# INTERNAL QUALITY ASSURANCE CELL (IQAC)

Sree Sankara College, Kalady
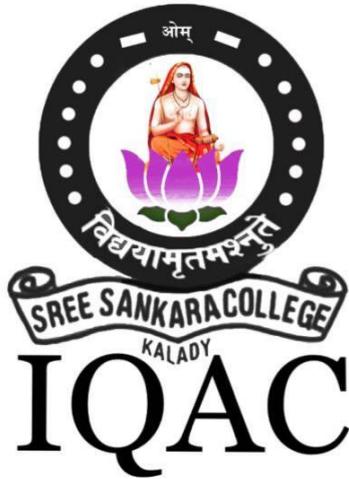
IQAC Meeting Minutes

2022-23

Meeting No. 1

Minutes of the IQAC Meeting held on 27.06.2022, 2.00 pm at IQAC Room

Agenda

1. Constitution of New IQAC
2. Discussion on Quality Initiatives in the wake of imminent 4th cycle accreditation by NAAC
3. Discussion on Preparations for new admission

Members Present:

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

Points Discussed:

- The Principal Dr. Preethi Nair constituted the new IQAC as the previous one completed the tenure. Dr. Manju T. is appointed as the Coordinator. Smt. Remya Nair, Assistant Professor, Dept. of Chemistry and Dr. Harikrishna Sharma, Dept. of Sanskrit are appointed as new members. Dr. S. Mohan, Dr. Preethi Nair and Dr. Mini K. D. have completed two tenures and the meeting placed on records the valuable services rendered by them for the college IQAC initiatives.
- The third cycle NAAC accreditation of the institution is expiring on 1st November 2023. College is preparing to have its fourth cycle of NAAC accreditation in November 2023. Preparations are to be started at the earliest. Departments/Clubs/Committees/NSS/NCC reports to be collected.
- Academic and Administrative Audit to be done in three months. Preliminary discussions with Principal's Council Kerala is already made.
- Campus visits of VIPs in the past to be commemorated by installing memorials or corners at relevant points in the campus.
- New ID cards to be issued to teaching and non-teaching staffs with barcodes.
- Duty roaster for cleaning staff to be prepared for efficient campus cleaning.
- IQAC along with IT cell has decided to purchase deQ software for NAAC documentation (IPSR solutions, Kottayam) after discussing with existing clients. The same has been forwarded to the Management.

- NAAC Steering Committee needs to be constituted. IQAC has to go hand in hand with Steering Committee for NAAC preparations.
- A works Committee/Planning Cell along with IQAC and concerned departments need to monitor all construction works going on in the campus.
- Physical education department to be alerted for raising fund from Sports Alumni for indoor stadium uplifting.
- All the photographs (infrastructure, programmes and events) taken from the campus must be geotagged.
- Fund raising to be done to support the travel expense of Joel George (DC III Commerce) who is representing the country in Turkey, in arm wrestling.
- Kerala Cricket Association (KCA) has expressed their consent to uplift the cricket ground. The matter has to be discussed with PE department.
- Mentoring Sytem -Teachers need to be briefed on the technicalities/mode of conduct of the system, and it has to be taken forward effectively.
- The meeting decided to recognize departments who produce maximum number of S and A+ grades in UG/PG University results. Rank holders will be awarded individually.
- A deadline has to be fixed every year for the issue of TC to the outgoing students.
- The student-IQAC needs to be revamped for the academic year and its meeting along with student political representatives to discuss on campus discipline.
- Before the new admissions (UG/PG), are over, the following measures to be made ready.
  - Add-On courses from every department
  - Orientation programme for freshers from every department
  - Mentoring system to be ready
  - VIP/Expert interaction to be arranged
  - Vehicle entry pass application form to be prepared for students
  - Hostel application form and hostel regulations to be made
  - Code of conduct for students
- Vehicle stickers for staff is under preparation for all sister concerns by the management.

The meeting ended at 4.00 pm

Meeting No. 2

Minutes of the IQAC Meeting held on 11.07.2022, 2.00 pm at Conference Room

Agenda:

- First meeting of the New IQAC Committee
- Internal Audit (AAA)
- Immediate tasks to finish for AAA

- AQAR – 2020-21 and AQAR 2021-22
- Department Coordinators/Students Committeee/Office Staff Meeting
- Preparation of Feedback Formats – for four stake-holders
- Website updation by departments
- Digital Diary by Teachers
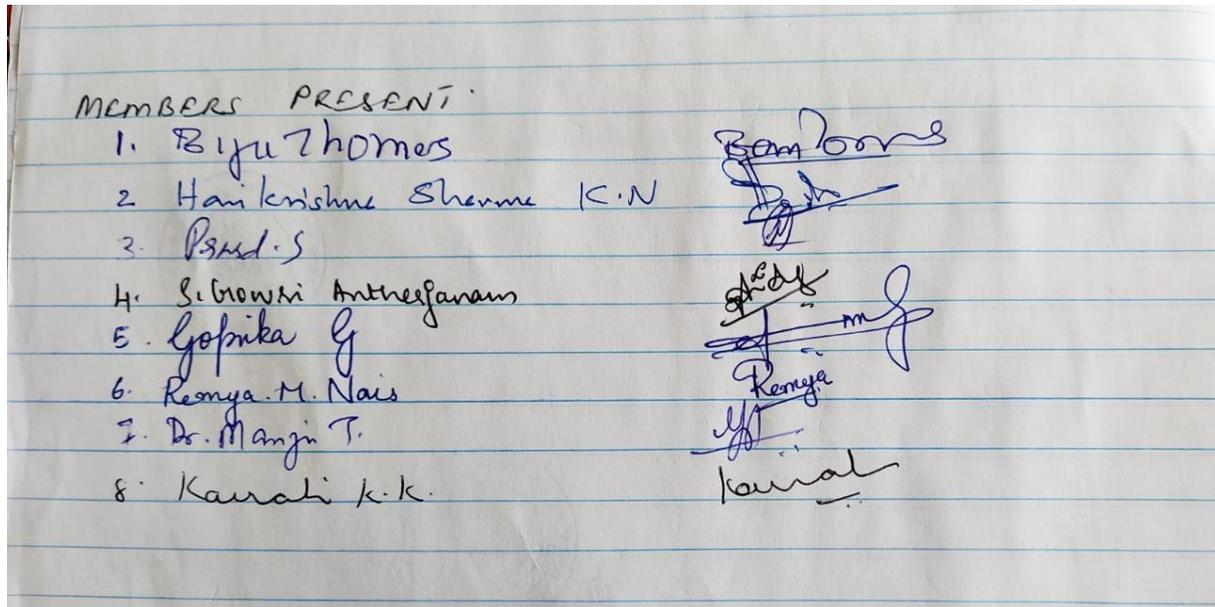
Points Discussed:

- The meeting commenced at 2.00 pm and the two new members Dr. Harikrishna Sharma and Remya M. Nair were welcomed to the team.
- All the members were asked to study the new AQAR format by the IQAC coordinator. The new AQAR has incorporated the NEP parameters and the team was asked to consider the institutional preparedness for incorporation of NEP 2020 guidelines. It is pertinent to mention that a 5 Day international Conference in Vedic Mathematics has been scheduled from 11th to 15th July 2022.
- There will be an internal Administrative and Academic Audit (AAA) of all the departments and the college and the college office in the month of September. The members were asked to meet the sub-committee members within 3 days and apprise them of the same. Delegation of tasks to be done.
- An IQAC meeting with departmental coordinators is scheduled for 15th July 2022.
- It is decided that a Google sheet would be prepared for data collection. The data would be collected criterion wise on a monthly basis.
- The members were asked to fill the digital diary as soon as possible.
- The coordinator apprised everyone of the importance of geotagging of all the photos taken hereinafter.
- It was proposed that add-on courses of all the departments would be offered at the time of admission itself.

- The Criterion I in charge (Kairali K K) was asked to prepare and distribute the feedback forms for all stakeholders as soon as possible.
- It was also proposed that an extensive alumni directory be prepared with Dr Ratheesh C Nair and Dr Anumol as the in charges. A tentative format was suggested for collection of details. It was also proposed that all departments must be having a department alumni coordinator. There was a discussion on how to collect the alumni registration fees effectively. Members suggested that it could be collected department wise along with the "no-dues" form or it could be collected by the office at the time of TC collection. A decision on this is to be finalized.
- It was proposed that the college website needed immediate updation and all departments were to be notified of the same and take necessary measures to do so.
- It was proposed that all departments should initiate steps to renew their remedial/bridge programmes. Immediate measures were also to be taken with regards to mentoring programmes. Dr. Mini K D was entrusted with the coordinatorship of the Mentoring programme.
- All departments need to prepare their own academic calendar immediately and thereafter college calendar needs to be prepared.
- The extension activities of students need to be strengthened
- Soon after the internal audit, there will be an external audit. The panel of experts from outside were being identified. Smt. Gowri Antherjanam and Smt. Gopika G. were asked to help office staff to prepare for the audit.
- It was proposed that all departments should arrange orientation programmes for newly inducted students. There should be talks on Job opportunities and higher education opportunities. All mandatory clubs and cells must meet the freshers and make them aware of various activities. Retired teachers can also be invited to interact and enlighten the students.
- IQAC student representatives meeting needs to be convened after department coordinators' meeting.

The meeting concluded at 4.00 pm

Meeting No. 3

Minutes of the IQAC Meeting with department IQAC coordinators, held on 15.07.2022, 11.00 am at Seminar Hall

Agenda

4. Constitution of New IQAC
5. Discussion on Quality Initiatives in the wake of imminent 4th cycle accreditation by NAAC
6. Discussion on Preparations for new admission

Members Present:

	Name	Department	
1.	Feby. K. John	Department of Biotechnology	
2.	SIVAPRABHA·T·S·	Department of Biochemistry	
3.	Vishaya Vijayan	Department of Microbiology	
4.	Amrutha P.N	Department of Environment science and Management	
5.	Sreeja·G	" " History & Political science	
6.	S.Growni Antheefgnan	Dept. of Commerce	
7.	Seena & Thomas	Dept. of Chemistry	
8.	Dr. Sumi Mary George	Dept. of Microbiology	
9.	Dr SINITHA B·NAIR	Dept. of Physics	
10.	Lakshmipriya. M·R	Dept. of Malayalam	
11.	Shreya Narayanan	Dept of English	
12.	Harikrishna Sharma K·N	Dept. of Sanskrit	
13.	Naveen Paul	P·E	
14	Dr. Preemy P Thachil	Economics	
15.	Dr. Rejani·V·A·	Hindi	
16.	Dr. Swarnani·s	Samskrit	
17.	Essy·c·Chenan	Mathematics	
18.	Manju CR	Commerce.	
19.	ABHISHA·I	Commerce	
20	De Minimol K·C·	Zoology	
21	Psuel·S	Economin	
22	Biju Thomas	Statistics	
23	Benno Mathew	Statistics	
24.	Dr. Manju T.	Physics	
25.	Kavali k·k	English	

Points Discussed:

- The meeting commenced at 11.00 am.
- The Principal discussed the next visit of NAAC peer team and timely preparation for the same.

