Biju Thomas</li> <li>7. Dr. Manju T.</li> <li>8. Smt. Kairali K. K.</li> <li>9. Smt. Gopika G.</li> <li>10. Smt. Gowri Antherjanam</li> </ol>
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#### Points Discussed:

1. The dates for FDP fixed as 26<sup>th</sup> to 30<sup>th</sup> of May 2020
2. Session schedule:
  - first session – 10.00 am to 11.30 am
  - a. Second session – 2.00 pm to 3.30 pm
3. Number of participants: 100; regular and approved teachers from affiliated colleges and universities
4. Primary preference will be given to teachers from Sree Sankara College
5. A google form will be prepared for registration
6. Brochure will be published on 19.05.2020
7. Microsoft Team will be used as the platform
8. No registration fees
9. A trial run on Teams by IQAC with all faculty members will be held soon
10. A trial run on Teams with resource persons will be done on 23. 05.2020
11. Principal offered all support and directed IQAC to arrange everything at the earliest due to time constraints.

The meeting ended at 1.00 pm

### 24. Minutes of the IQAC Meeting (Teams) on 21/05/2020, 11:30 am

<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. First meeting on Teams</li> <li>2. To discuss the arrangement of online FDP</li> </ol> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Dr. Preethi Nair</li> <li>2. Dr. S. Mohan</li> <li>3. Dr. Mini K. D.</li> </ol>	<ol style="list-style-type: none"> <li>4. Sri Prasad S.</li> <li>5. Dr. Biju Thomas</li> <li>6. Dr. Manju T.</li> <li>7. Smt. Gopika G.</li> <li>8. Smt. Gowri Antherjanam</li> </ol>
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**Points Discussed:**

1. All teachers received from IQAC, their ID and password for registering themselves in Microsoft Teams on 20<sup>th</sup> May
2. The google form for registration for FDP was published on 19<sup>th</sup> May with last date as 23.05.2020
3. The response was overwhelming and more than 500 teachers from national as well as regional colleges and universities registered in a single day. The organisers were forced to close responses, in order to restrict further registrations.
4. 80 teachers from Sree Sankara college, 426 teachers from other colleges/universities, including 23 from outside Kerala.
5. The meeting decided to cut short the number of participants to 200, by restricting to regional participants only
6. Further filtering can also be done based on date of joining service, giving priority to teachers whose promotion was due/to be due in the near future.
7. The following duties were assigned to the members:

Sl. No.	Duty	Responsibility
1.	Welcome Address on First Day	IQAC Coordinator: Dr. Preethi Nair
2.	Presidential Address	Principal Dr. Suresh A.
3.	Moderator (including managing of questions and comments session)	Smt. Kairali K. K.
4.	Preparation and managing of feedback form	Smt. Gopika G.
5.	Teams administration, Recording and Attendance downloading	Sri. Prasad S.
6.	Power-point presentation	Smt. Shreeja Narayanan
7.	Every session needs introduction and welcoming the speaker and vote of thanks	Distributed among all members

8. The points to be cleared during the meeting with Redington India Chennai, IQAC members and faculty members to be held at 2.00 pm on same day (21/05/2020) were also discussed.

The meeting ended at 1.00 pm

**25. Minutes of the IQAC Meeting (Teams) with Redington and faculty members on 21/05/2020, 2.00 pm****Agenda:**

Online training on using Teams for classes and conferences

**Members Present:**

Sri. Muthuraman, Smt. Anandalakshmi from Redington, all IQAC Members and 70 teachers of Sree Sankara College

- The meeting started at 2.00 pm.
- Smt. Anandalakshmi handled an online session on how to use the Teams platform for engaging classes and also for conducting the upcoming FDP accommodating 200 participants
- In addition to PC, mobile phones with Android 5.0 and above can also be used for accessing Teams.
- Various features of the platform were discussed and questions from participants were addressed.
- The meeting ended at 4.00 pm