- The Principal informed all the department coordinators about the Administrative and Academic Audit (AAA) and the need for all the departments to be prepared for the same.
- The inclusion of the office staff in the NAAC Visit preparations was stated.
- The need for meeting with the stake holders (PTA, alumni) was stressed and contribution (financial and otherwise) from them was also discussed.
- The IQAC Coordinator discussed about the Internal and External audits in detail. There will be an internal audit in the month of September 2022 for all departments. The department coordinators were asked to inform their parent departments about the same.
- The formats for all data collection would be shared with the department coordinators.
- Along with the internal audit preparations, collection of data for AQAR 2021-22 is to be done. Criterion in charges will share the excel sheets for data collection.
- After the completion of the internal audit, there will be an external AAA.
- The college is also preparing for NIRF ranking this year for the first time and therefore all documentations need to be done in a systematic manner.
- Feedback is to be collected from all the stakeholders, namely students, parents, alumni and employers. The feedback forms will be sent to the department coordinators shortly. Dr. K P Rajeesh has been entrusted with the preparation of the feedback forms. All departments must do an analysis of the feedback received and submit an "Action Taken Report".
- All departments must take necessary steps to strengthen department alumni activity. A department alumni coordinator is to be identified and a department alumni directory should be created as soon as possible. The IQAC will send the format for alumni registration to each department. Dr Ratheesh and Dr Anumol have been given with the overall coordination of Alumni registration.
- Website management: All departments need to update their activity on the college website.
- The departments are to be notified that the copies of brochures and notices of scheduled events should be submitted to the IQAC too. Two copies may be handed over to the Principal.
- All departments must offer add-on courses. The courses should be subject related and must be of minimum 30 hours duration. The department should prepare and submit the name of the course offered along with the syllabus and instructors' names to the IQAC by August. It must be noted that the syllabus should include modules otherb than the core study area. For e.g., life skills, ICT, communication skills, etc. The application forms and course fee estimate should be ready at the time of the Undergraduate admission. Smt. Gopika has been entrusted with the task of coordinating Add-On courses.
- All departments must initiate the mentoring programmes for the academic year 2022-23 as soon as possible. There should be a department mentoring coordinator to oversee the smooth functioning of the programme. A mentoring register should be

maintained by the teacher, where the date and time of meeting with the mentee should be maintained. Students need not sign in the register.

- All the departments must conduct an orientation programme for freshers in the first week of their joining.
- It was proposed that all teachers especially the newer ones should get themselves familiarized with NAAC, AQAR, etc.
- All departments should notify the administration if the LCDs, Projectors and computers under their charge are in working condition or not. It is of utmost importance that all departments are ICT enabled.

The meeting ended at 1.00 pm

IQAC SREE SANKARA COLLEGE, KALADY

18.07.2022

Dear Teachers,

Please note the following points which were discussed during last department IQAC Coordinators' meeting held on 15th July 2022 at the Chandrasekhara Bharathi Theertha Seminar Hall. Kindly do necessary action within the stipulated time, so that our internal audit can be carried out effectively.

- **All data to be collected for 2021-22.**
- **Files to be maintained at the department for academic years 2018-19, 19-20, 20-21 and 21-22.**
- **Supporting documents to be produced as e-copies in pdf form only (hard copies to be filed at respective departments)**

Sl. No.	Task	Target date	Responsibility
1.	Internal Audit in September 2022 – formats will be sent to dept IQAC coordinator. Two forms are there: 1. For department 2. For teachers	Submission of filled in forms: - 22 August 2022	Dept IQAC Coordinators
A	AQAR 2021-22 to be prepared, google sheets will be shared by criterion heads	ASAP	IQAC
2.	AAA (Administrative and Academic Audit)	November 2022	IQAC
3.	Dept Alumni directory to be formed and a dept alumni coordinator to be identified. E-format for registration will be prepared and sent to dept IQAC coordinator.	Filled in Alumni forms – 01 August 2022	Dr. Ratheesh C Nair, Anumol K A,
4.	Mentoring to be started at the earliest by all departments. Nominate a dept coordinator for the same. Mentoring register with Name of the student, mentoring date and time to be maintained. (Privacy to be respected)	ASAP	Dr. Mini K D

5.	Department Website up-dation with all events, activities, achievement, photographs, reports.	Regularly	Dept Website Manager
6.	Feedback to be collected from Students, Parents, Alumni and Employers. E-Formats will be prepared and sent to dept IQAC coordinators. Analysis and action taken report to be done by departments. (on students, parents and alumni feedback)	Collection of FB – 10th August Analysis and report -25th August	Sri. Rejeesh K. P.
7.	College is registering for NIRF ranking this year.		IQAC
8.	All activity photos should be geo-tagged		Dept IQAC coordinators
9.	Every department has to identify Add-On programmes of minimum thirty hours. The syllabus may include modules for Communication Skills, ICT Skills, Life skills, professional Ethics, etc. Details (Syllabus, curriculum, faculty details, course fee) to be intimated to Smt. Gopika G. Application forms should be ready during UG admission time.	11 August 2022	Dept IQAC coordinators and/or Dept Add-On programme coordinator
10.	Newly admitted UG students should be given an Orientation class during the first week itself. The class should cover an introduction to the programme, prospects for higher studies and jobs related with their discipline.	First week of commencement of classes	Dept IQAC coordinators
11.	The new students should be familiarised with the NSS, NCC, Placement Cell, mandatory committees and various clubs by a group of teachers during the first week of admission.	First week of commencement of classes	Dept IQAC coordinators
12.	A programme for UG students, wherein retired teachers or an expert/icon in their discipline has to be planned by every department during the academic year.	During First semester	Dept IQAC coordinators
13.	Each department has to prepare an academic calendar including start and end of all classes, conduct of internal exams, publishing of results, PTA meetings, other activities etc. The college calendar will be prepared based on department calendar.	11 August 2022	Dept IQAC coordinators
14.	All the computers belonging to every department needs to be surveyed. All the computers in labs need to be numbered.	11 August 2022	Smt. Sowmya MR, Dept IQAC coordinators

Soliciting whole hearted cooperation and active participation from all of you.

IQAC COORDINATOR

Meeting No. 4

Minutes of the IQAC Meeting with all Teaching Staff, held on 29.07.2022, 2.00 pm at Seminar Hall

Agenda

7. Add-On Courses
8. Orientation Classes for Freshers
9. AAA

Members Present:

10 General Staff Meeting

Agenda : Add-on programs, Orientation classes, AAA.

S No.	Name	Department	Signature
1.	Dr. P. Geetha	Economics	
2.	Dr. Mini. K. D	Zoology	
3.	Bhavarya Prcrthapan	Commerce	
4.	Abhishka J.	,,	
5.	Kavitha Sivadas	History	
6.	Sreeja. G.	,,	
7.	Dr. Jesitha K	Chemistry	
8.	Dr. Minimol K. C.	Zoology	
9.	L. Mini	Statistics	
10.	Essy. C. Cheeran	Mathematics	
11.	Rohan Paul George	Environment Science	
12.	Ananthu P. N	,	
13.	Biljka Tobny	,,	
14	Vishma A R	Mathematics	
15	Uma Maheswari PB	,,	
16.	Nowin Jahan	Statistics	
17.	KAIRALI. K.K	ENGLISH	
18.	Dr. Aparna. P	Sanskrit.	
19.	Suvarnani. S	,,	
20.	Dr. Sreelekshmi. R.	,,	
21.	Lakshmipriga. M. R	Malayalam	
22.	Dr. SINITHA B. NAIR	PHYSICS	
23.	Dr. Rose Mary Palatty	English	
24.	Shreya Narayanam	English	
25	Saumya A. P	English	

Sl. No.	Name	Department	Signature
26.	Manu Prakash	English	
27	Dr. Vinod Gop	English	
28	Rajeesh K.P.	English	
29	R. MANJULA	Microbiology	
30.	Neethu Lakshmi	B.Voc REM	
31.	Layana T John	B.Voc TH	
32.	Seena Kuruvila	Microbiology SF	

Sl. No.	Name	Department	Signature
33.	Revathy Balan	Zoology	
34.	Vishaya Vijayan	Microbiology (SF)	
35.	Dr. Jithasha Balan	''	
36	Dr. Archana TM	Biochemistry	
37.	Reshma Prasad	Biochemistry	
38.	Dr. Liju Thomas	Biochemistry	
39.	SUJAYALAKSHMI KV	Biotechnology	
40	Feby. K. John	Biotechnology	
41	Piya Paul	Microbiolog	
42	Sivaprabha	Biochemistry	
43.	Rajani. V. A.	Hindi	
44.	Anitha Abraham	physics	
45.	Vrinda S. Punnakkal	Physics	
46.	Priya. S.S	Physics	
47.	Dinu Dennis	B.Voc Tourism	
48.	Ramisundar D	B.Voc BI	
49	Justin Francis	B.Voc Tourism	
50	Ratheesh C Nair	Hindi	
61	Benno Mathew	Statistics	
62	Ju J.	Boly	
63	SUNI. K.P	Physical Edu.	
64	Gopika G	Commerce	
65	Dr. Manu T.	Physics	

65	Dr. Manju T.	Physics	
66	Dr. Anumol. K. A	Economics	
67	Sowmya HR	Computer Science	
68	Satheesan .P.S	Lab Assistant.	

Points Discussed:

- Add-On programmes has been identified by all departments except four.
- Mentoring sessions to be started by all the departments and mentoring registers to be updated.
- Experts to be identified for student motivation classes. Retired Teachers can also be invited.
- AAA format filling by the departments progressing.
- CREST-Application from SC/ST students for skill enhancement classes forwarded.
- The data of the survey done by IQAC on higher education versus job after graduation forwarded to career and placement cell for planning programmes.
- Freshers need to be given orientation classes on their discipline and prospects of higher studies and jobs after graduation.
- Alumni association google form prepared. All departments need to share it in Alumni WhatsApp groups to have more registrations.
- Website updation to be done regularly.
- Academic calendar to be prepared by each department by 11th August 2022.
- Survey of existing computers in the campus in progress.
- The meeting congratulated Smt. Essy Cherian, Midhula Soman and Sowmya MR on various achievements (successful completion of admission process, enlisting the college in IRINS data, patent received, respectively).
- Departments are to update stock register.
- Anti-Drug and Narcotic Cell in collaboration with Vimukthi constituted. Sri. K. P. Suni will be the coordinator.
- The fund collected from Staff towards travel expenditure of Joyel George (for International Arm-Wrestling Championship at Turkey) disbursed today.
- Register for assignment submissions by students to be maintained.

Meeting concluded at 4.00 pm

Meeting No. 5

Minutes of the IQAC Students Meeting on 16/08/2022, 10.00 am

A meeting of the IQAC student representatives nominated by all the departments was held on 16.08.2022 at 10.00 am in the Chandrasekhara Bharathi Theertha Seminar Hall. In total, 59 students actively participated, presented various grievances and proposed suggestions for improvement of College discipline, academic and non-academic improvements and maintenance requirements of existing infrastructure. The points which came up during the 3 hours long meeting are tabulated below.

The students were briefed on IQAC, its functions and importance in the day-to-day affairs of the college. The students were asked to pass on the information to their classmates too. They were also reminded to get all the google forms (on career guidance) and feedback forms (students, parents) filled by all classmates.

BVoc students had a special session at the end of the general meeting. IQAC requested them to submit their grievances and suggestions as consolidated form in writing, to the IQAC.

Ananya (DC II Biotechnology) and Amal Anil (DC II History) were selected as student IQAC representatives to IQAC core committee.

Teachers present:

1. Dr. Biju Thomas
2. Sri. S. Prasad
3. Smt. Gopika G
4. Dr. Manju T

IQAC Meeting No. 3   16.08.2022
                                      10.00 am
            14   Seminar Hall

            IQAC Students Comittee Meeting.

    Agenda:
        1. General Discipline of Campus
        2. Placement Cell and Career Guidance
        3. Students' Feedback - Google sheet
        4. Selection of Stdnt IQAC rep
        5. Any other matter of interest.

Sl. No.	Name	Department	Signature
1	Ashik Sudhi	BSc Maths	
2	Greeshma Soman	BA History	
3	Unnikrishnan. P.v	B.Sc chemistry	
4	Rahul R	Bsc Physics	
5	Gouri A.u	Bvoc Rem	
6	NITHIN BENNY	BVOC REM	
7	Saarika T.S	Bvoc BJ	
8	SREEHARI BAIJU	BSC CHEMISTRY	
9	BEN GEORGIE	B.COM CA	
10	SREESHA C.R	BCOM CA	
11	SREEKUTTY SABU	BSC CHEMISTRY	
12	Ganga Anil	BA History	
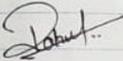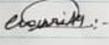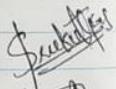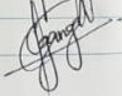
13	Bright M.V	B.A History	Bright
14.	Aravind Vinod	B.Com Tax	Aravind
15.	Jija Jose	Msc Environment Science and Management	Jij
16.	Swathi Prakash	Msc Biochemistry	Swathi
17	Anjana K.S	Msc Physics	Anjan
18.	C. Gokul	Msc. Physics	Gu
19.	Adithyan Rejnadaan	Bsc Biotechnology	
20.	Mathangi Varma A	B.Sc Biotechnology	
21.	Anna Rose Joshy	M. Com	Ree
22.	Titheesh Rajeev	B.COM Tax	Theesh
23.	Abhinai. K. Ashokan	BSc. Zoology	
24.	Sreelakshmi. M. Biju	BSc. Zoology	Slakshmi
25.	Ashna Jolly	Bsc. Chemistry	Ashnaj
26.	Fathimath Shifana Sudheer	B.com Finance & Taxation	
27.	Fathima Rija. M.M	B.A. Economics	
28	Riya Augustine	B.Sc Botany	
29.	Anandhu Saji	B.Sc Botany	

30.	Sreelakshmi K M	B.A Hindi	Sreelakshmi K M
31.	Devadathan V.R	B.A Hindi	Devadathan v.n
32.	Naina Joseph	BA Hindi	
33.	Muhammed Hafiz.k.H	B.COM	
34.	Anci. Pareeth	Bsc Mathematics	Anci.
35.	Devvilson	Bsc Mathematics	
36.	Anjana shaji	B.A. Economics	
37.	Salman ul Fauiz T.A	B.A. Economics	Salman
38.	Aparna R. Kartha	Msc. Statistics	
39.	Aswathi A.P	Msc. Microbiology	
40.	Gigya Mol Dawson	B.Com Computer Application	Gjeys
41.	Praveen Paul	M.Sc Applied Chemistry	
42.	Sreelakshmi P.S	Msc. Applied Chemistry	
43.	Vaishnavi.V.J	B.Com Finance & Taxation	Vais
44	Sethulekshmi v J	B.VOC Tourism & Hospitality	
45	Ananya	B.Sc Biotechnology	
46	Sreelakshmi Madhu	DC3 Zoology	

47. Aolithya Raj T.R   DC3 Zoology

48. Amal Anil   DC2 History

49. Rezwan P.R   DC 11 Statistics.

50. Gopika Kalesh   DC 11 Statistics

51. Meenakshi .V.S   DC 11 & B-voc Visual media
   and film making

52. Jidhin krishna   DC11 B.voc
   Broadcasting and Journalism

53. Anjana Vinod   DC 11 B.VOC Renewable energy
   management

54. Abraham Thomas   DC 11 B.Voc Visual Media &
   Filmmaking

55. Abin Joy   DC 11 B.voc T & H Management

56) Najla. G Jafeer   DC 1 Maths

57) Aysha Beevi. M.P   P11 Economics

58) Robin Varghese   P11 "

59. Ananthakrishnan R   DC 111 statistics

Sl. No.	Grievances and Requirements	Response from IQAC
CAMPUS DISCIPLINE		
1.	Campus discipline to be strictly monitored	Measures started
2.	Carrying of ID Cards to be strictly implemented	Measures started
3.	Intruders to the campus need strict control	Recommended strict implementation of possession of ID cards by students, so that they can produce anytime on demand
4.	Gate register needs to be maintained	Need to discuss
5.	Night stays, drug abuse and alcohol usage to be prohibited	Recommended to Principal
6.	NCC room, beer bottles, girls insecure	CCTV cameras to be repaired and monitored – recommended
7.	Students who have submitted ID cards in offices, etc. need to get a letter from the concerned person.	Recommended to the Principal
8.	Campaigning during class hours: Time restriction to be implemented	Recommended to the Principal
9.	Intruders from other departments in Zoology lab – mishandling lab equipment	Recommended students to be vigilant and report to department on the spot
10.	Zoology + Botany-Common English classroom may be shifted to T block from S block	Recommended to the Principal
11.	Alumni card for outgoing students so that they can visit colleges during special days	Recommended to the Principal
12.	Students continuously bunking classes and is affecting quality of teaching (BVoc) – attendance to be properly marked	Recommended to the Principal
ADMINISTRATIVE		
13.	e-grants release delayed	Need verification - Recommended to the Principal
14.	Attitudes Library and Office staff (general and SF) need to be friendly, supportive and polite	Brought to the notice of the Principal
15.	Office lunch break interval needs to be modified so that students are not forced to bunk classes for office visits	Recommended to the Principal
16.	Students need to wait too long at office counters. Sometimes just to hear that staff is absent / you are standing at wrong counter, etc.	Brought to the notice of the Principal
ACADEMIC		
17.	Blackboards and whiteboards need cleaning	To be recommended to the Works Committee
18.	Library to be open from 8.30 am onwards to help students visit.	Library is already open from 8.30 am onwards
19.	Catalogue corrections needed. Books available in the racks shown as "not found"	Recommended to the Librarian
20.	Library hour for PG – one hour to be allocated every week	Recommended to the Principal

21.	NET coaching for PG students requested (higher studies entrance test coaching also)	Recommended to Dept heads
22.	Employability skill enhancement programmes needed	Recommended to the Career Guidance and Placement Cell
23.	Career guidance classes and meetings from Career Guidance cell requested	Recommended to the Career Guidance and Placement Cell
24.	An interval of 10 minutes after first two hours requested	Recommended to the Principal
25.	Computer repair	Recommended to the Principal and IT Cell
26.	EVS lab facilities need improvement	Recommended to the Principal
27.	B. Voc. lab hours to be done parallelly with theory hours. Avoid last minute lab sessions	Recommended to the Principal to instruct BVoc Faculty members
28.	Visual Media lab infrastructure poor	Recommended to the Principal
29.	Internships need to be provided by the college in association with companies with Linkages, collaborations, MoUs, etc.	Recommended to the Principal to instruct BVoc Faculty members
INFRASTRUCTURE		
30.	More two-wheeler parking space needed	Recommended
31.	Basket Ball Court needs cleaning and clearing	
32.	Seats/Stone benches needed in campus (Poonchola)	
33.	Music/Dance/Drama rooms need to be identified in the campus	
34.	Only PG students getting admission in hostel right now, that too after filling up Lakshdweep Quota	
35.	Shortage of Boys hostel discouraging admission aspirants	
36.	Rooms in Girls hostel need to be increased.	
37.	Fire extinguishers need replacement every year	
38.	Power back up needed in BVoc labs	
39.	Purifiers better than coolers	
40.	Water shortage in boys' and girls' washrooms and taps	
CLEAN CAMPUS		
41.	Regular and efficient cleaning of classrooms not happening	Brought to the notice of the Principal
42.	Food waste bins needed near taps and washrooms	
43.	Regular cleaning of campus needs to be ensured	

44.	Regular Clearing of waste bins to be ensured	
45.	Clearing of bushes (centipede, snail and mosquito complaints)-S block, SF Block, FIST block	
EXTRA CURRICULAR		
46.	Clubs and Committees to be more active	Recommended
47.	Arts and Sports activities need to be promoted – college level competitions need to be organized	
48.	Coaching need to be provided for talented students	
49.	Notices on Clubs/Committees and other messages (WhatsApp) not reaching self-financing classes	
MAINTENANCE		
50.	Classrooms leaking (Sanskrit, economics, commerce, hindi, etc.)	Recommended
51.	Electrical maintenance - classrooms	
52.	Washroom – taps (history, commerce block, near office, ladies room, canteen)	
53.	Washroom - washbasins	
54.	Coolers - all	
55.	Normal water also needs to be provided from the coolers. Both taps giving cool water only	
56.	Classroom leaking – S Block, Commerce Block, DC3 Chemistry, DC1 Physics T16, T Block – east side (economics)	
57.	All classrooms and labs need trash bins	
58.	Economics PG classrooms, Fan and flooring need maintenance	
59.	Black and white boards need maintenance	
60.	White Wall maintenance for Hindi for projecting	
61.	Botany Projector - Maintenance	
62.	All computer labs	

Meeting No. 6

Minutes of the IQAC Meeting held on 17/08/2022, 2.00 pm

Conference Room

Agenda

1. Digital diary
2. AAA files
3. Students meeting
4. IQAC Composition
5. Code of Conduct
6. Add-On programmes
7. Any other matter of relevance

Members Present

1. Dr. Biju Thomas
2. Dr. Manju T
3. Sri. Prasad S
4. Smt. Remya M Nair

Points Discussed

1. Briefed the discussion points of IQAC students meeting held on 16th August and selection ofStudent Representatives to IQAC committee
2. Work on internal Audit going on in departments
3. Decided to do the internal audit as one single team. The audit dates tentatively scheduled as September 19th to 23rd.
4. The list of files needed for audit prepared
5. Bridge Courses can be arranged for freshers. Decided to nominate Dr. Preemi P. Thachil as convener and Ms. Seena Thomas as Co-Convener
6. Decided to schedule a meeting of IQAC members on Friday (19.08.2022) to do the trial of digital diary