## 26. Minutes of the IQAC Meeting (Teams) on 22/05/2020, 11:30 am

<p><b>Agenda:</b> To discuss the arrangements of online FDP</p> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Dr. Preethi Nair</li> <li>2. Dr. S. Mohan</li> <li>3. Dr. Mini K. D.</li> <li>4. Sri Prasad S.</li> </ol>	<ol style="list-style-type: none"> <li>5. Dr. Biju Thomas</li> <li>6. Dr. Manju T.</li> <li>7. Smt. Kairali K. K.</li> <li>8. Smt. Gopika G.</li> <li>9. Smt. Gowri Antherjanam</li> </ol>
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### Points Discussed:

1. The arrangements for the conduct of online FDP were discussed
2. 251 participants including 80 from Sree Sankara College were shortlisted
3. The short-listed 251 participants were sent a google form to fill in in order to express their confirmation on 22<sup>nd</sup> May. Time limit is 5 pm on 23<sup>rd</sup> May
4. Participants final and confirmed list will be ready by 24<sup>th</sup> May.
5. Three participants from TLC-IIT Madras also wish to participate and need user ID and password
6. All four resource persons, representative from KSHEC and Principal need to have user ID and password for Teams
7. Guidelines for participants are to be prepared by Kairali K K.
8. Feedback forms for each session is to be prepared by Gopika G.
9. A trial run with TLC members will be held on 23<sup>rd</sup> May at 11.00 am

The meeting ended at 1.00 pm

## 27. Minutes of the IQAC Meeting (Teams) with TLC-IIT Madras on 23/05/2020, 11:00 am

<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. To discuss the arrangements of online FDP</li> <li>2. To get familiarized with Teams Platform</li> </ol> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Prof. Shreepad Karmalkar</li> <li>2. Prof. C. Vijayan</li> </ol>	<ol style="list-style-type: none"> <li>3. Dr. Preethi Nair</li> <li>4. Dr. S. Mohan</li> <li>5. Dr. Mini K. D.</li> <li>6. Sri Prasad S.</li> <li>7. Dr. Biju Thomas</li> <li>8. Dr. Manju T.</li> <li>9. Smt. Kairali K. K.</li> <li>10. Smt. Gopika G.</li> </ol>
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16. Prof. Prasad Edamana 17. Dr. Richa Verma	18. Smt. Gowri Antherjanam
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**Points Discussed:**

1. The arrangements for the conduct of online FDP were discussed with TLC members
2. 225 participants have confirmed to attend the FDP through the google form
3. They will be sent the link to enter the session by email on 24<sup>th</sup> morning.
4. Vice Chancellor of MG University has agreed to extend felicitations through a video message
5. The resource persons discussed about various features of Teams platform with IQAC members

The meeting ended at 12.30 pm

**28. Minutes of the IQAC Meeting (Teams) on 25/05/2020, 9:30 pm**

<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. To discuss the final arrangements of online FDP</li> <li>2. To run Video message from VC</li> </ol>	<p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Dr. Preethi Nair</li> <li>2. Dr. S. Mohan</li> <li>3. Dr. Mini K. D.</li> <li>4. Sri Prasad S.</li> <li>5. Dr. Biju Thomas</li> <li>6. Dr. Manju T.</li> <li>7. Smt. Kairali K. K.</li> <li>8. Smt. Gopika G.</li> <li>9. Smt. Gowri Antherjanam</li> </ol>
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**Points Discussed:**

1. The final arrangements for the conduct of online FDP were discussed .
2. Everything is set ready.
3. Video message from honourable Vice Chancellor was played in Teams and checked fine.
4. It was decided to hold a short meeting of IQAC members prior to as well as after every session to do a review.

The meeting ended at 10.30 pm



Dr. Preethi Nair  
IQAC Coordinator  
Sree Sankara College  
Kalady




Dr. A Suresh  
Principal  
Sree Sankara College, Kalady