Meeting ended at 4.00 pm

Meeting No. 7

Minutes of the IQAC Meeting held on 19/08/2022, 2.00 pm

Conference Room

Agenda

1. Digital Diary

2. AAA files

Members Present

1. Smt. Remya M Nair
2. Smt. Gopika G
3. Sri. Prasad S
4. Dr. Manju T

Points Discussed

1. Did a trial filling up of digital diary and noted down the corrections to be made in the formats.
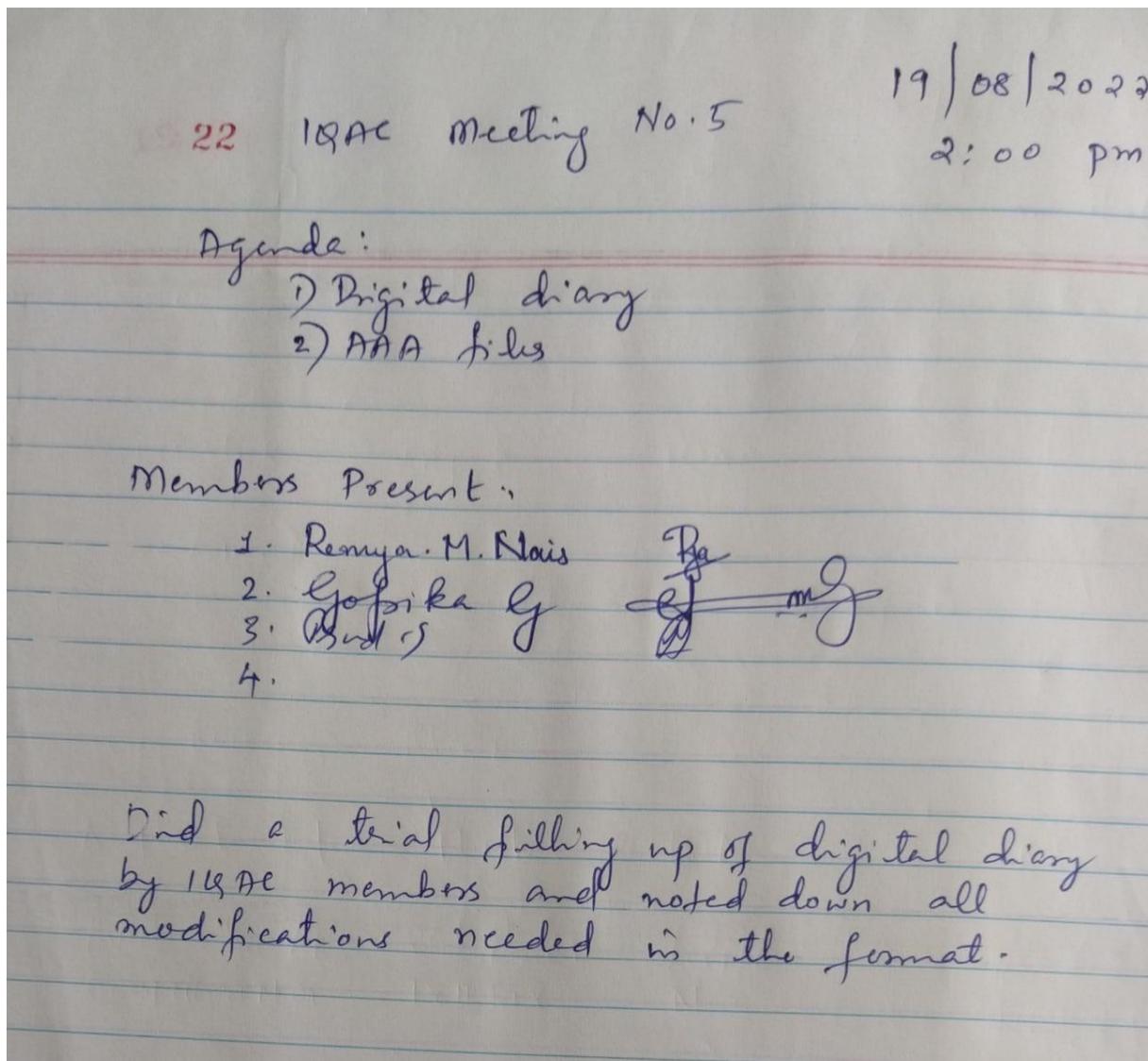
Meeting No. 8

Minutes of the IQAC Meeting with Student Representatives held on 23/08/2022, 12.00, Seminar Hall

Agenda:

Disciplinary Measures in connection with Onam Celebrations scheduled for 30th August 2022

IQAC meeting No. 6 IQAC/NSS/NCC/Stdnt political parties.

24

Students' Meeting   23/8/2022

Agenda: Onam Celebration   12:00
on August 30th and   Seminar Hall
disciplinary measures thereof

Sl.No.	Name	Dept.	Representing cell/committee/club	Signature
1.	Fareeda. K.S.	English	IQAC	
2.	Sivakamy P.M	English	IQAC	
3.	B. Devadathan	English	IQAC	
4.	Dhiya Mariyam	Microbiology	IQAC	
5)	Najla. E. Jafeer 2nd	Math	IQAC	
6)	Ashik Sudhi	2nd Maths	IQAC	
7)	Gayathri N.G	DCII Tax	NSS	
8)	Fathimath Shifana Sudheer.	DC II Tax	IQAC	
9)	BHADRA JINAN	DCII Tax	NSS	
10)	Giya Mol Daison	DC II Computer	IQAC	
11)	Anjana shaji	DC 3 Economics	IQAC	
13)	Salman ul Fariz	DC3 Economics	IQAC	
14)	ALBERT THOMAS	DCII Biotechnology	IQAC	
15)	Sreelakshmi P.S	Msc. Applied Chemistry	IQAC	
16)	Praveen Paul	"	"	
17)	Manau Unnikrishnan	B.Come tax IIIrd	IQAC	
18)	Vaishnavi .V.J	B.com Finance & Taxation IIIrd	IQAC	
19)	AVINASH T.S	DCIII Sanskrit	IQAC	
20)	Sindhuja. D.Subhash	DC3	Sanskrit	

	Name		Dept		
)	Malavika	DC3	Sanskrit IQAC		Malavika
)	Nandana Harikrishnan	DC3	Sanskrit NSS		Nandana
)	Sreelakshmi madhu	DC3	DC3 Zoology IQAC		
)	Adithya Raj T.R	DC3	Zoology IQAC		

No.	Name	Dept	Subject	Cell	Sign
25)	Naina Joseph	DC3	Hindi	IQAC	
26)	Sreelakshmi KM	DC2	Hindi	IQAC	Sreelakshmi KM
27)	Devadathan V.R	DC2	Hindi	IQAC	Devadathan V.R
28)	Denilson David	DC2	Maths	IQAC	
29)	SEBASTIAN M STEEPHEN		NCC		
30)	DAWN VARGHESE	DC3	BOTANY	NCC	Dawn Varg.
31)	Abhinai. K Ashoken	DC2	Zoology	IQAC	
32)	Ashna Jolly	DC2	chemistry	IQAC	Ashna
33)	Nimi. T. U	DC2	Sanskrit	IQAC	Nimi
34)	Geethukrishna. U	DC2	Sanskrit	IQAC	Geethu
35)	Shabana naxeen	DC2	SANSKRIT	IQAC	Shaban
36)	Ben George	DC3	B.COM CA	IQAC	
37)	SREESHA C R	DC3	B.COM CA	IQAC	
38)	Junima John	DC3	Physics	IQAC	
39)	Rahul R	DC3	Physics	IQAC	
40	Neethu Lakshmi. V	DC3	English	IQAC	
41)	Alphin. K J	DC3	English	IQAC	
42)	Amal Anil	DC2	History	IQAC	
43)	Sanjujith Sreekumar	DC3	chemistry	IQAC	
44)	Sreekutty Sabu	DC3	Chemistry	IQAC	
45)	Ganga Anil	DC3	History	IQAC	
46)	Bright M.V	DC3	History	IQAC	Bright B
47)	evoori A.u	DC3	BVoc Rem	IQAC	
48)	Saanika TS	DC3	Bvoc BJ	IQAC	
49)	Anjana ks	PG2	Msc Physics	IQAC	Anjana
50)	C. GOKUL	PG2	Msc Physics	IQAC	
51)	Meenakshi	Bvoc-VM DC2	Bvoc VM	IQAC	
52)	Abraham Thomas	DC2	"	IQAC	
53)	Sivatheertha. C.P	DC2	Bcs Botany	IQAC	
54)	Robin Francis	DC3	B.voc	KSU	
55)	Bobin John	DC3	Bcom	KSU	Bobin
56)	Teslin Pudussery	PG2	MSc Data Science	KSU	
57)	Rajeev Valappan	DC2	BSc Maths	KSU	

58) Yadhunandan. R	DC2	BA Eng	KSU	
59) SHEREENA JOY	DC3	B.COM. CA.	KSU	
60) Sreelakshmi M Biju	DC2	Zoology		
61) Devichandana. S	DC3	Zoology	Bhoomitrasena	
62) Gopika Raji	PG III	Microbiology		
63) Ananthy A.P	PG III	Microbiology		
64) Fathima rifa	DC II	Economics		
65) Lenvi Jacob Parakkal	DC3	B.Voc T&H		
66) Chris Thomas	DC2	BVoc T&H		
67) Arjun Suresh	DC III	B.sc Mathematics		
68) Aravind S	DC II	SP.		
69) Anjali krishna.	Dc2	SFI		
70) Aysha Ummul Hiba	PG I	SFI		
71) Elvin sidhose	Dc2	SFI		

Teachers: 10. Principal: Dr. Preethi Nair

1	Dr. Manju T.	IQAC Coordinator
2	Dr. Anumal. K A	NSS Discipline Committee
3	Lt. Rajy Ramakrishnan	Ncc officer
4	Tuu G.	Staff Secretary and Discipline Committee Convener
5	ßNOOP VP	NSS program officer
6.	Dr. Rupesh R	Cultural Committee
7.	Biju Thomas	IQAc Member
8.	Satheesan T.S	Discipline Committee
9.	Saumya A.P	NSS programme officer

Points Discussed

Student representatives from NSS, NCC, Bhoomitrasena, IQAC and student political parties participated. The following points were discussed.

- Student ID cards declared mandatory especially during celebrations in the campus.
- The ID card must be produced by the student whenever asked for it inside the campus.
- Onam celebrations of the campus will be held on 30th August jointly by NSS, NCC and Cultural Committee.
- No outsiders will be allowed inside the campus during celebrations.
- No paid band from outside will be allowed in the campus. Students of the institute can perform bands.
- In case a student fails to bring ID card, he/she will be issued a letter of identification by the Principal in consultation with the parent department.
- Students should ensure that the dignity and decorum of the college will be upheld while celebrating this festival of unity.
- The meeting decided to conduct the following events:
  - Athappokkalam
  - Thiruvathira

- Malayali Manga
- Malayali Sriman
- Ona Paattu
- Tug of War (as demanded by students)

The meeting ended at 1.30 pm

Meeting No. 9

Minutes of the IQAC Meeting with All Staff held on 29/08/2022, 2.00 pm, Seminar Hall

Agenda:

Disciplinary Measures in connection with Onam Celebrations scheduled for 30th August 2022

All Staff Meeting   29/08/2022
                                      2:00 pm
30   Seminar Hall

Agenda: Onam Celebrations on 30.08.2022

Sl.No.	Name	Dept.	Signature
1.	Dr Anjana Sankar J	English	
2.	Dr. Sreelekshmi R	Sanskrit	
3.	Dr. Manju V. Kumar	"	
4.	Dr Ratheesh c Nair	Hindi	
5.	Dr. APARNA. P	SANSKRIT	
6.	Swaenani. S	"	
7	SYLAJA DEVI P	chemistry	
8.	Remya M. Nair	Chemistry	
9.	Remadevi PR	"	
10.	Dr. Jesitha K.	"	
11.	S. Gowri Antheganam	Commerce	
12.	Manju c-R.	"	
13	Gopika G	"	
14	Dr. KV Suji	History	
15.	Dr. Minimol K. C.	Zoology	
16	Dr. Mini. K D	Zoology	
17.	Dr. Maya. J.	Physics	
18.	Lt. Rajy Ramakrishnan	Economics	
19	Nimmi Narayanan	Physics	
20.	Ambulhu P.N	Environment Science & Management	
21.	Dr. Ambili M.S	"	
22.	Bibha Johny	"	
23	Dr. Midhila Saman	Librarian	
24.	Lakshmipriya M.R	Dept of Malayalam	
25	Parvathy Unnikrishnan	Dept of English	
26	Vishma AR	Dept of Mathematics	
27.	Uma Maheswari P.B	"	
28.	Nourin Jahan	Dept. of Statistics	
29.	Jiya Paul	Dept of Microbiology	
30	K. R Manjula	Dept of Microbiology	
31	Dr. Renjatha Menon	Dept of Biotechnology	

No.	Name	Department	Signature
32.	SUJAYALAKSHMI K V	Dept. of Biotechnology	
33.	FEBY K JOHN	" " "	
34.	Dr. Liji Cibil	Dept. of Biochemistry	
35.	Dr. Archana TM	Dept. of Biochemistry	
36.	Vrinda S. Punnakkal	Dept. of Physics	
37.	Priya S.S	"	
38.	Sajitha S.S	Lab Assistant	
39.	Avinash Ashok		
40.	Saji Kumar V.	Office Attendant	
41.	Raghavan J	Lab Asst	
42.	Anoop KR	medical	
43.	SREEJITH N.	ZOOLOGY	
44.	Remeesan	Microbiology	
45.	Sreekanth v.	Lab Assistant	
46.	Padmakumar P.N.	Office Attendant	
47.	Kishorkumar V.B.	Assistant Library	
48.	Shreeja Narayanan	Asst Professor	
49.	Saumya A P	"	
50.	Kairaly K.K	"	
51.	Sreedevi NS	"	
52.	ANOOP VP	Assistant professor commerce	
53.	V V Anil Kumar	Sanskrit	
54.	Dr. Anumol. K.A	Economics	
55.	Dr. Leelu V. Krishnan	Dept of Hindi	
56.	Binyo	Dept of Phy	
57.	Haresh Rajan	Lab assistant	
58.	Gireesh. M. K.	Dept. of Chemistry	
59.	Akhil Antony K	Dept. of Economics	
60.	Namitha S	Dept. of B.VO.C (REM)	
61.	Neethu Lakshmi C	B.VOC REM	
62.	Dinu Dennis	B.VOC Tourism & Hospitality	
63.	Ramisankar S	B.VOC BEJ, VM	
64.	Rohan Paul George	Envt. Science & Mngmnt	

No.	Name	Signature	Department
65	Benno Mathew		(Dept of Statistics)
66	Sampath Kumar		(Dept of Zoology)
67	Harikrishnan Sharma KN		(Dept. of Sanskrit)
68	Naveen Paul		P.E
69	Biju Thomas		asst Statistry
70.	SUNI K.P		Physical Education
71.	Tru k.		Botany

Points Discussed

- Discussed measures for ensuring peaceful conduct of Onam celebrations by students.
- ID cards are strict
- Entry allowed only for on-roll students of Sree Sankara College
- No bands allowed from outside parties
- All teachers must keep vigil to ensure discipline during celebrations. A list of teachers and their duty time will be distributed. They should be at the Gate during the time allotted.
- Another list of team of teachers along with Anti-Drug and Narcotic cell will be also be prepared for doing rounds around the campus and at notorious corners.
- Principal requested whole hearted and sincere cooperation from all staff for the peaceful conduct of Onam celebrations.

   The meeting ended at 4.30 pm

   Meeting No. 10

Minutes of the IQAC Meeting held on 13/09/2022, 2.30 pm

Conference Room

Agenda:

- AAA-Internal – Dates
- Orientation for Freshers
- SMART Fund 2022
- Teachers Profile
- Clarifications on AAA
- Preparation of AQAR 2021-22-Progress

Members Present:

- Sri. Prasad S
- Smt. Gopika G
- Smt. S. Gowri Antherjanam
- Dr. Biju Thomas
- Dr. Manju T
- Dr. Preethi Nair

Points Discussed

2. AAA formats are being filled and sent by teachers to IQAC e-mail. Process is not complete yet. Internal Audit will start on September 19th and needs to be completed by 4th October. A meeting to discuss the plan of action will be held on Friday, 16th September.

3. A general orientation Programme for freshers will be held in October, once the admissions are complete. Departments to be alerted on department wise orientation programme.

4. SMART Fund 2022: Proposals are to be invited from departments. Separate proposals for programmes beneficial to students are also to be invited, in addition to those for teachers. The students' programmes should be interactive or activity oriented, which can inculcate and enhance a sense of enthusiasm towards their subject. The proposals are to be submitted before 15th October to the coordinator Smt. Gopika G.

5. The report, Statement of expenditure and Utilisation Certificate of SMART 2021 are to be submitted in printed form to the coordinator, at the earliest.

6. The teachers are to be reminded to fill in the digital diary and generate the biodata from the same for filing.

7. The portal for uploading AQAR 2021-22 is open. Data collection to be started after internal Audit.

8. The brochure, syllabus, date of commencement and details of resource persons, linkages, etc., to be submitted to Add On programme coordinator Smt. Gopika G., before 15th October.

9. Departments to be alerted on conducting department Alumni meeting before December 2022.

10. As per suggestion from the Managing Director, a meeting of retired teachers to be convened.

11. Merit day (2021-22) for the students needs to be conducted in March 2023. The meritorious students from 2019-20 and 2020-21 also to be considered.

12. The list of office files to be collected from the Office Superintendent.

13. A mega exhibition programme including all the departments is to be planned, as an extension activity.

14. A works committee to be constituted and to be involved in all construction works happening in the campus, if possible right from planning stage.

15. With the NAAC peer team visit just an year away, infrastructure development and maintenance work needs to be started soon. A proposal has to be prepared and submitted to the management. A meeting of IQAC team with the management (after internal audit) to be fixed on the same.

16. A panel for Institute innovation Council (IIC) is to be urgently constituted, so that the process of registration of the college can be completed. Activities of IEDC also to be revived. All departments need to be involved in the activities of IIC.

The meeting ended at 4.00 pm.

Meeting No. 11

Academic and Administrative Audit by IQAC – September 2022

AAA internal Audit 2022 – Schedule

Sl. No.	Date	Time	Department
1. 2. 3.	19.09.2022	10.30 – 11.30 11.30 – 12.30 2.00 – 3.00	Hindi Sanskrit English

4.	20.09.2022	10.00 – 12.00	B. Voc
5.		12.00 – 01.00	Envt Sciences &Management
7.	03.10.2022	10.00 – 11.00	Botany
8.		11.00 – 12.00	Chemistry
9.		12.00 – 1.00	Physics
10.		2.00 – 3.00	Zoology
11.		3.00 – 4.00	Economics
12.	06.10.2022	10.00 – 11.00	Maths
13.		11.00 – 12.00	Statistics
14.		12.00 – 1.00	History
15.		2.00 – 3.00	Microbiology
16.		3.00 – 4.00	Biosciences
17.	07.10.2022	10.00 – 11.00	Commerce
18.		11.00 – 12.00	Physical Education
19.		12.00 – 1.00	Malayalam
20.		2.00 – 3.00	Administrative Office

19.09.2022

Department of Hindi

General Remarks

➢ Put list of contents at the front page of all files
➢ Try the best NOT to leave any entries blank in AAA form.
➢ Final check to be done based on the file contents provided
➢ If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
➢ Please keep updated minutes book of department meetings, PTA and Alumni meetings.
➢ Complete all documentations by second week of November for scrutiny by IQAC
➢ External AAA by second week of December

Special Remarks

File 1: Try the best NOT to leave any entries blank in AAA form.

    To access the digital diary, login to: https://www.ssc.edu.in/faculty_admin/ .
    Username: Email given in the college website (under department profile)
    Password: password)
Articles print form missing, publications should go to file 11, CV-digital diary missing

File 2 Year wise data, Student CV, rank details and certificates, Student Progression details (Batch, etc) needed, Students - Sports/cultural/literary/achievements missing, List of students , List of addl language students should move to file 4

File 3 Academic Calendar missing, workload needs updation (include Principal's and guests' workload too)

File 4 University exam results (rank, results of Core and addl language), Internal exam timetable and results missing, A forms of main programmes missing in print

File 5 Extra academic sessions register missing

File 6 List of student projects (title, year, guide, etc) missing

File 7 Skill enhancement data not to be included in this file.

File 8 and 9 empty

File 10 reports of events needed, feedback, attendance, etc of online events can be included

File 11 Publications (in full print) should be moved to here from file 1

File 12 Identify Best Practice and Uniqueness (retd teachers visits to be accounted, library, NET and higher studies coaching, Hindi day celebrations, Hindi fest, etc needs accounting)

File 13: Action taken report of Feedback data required. Feedback data can be collected from Sri. Rajeesh (Dept of English)

File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

Department of Sanskrit

General Remarks

➢ Put list of contents at the front page of all files
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➢ Please keep updated minutes book of department meetings, PTA and Alumni meetings.
➢ Complete all documentations by second week of November for scrutiny by IQAC
➢ External AAA by second week of December

Special Remarks

File 1: Try the best NOT to leave any entries blank in AAA form.

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> Username: Email given in the college website (under department profile)
> Password: password)

File 2 student progression supporting docs missing

File 3 complete except for academic calendar

File 4 Results analysis missing

File 5 remedial – student signature missing, tutorial dates missing, adv learners and slow learners data missing

File 6 complete

File 7 complete except for model of certificate issued

File 8 and 9 MoU needs renewal

File 10 activity Photos missing

File 11 publications missing

File 12 retd teachers classes, gurupoornima, activities connected

File 13: Action taken report of Feedback data required. Feedback data can be collected from Sri. Rajeesh (Dept of English)

File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

File 15 complete

Department of English

General Remarks

➢ Put list of contents at the front page of all files
➢ Try the best NOT to leave any entries blank in AAA form.
➢ Final check to be done based on the file contents provided
➢ If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
➢ Please keep updated minutes book of department meetings, PTA and Alumni meetings.
➢ Complete all documentations by second week of November for scrutiny by IQAC
➢ External AAA by second week of December

Special Remarks

File 1: Try the best NOT to leave any entries blank in AAA form.

> To access the digital diary, login to: https://www.ssc.edu.in/faculty_admin/ .
> Username: Email given in the college website (under department profile)
> Password: password)

File 2 Proper filing with student data, nominal roll, biodata, student progression, scholarship details, etc., needed

File 3 Academic Calendar missing, individual timetables incomplete

File 4 UG and PG result analysis to be done, A forms of core and common course missing, internal exam time tables, list of students (common course) missing, results of internal exams missing

File 5 details (register with list of students, attendance, date, signature of teacher and students, etc) of Tutorial, remedial, advanced and slow learners' class, etc. required

File 6 Students project details required, list of projects with title, name of student and supervisor, needed at the front

File 7, 8, 9, 13, 14 empty

File 10 report of dept activities missing (list of participants, photographs, resource persons, report, etc.)

File 11 files incomplete

File 12 Best practices – details needed with reports, photographs, list of participants

File 13: Action taken report of Feedback data required. Feedback data can be collected from Sri. Rajeesh (Dept of English)

File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

File 15 activities conducted by the research dept not presented (list of participants, resource persons, photographs, report, etc.). Publications by research scholars not documented

20.09.2022

Department of BVocs

General Remarks

➢ Put list of contents at the front page of all files
➢ Try the best NOT to leave any entries blank in AAA form.
➢ Final check to be done based on the file contents provided
➢ If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
➢ Please keep updated minutes book of department meetings, PTA and Alumni meetings.
➢ Complete all documentations by second week of November for scrutiny by IQAC
➢ External AAA by second week of December

Special Remarks

• Document separately for each department and Files to be kept strictly based on the list provided by IQAC
• All documents to be arranged separately for the four sections of the department
• Fill files based on content given by IQAC and Write file number and contents on each file

File 1: Try the best NOT to leave any entries blank in AAA form.

   To access the digital diary, login to: https://www.ssc.edu.in/faculty_admin/ .
   Username: Email given in the college website (under department profile)
   Password: password)

File 2: Nominal Roll missing, student achievements data and supporting documents needed, student progression data and supporting docs needed, list of scholarship missing

File 3: Incomplete.

File 4: University exam result analysis (all results published in 2021-22) to be done, file incomplete

File 5: Registers for tutorial, remedial and mentoring to be updated by all four sections

File 7: list and document all skill enhancement programmes done during 2021-22, with list of participants, teachers, report, brochure and photographs

File 8: list and document all programmes done during 2021-22, with list of participants, teachers, report, certificates and photographs

File 9: MoUs need renewal; data on collaborations and linkages also to be documented.

File 10: list and document all department programmes done during 2021-22, with list of participants, teachers, report, brochure and photographs

File 11: Academic contributions: file incomplete

File 12: best practices to be identified. Suggestions by IQAC: Campus Newsletter, coverage and documentation of college events, publishing in association with media.

File 13: feedback forms for teachers will be provided by IQAC. Online feedback forms (alumni, parents, students) should be circulated to maximum numbers and action taken report to be prepared. Feedback data can be collected from Sri. Rajeesh (Dept of English)

File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

Department of Environment Science and Management

General Remarks

- ➢ Put list of contents at the front page of all files
- ➢ Try the best NOT to leave any entries blank in AAA form.
- ➢ Final check to be done based on the file contents provided
- ➢ If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
- ➢ Please keep updated minutes book of department meetings, PTA and Alumni meetings.
- ➢ Complete all documentations by second week of November for scrutiny by IQAC
- ➢ External AAA by second week of December

Special Remarks

File 1: Try the best NOT to leave any entries blank in AAA form.

> To access the digital diary, login to: https://www.ssc.edu.in/faculty_admin/ .
> Username: Email given in the college website (under department profile)
> Password: password)

File 2: incomplete, student progression, student achievements, etc to be documented

File 3: workload missing

File 4: university exams result analysis missing

File 5: incomplete

File 6: incomplete, list and reports to be documented

File 7: incomplete

File 8: incomplete, include list of students doing internships, plan collaborations

File 9:

File 10: list and document all department programmes done during 2021-22, with list of participants, teachers, report, certificates and photographs, feedback

File 11: incomplete

File 12: incomplete

File 13: Action taken report of Feedback data required. Feedback data can be collected from Sri. Rajeesh (Dept of English)

File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

Please keep updated minutes book of department meetings, PTA and Alumni meetings.

06.10.2022

Department of Mathematics

General Remarks

➢ Put list of contents at the front page of all files
➢ Try the best NOT to leave any entries blank in AAA form.
➢ Final check to be done based on the file contents provided
➢ If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
➢ Please keep updated minutes book of department meetings, PTA and Alumni meetings.
➢ Complete all documentations by second week of November for scrutiny by IQAC
➢ External AAA by second week of December

Special Remarks

File 1: Try the best NOT to leave any entries blank in AAA form.

To access the digital diary, login to: https://www.ssc.edu.in/faculty_admin/ .
Username: Email given in the college website (under department profile)
Password: password)

File 2: students achievements (arts, sports, academics) and list of scholarships missing

File 3: acad calendar missing

File 4: subfiles need to be marked as 4.1, 4.2, etc

File 5: extra academic sessions to be documented and filed (tutorials, remedial, etc with date, name of teacher, signature of teacher, topic, attendence)

File 6: complete

File 7, 8 vacant

File 9: Nil

File 10: complete

File 11: nil

File 12: Best Practice: Nil

File 13: Action taken report of Feedback data required. Feedback data can be collected from Sri. Rajeesh (Dept of English)

File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

Please keep updated minutes book of department meetings, PTA and Alumni meetings.

Department of Statistics

General Remarks

➢ Put list of contents at the front page of all files
➢ Try the best NOT to leave any entries blank in AAA form.
➢ Final check to be done based on the file contents provided
➢ If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
➢ Please keep updated minutes book of department meetings, PTA and Alumni meetings.
➢ Complete all documentations by second week of November for scrutiny by IQAC
➢ External AAA by second week of December

Special Remarks

File 1: Try the best NOT to leave any entries blank in AAA form.

To access the digital diary, login to: https://www.ssc.edu.in/faculty_admin/ .
Username: Email given in the college website (under department profile)
Password: password)

File 2: student achievement and scholarship data missing

File 3: arrange year-wise, academic calendar missing

File 4: all contents except syllabus missing, some data misplaced in file 2

File 5, 7, 8, 9, 11, 14 vacant

File 6: complete

File 10: complete

File 12: Statistics day celebrations data need to be complete

File 13: Action taken report of Feedback data required. Feedback data can be collected from Sri. Rajeesh (Dept of English)

File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

Please keep updated minutes book of department meetings, PTA and Alumni meetings.

Department of History

General Remarks

➢ Put list of contents at the front page of all files
➢ Try the best NOT to leave any entries blank in AAA form.
➢ Final check to be done based on the file contents provided
➢ If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
➢ Please keep updated minutes book of department meetings, PTA and Alumni meetings.
➢ Complete all documentations by second week of November for scrutiny by IQAC
➢ External AAA by second week of December

Special Remarks

File 1: Try the best NOT to leave any entries blank in AAA form.

> To access the digital diary, login to: https://www.ssc.edu.in/faculty_admin/ .
> Username: Email given in the college website (under department profile)
> Password: password)

File 2: students' achievements (arts, sports, academic), student progression need to be documented

File 3: workload and academic calendar missing

File 4: OK

File 5: incomplete

File 6: complete

File 7: NA

File 8: NA

File 9: Vacant

File 10: not complete. Update with all relevant documents

File 11: Nil

File 12: Tarjani not conducted due to covid lockdown

File 13: Feedback to be collected using google forms provided (students, parents alumni and teachers)

File 14: Contributions only documented, need data (name, course, etc). google form data from Anumol can be collected and list can be printed and filed

Please keep updated minutes book of department meetings, PTA and Alumni meetings.

07.10.2022

Department of Commerce

General Remarks

- ➢ Put list of contents at the front page of all files
- ➢ Try the best NOT to leave any entries blank in AAA form.
- ➢ Final check to be done based on the file contents provided
- ➢ If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
- ➢ Please keep updated minutes book of department meetings, PTA and Alumni meetings.
- ➢ Complete all documentations by second week of November for scrutiny by IQAC
- ➢ External AAA by second week of December

Special Remarks

File 1: Try the best NOT to leave any entries blank in AAA form.

> To access the digital diary, login to: https://www.ssc.edu.in/faculty_admin/ .
> Username: Email given in the college website (under department profile)
> Password: password)

File 8: List of students who participated in internship, industrial visits, etc to be included

File 12: Name the best practices

File 13: Action taken report of Feedback data required. Get feedback data from Rajeesh

File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

Department of Physical Education

Department of Malayalam

General Remarks

- ➢ Put list of contents at the front page of all files
- ➢ Try the best NOT to leave any entries blank in AAA form.
- ➢ Final check to be done based on the file contents provided
- ➢ If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
- ➢ Please keep updated minutes book of department meetings, PTA and Alumni meetings.
- ➢ Complete all documentations by second week of November for scrutiny by IQAC
- ➢ External AAA by second week of December

Special Remarks

File 1: Try the best NOT to leave any entries blank in AAA form.

> To access the digital diary, login to: https://www.ssc.edu.in/faculty_admin/ .
> Username: Email given in the college website (under department profile)
> Password: password)

Files 3, 4, 5, 10, 12, 13 to be maintained

10.10.2022

Department of Zoology

General Remarks

- ➢ Put list of contents at the front page of all files
- ➢ Try the best NOT to leave any entries blank in AAA form.
- ➢ Final check to be done based on the file contents provided
- ➢ If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
- ➢ Please keep updated minutes book of department meetings, PTA and Alumni meetings.

- Complete all documentations by second week of November for scrutiny by IQAC
- External AAA by second week of December

Special Remarks

File 1: Try the best NOT to leave any entries blank in AAA form.

> To access the digital diary, login to: https://www.ssc.edu.in/faculty_admin/ .
> Username: Email given in the college website (under department profile)
> Password: password)

File 5: Registers for Extra academic sessions need to be maintained

File 9: MoUs and linkages may be obtained from institutes/firms where students do projects, Internships, etc. Request/consent letter may also serve the purpose

File 10: Department Activities need to be documented

File 12: Prepare Best practice based on NAAC format

File 13: Action taken report of Feedback data required. Feedback data can be collected from Sri. Rajeesh (Dept of English)

File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

Please keep updated minutes book of department meetings, PTA and Alumni meetings.

Department of Chemistry

General Remarks

- Put list of contents at the front page of all files
- Try the best NOT to leave any entries blank in AAA form.
- Check whether all faculty AAA and dept AAA are sent to IQAC mail
- Final check to be done based on the file contents provided
- If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
- Please keep updated minutes book of department meetings, PTA and Alumni meetings.
- Complete all documentations by second week of November for scrutiny by IQAC
- External AAA by second week of December

Special Remarks

File 1: All members may fill in digital diary and take print outs to keep in File 1. AAAs may be sent to IQAC mail

> (To access the digital diary, login to:
> https://www.ssc.edu.in/faculty_admin/ .
> Username: Email given in the college website (under department profile)
> Password: password)

File 9: MoUs and linkages may be obtained from institutes/firms where students do projects, Internships, etc. Request/consent letter may also serve the purpose

File 12: Preparation and distribution of hand sanitizer can be projected as the best practice during the year. The same can be projected as Extension/outreach program also

File 13: Action taken report of Feedback data required. Feedback data can be collected from Sri. Rajeesh (Dept of English)

File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

File 15: Attendance register incomplete

A few files are seen empty, efforts may be taken to fill them too (5, 9, 13)

Please keep updated minutes book of department meetings, PTA and Alumni meetings.

Department of Physics

General Remarks

- ➢ Put list of contents at the front page of all files
- ➢ Try the best NOT to leave any entries blank in AAA form.
- ➢ Check whether all faculty AAA and dept AAA are sent to IQAC mail
- ➢ Final check to be done based on the file contents provided
- ➢ If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
- ➢ Please keep updated minutes book of department meetings, PTA and Alumni meetings.
- ➢ Complete all documentations by second week of November for scrutiny by IQAC
- ➢ External AAA by second week of December

Special Remarks

File no. 1 Completed AAA forms of all teachers be printed and filed. Try the best NOT to leave any entries blank in AAA form. All members should fill in the digital diary and take print outs to keep in File

> (To access the digital diary, login to:
> https://www.ssc.edu.in/faculty_admin/ .
> Username: Email given in the college website (under department profile)
> Password: password)

File 2: Place the documents in the order according to the list provided
File 3: Academic Calendar missing. Prepare one based on the reference given in college group by the Principal.
File 9: Originals of MoUs need to be documented
File 13: Action taken report of Feedback data required. Feedback data can be collected from Sri. Rajeesh (Dept of English)

File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

Department of Botany

Department of Economics

IQAC appreciates the sincere effort by Economics dept for filing documents meticulously

General Remarks

- Put list of contents at the front page of all files
- Try the best NOT to leave any entries blank in AAA form.
- Check whether all faculty AAA and dept AAA are sent to IQAC mail
- Final check to be done based on the file contents provided
- If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
- Please keep updated minutes book of department meetings, PTA and Alumni meetings.
- Complete all documentations by second week of November for scrutiny by IQAC
- External AAA by second week of December

File 1: Completed AAA forms of all teachers be printed and filed. Try the best NOT to leave any entries blank in AAA form. All members should fill in the digital diary and take print outs to keep in File

> (To access the digital diary, login to:
> https://www.ssc.edu.in/faculty_admin/ .
> Username: Email given in the college website (under department profile)
> Password: password)

File 2: Student progression to be complete

File 13: Action taken report of Feedback data required. Feedback data can be collected from Sri. Rajeesh (Dept of English)

File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

Department of Biochemistry

General Remarks

- Put list of contents at the front page of all files
- Try the best NOT to leave any entries blank in AAA form.
- Check whether all faculty AAA and dept AAA are sent to IQAC mail
- Final check to be done based on the file contents provided
- If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
- Please keep updated minutes book of department meetings, PTA and Alumni meetings.
- Complete all documentations by second week of November for scrutiny by IQAC
- External AAA by second week of December

Special Remarks

- File 1: Try the best NOT to leave any entries blank in AAA form.
  To access the digital diary, login to: https://www.ssc.edu.in/faculty_admin/ .

Username: Email given in the college website (under department profile)
Password: password)

- File 4: data regarding exams (internal and external) incomplete – QPs and results need documentation
- File 5: in extra academic sessions files, dates, student data and teacher signature needed
- File 6: List of Student projects needed with name of supervisor and title of work
- File 7: Skill enhancement programmes NIL
- File 8 and 9: vacant - MoUs and linkages may be obtained from institutes/firms where students do projects, Internships, etc. Request/consent letter may also serve the purpose. These can be projected as Acad-Industry collaborations
- File 10: Extension/Outreach programs missing
- File 13: Action taken report of Feedback data required. Feedback data can be collected from Sri. Rajeesh (Dept of English)
- File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

Department of Microbiology

General Remarks

- Put list of contents at the front page of all files
- Try the best NOT to leave any entries blank in AAA form.
- Check whether all faculty AAA and dept AAA are sent to IQAC mail
- Final check to be done based on the file contents provided
- If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
- Please keep updated minutes book of department meetings, PTA and Alumni meetings.
- Complete all documentations by second week of November for scrutiny by IQAC
- External AAA by second week of December

Special Remarks

- File 1: Completed AAA forms of all teachers be printed and filed. Try the best NOT to leave any entries blank in AAA form. All members should fill in the digital diary and take print outs to keep in File
  (To access the digital diary, login to:
  https://www.ssc.edu.in/faculty_admin/ .
  Username: Email given in the college website (under department profile)
  Password: password)

- File 5: Extra academic session - file not updated. (mentoring, remedial to be maintained)
- File 6: Student project- index, year, list of students, teachers (guide) not included
- File 10: department activities file incomplete
- File 13: Action taken report of Feedback data required. Feedback data can be collected from Sri. Rajeesh (Dept of English)

- File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

Department of Biotechnology

General Remarks

➢ Put list of contents at the front page of all files
➢ Try the best NOT to leave any entries blank in AAA form.
➢ Check whether all faculty AAA and dept AAA are sent to IQAC mail
➢ Final check to be done based on the file contents provided
➢ If needed sub-files may be kept with sub-indexing (e.g., 1.2, 4.3, etc.)
➢ Please keep updated minutes book of department meetings, PTA and Alumni meetings.
➢ Complete all documentations by second week of November for scrutiny by IQAC
➢ External AAA by second week of December

Special Remarks

- File 1: Completed AAA forms of all teachers be printed and filed. Try the best NOT to leave any entries blank in AAA form. All members should fill in the digital diary and take print outs to keep in File
  (To access the digital diary, login to:
  https://www.ssc.edu.in/faculty_admin/ .
  Username: Email given in the college website (under department profile)
  Password: password)
- File 13: Action taken report of Feedback data required. Feedback data can be collected from Sri. Rajeesh (Dept of English)
- File 14: Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented

26.10.2022

Department of Physical Education

1. Name the files and contents on top of the file _ (File 1 Faculty Data, File 2 – Student sports achievements 2021-22)
2. Put a list of contents as the front page in each file
3. Please keep updated minutes book of department meetings, PTA and Alumni meetings.
4. Complete all documentations by second week of November for scrutiny by IQAC
5. External Audit on 9th of December 2022

File 1: Faculty Data:

6. AAA for m of Sri Suni K. P. Missing
7. CV of both faculty members missing – CV to be generated from digital diary
   All members should fill in the digital diary and take print outs to keep in File
   (To access the digital diary, login to:
   https://www.ssc.edu.in/faculty_admin/ .
   Username: Email given in the college website (under department profile)
   Password: password)

8. All columns of Item 9 need to be filled
9. Item 26 needs to be filled – orientation course/Refresher course
10. Item 30, 32 and 35 need to be filled
11. Details of Open course should be written in items 19 and 20 of AAA. (not in item 1)
12. In item 45, write ACPTE in expanded form
13. Fill in the item no.49: Details of funding
14. Fill in item No. 50
15. Fill in item 55 – Action Plan
16. Item 58: SWOC analysis is mandatory.

File 2: Students Sports Achievements

17. Tabulate achievements as follows

Sl. No.	Student Name	Class	Name of Event	Date of event	Venue	Category	Position

18. Dates of events are mandatory

Meeting No. 12

Minutes of the IQAC Meeting on establishing Institutional Innovation Council at Sree Sankara College, Kalady

26/09/2022, 12.30 pm, Seminar Hall

Agenda:

- Constitution of Institutional Innovation Council (IIC) at Sree Sankara College, Kalady

Members Present:

Dr. Manju T.
Dr. Preethi Nair
Dr. SINITHA B. NAIR
KAMAL K.L
Manju V. Kumar
Rejani V.A.
Biju Thomas
Dr. Mini K.D
Dr. Sumi Mary George
Remya M. Nair
Gopika G
Ajay Bail (RP)
Sowmya MR
Harikrishna Sharma KN
Rakhi S
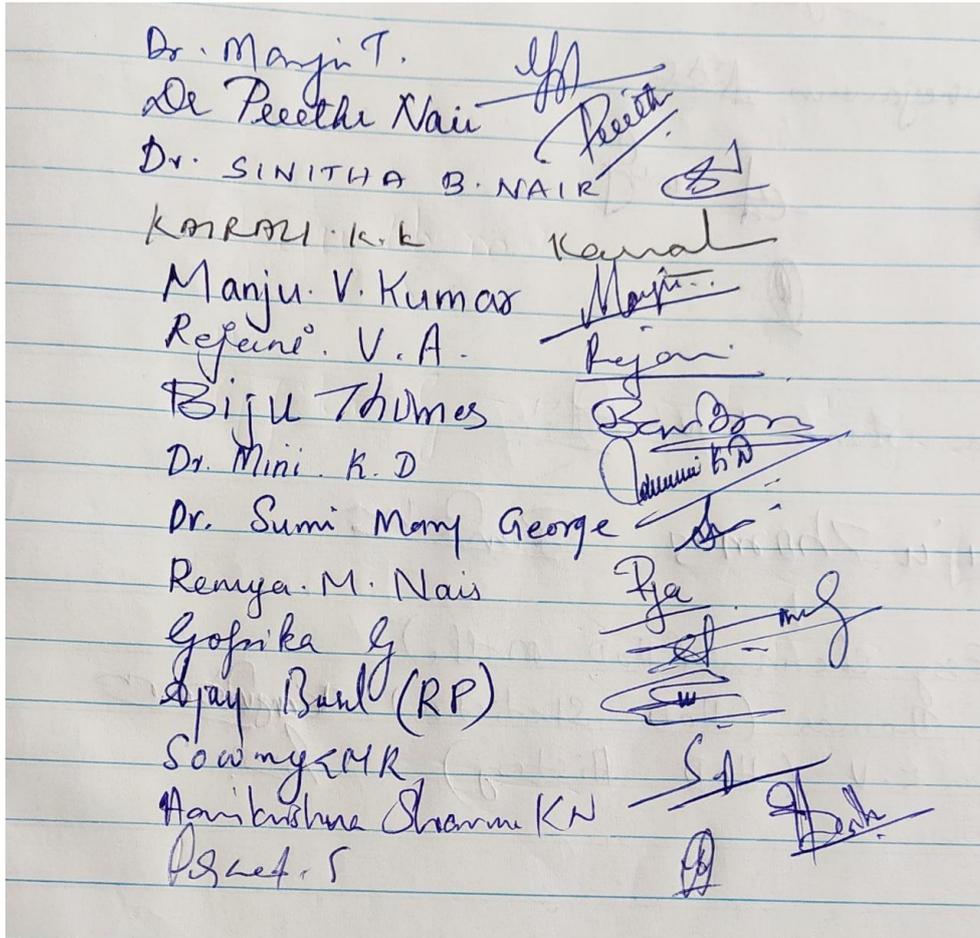
Points Discussed

Discussions were held on functions of IIC, how to submit proposals for Start-Up assistance etc. Smt. Sowmya M R, Dept of Statistics and Computer Science agreed to submit a proposal to MG University for Start-Up fund in association with Research Innovation Network Kerala (RINK) and Kerala Start-Up Mission (KSUM). The meeting turned out to be very beneficial and motivating. It was concluded at 1.30 pm.

Meeting No. 13

Minutes of the IQAC Meeting with Management

07/10/2022, 12.15 pm, Seminar Hall

Agenda:

- Preparation for NAAC Re-accreditation - 2023

Members Present:

 nt :

1. K. Anand, Managing Trustee
2. Jayasankar C.P., COO
3. Dr. Preethi Nair, Principal
4. Dr. Manju T.
5. S. Gowri Antherjanam
6. Gopika G
7. Kanmani. K.K
8. Remya. M. Nair
9. Dr. Biju Thomas
10. Harikrishna Shenoy K.N
11. Prasad. S
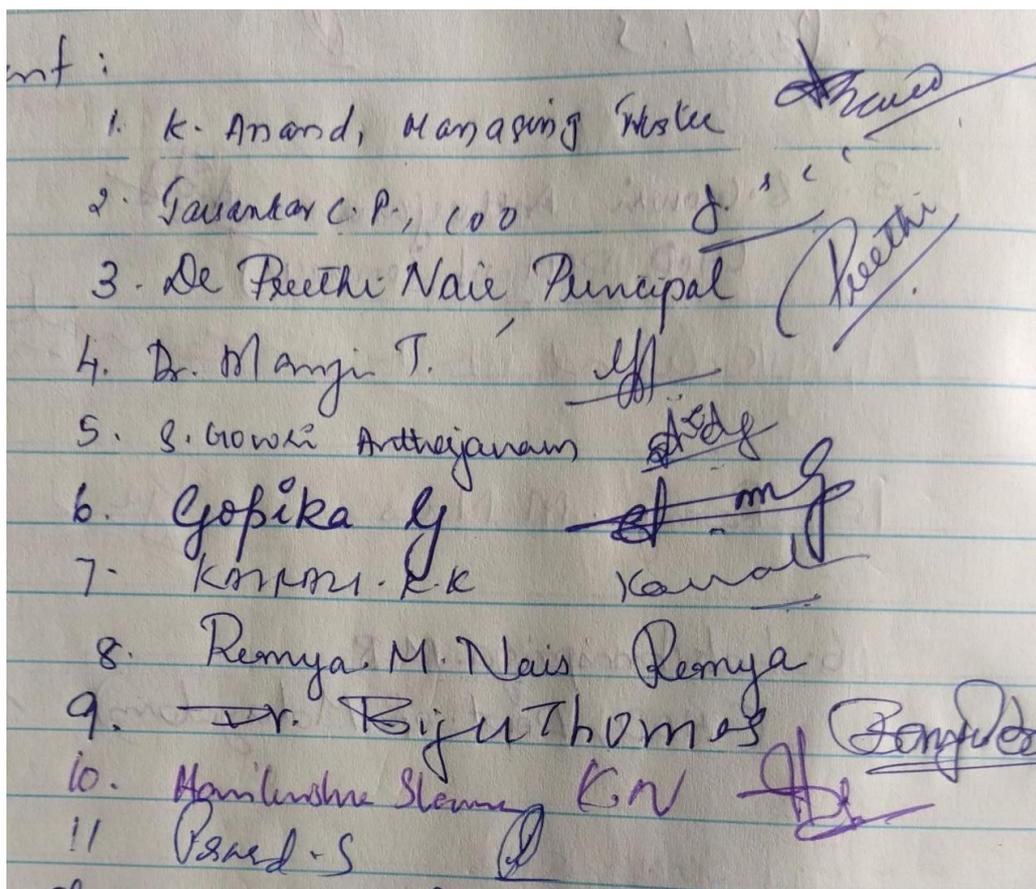
Points Discussed

IQAC coordinator presented the recommendations of NAAC peer team during their visit in 2018, the progress which have been already accomplished and the requirements which are yet to be met. A letter stating all the requirements was submitted to the Managing Director.

Specifications for the computers required for the labs and an estimate of budget was asked to be submitted urgently to the management. The same has been prepared and submitted to the Principal.

MD also assured that steps for installing optical fiber cables for providing internet to IQAC office will also be done urgently.

The dilapidated T Block (east side) will be temporarily maintained by truss work. For boys' hostel, provisions outside the campus may be thought about.

The meeting ended at 12.45 pm.

07.10.2022

To

THE MANAGING DIRECTOR
SREE SANKARA COLLEGE, KALADY

Sub: Preparation for NAAC Accreditation 2023-24 – Submission of Proposal to Management

Respected Sir,

As you are aware, the college is preparing for its fourth cycle of accreditation by NAAC, as its accreditation expires in October 2023. In this direction, IQAC would like to invite your attention towards a few very urgent requirements which are stated below, so that we can work towards a better grading of the institute.

Infrastructural Requirements: (Very Urgent)

1. Maintenance of classrooms of T Block (east side) – The concrete as well as cement plastering from the roof are peeling off in the classrooms as well as corridors (pictures attached) and the iron rods are seen rusting. This presents a grave risk of physical injury to teachers and especially the large number of students sitting in the classrooms.

2. Internet facility at IQAC room (Optical Fibre) – IQAC room lacks internet facility and this is hindering the day-to-day activities of IQAC such as data collection, data uploading, data analysis, sending important announcements, uploading of Annual AQAR, etc. Internet being a very important factor for the basic and proper functioning of IQAC, this requirement may be addressed urgently. As a suggestion from our system administrator, optical fibre cable may be drawn from the Server room to the canteen block (where the IQAC office is situated) for the purpose.

3. Manuscript Library and Research room for Sanskrit Department

   It can be clearly concluded from the exit report of previous NAAC peer team visit (enclosed), the department of Sanskrit has succeeded in impressing the team with its various research and other extension activities for the upliftment of the great heritage language of the country. As per the recommendations from the NAAC team, the institute need to provide sufficient infrastructure to preserve the manuscripts and also to host the research centre. A project proposal has been submitted to the Management in this direction in 2017 and a copy is available. Communication has already been made with National Mission for Manuscripts (NMM) for financial support and they had agreed in principle for the same provided a financial input has been made by the institution also. It would be greatly beneficial for the institution as a whole if such an initiative can be realised, as it would bring laurels to the institute regionally and nationally as well.

4. Maintenance and Modification of Principal's Office
   The present Principal's office is not befitting at all for an A-Grade college, with very clumsy office room and leaking corridors. The first impression by the NAAC team itself would become discouraging if we cannot do modifications.

5. Name of College at the Entrance

It is unimpressive that the name of college is not sported neither on the arch nor on the gateway. Kindly make necessary steps to rectify this.

6. Levelling and tile-paving of mushy grounds
   There are spots in the campus which gets muddy and mushy during rainy days (front portion of Dept of Microbiology, front portion of S-block, etc). Tis may be solved by levelling of ground and tiling.

7. Installation/Maintenance of CCTV Cameras on the southern side of Indoor Stadium and closing entry points towards the place
   Several reports of untoward incidents have been received as happening at various nooks and corners of the college. These will surely damage the decorum of the institute. As a first step, CCTV cameras may be installed or maintained, most urgently on the southern side of indoor stadium.

8. Computers – Maintenance and replacement
   The computer labs of the college need an urgent revamp. A minimum of 50 computers are urgently needed at various computer labs. The faulty computers are causing larger troubles during classes and specifically during the conduct of university exams.

Expecting a positive and fast response to the above mentioned urgent requirements.

Thanking You

IQAC Coordinator

NAAC Peer Team Visit

Timeline:

➢ Submission of AQAR 2021 – 22: November 30 2022
➢ Academic and Administrative Audit 2021 – 22: second week of December 2022
➢ Submission of IIQA: May 2023
➢ Submission of SSR: October 2023
➢ NAAC Peer Team Visit: November 2023

Meeting No. 14

Minutes of IQAC department coordinators' Meeting held on 11.10.2022 at Seminar Hall (3.15 pm)

Agenda:

1. AAA
2. Add-On Programs
3. Digital Diary
4. Freshers Orientation – Disha
5. Alumni Meetings and Alumni Contributions – Dakshina

6. Any other matter of importance

Sl.No.	Name	Dept.	Signature
1.	Kavitha Sivadas	History	
2.	Lakshmipriya. M.R	Malayalam	
3.	Dr. Seena k. Thomas	Chemistry	
4.	Dr. Ambili M.S	Envt Science & Management	Ambili
5.	Liya Paul	BSc Microbiology	
6.	SIVAPRABHA.T.S.	Dept of Biochemistry	
7.	Dr. Renjusha Menon	Biotechnology	
8.	Vishaya Vijayan	Microbiology	Vishaya
9.	Manju C.R.	Commerce.	
10.	Dr. SINITHA B. NAIR	PHYSICS	
11.	Rajeesh K.P	English	R.P.K
12.	Benno Mathew	Statistics	Benno
13.	Ratheesh. C Nair	Hindi	Ratheesh
14.	Harikrishna Sharma K.N	Sanskrit	
15.	Prasad S	Economics	
16.	Biju Thomas	Statistics	Benjloom
17.	Dr. Sreelekshmi R	Sanskrit	
18.	ABHISHD.J	Commerce.	
19.	Essy. C. Chenan	Mathematics	Essy
20.	Dr. Nimmol K.C	Zoology	
21.	Gopika G	Commerce	

Points of Discussion:

1. IQAC congratulated and thanked all departments for the cooperation rendered in completing internal AAA audit
2. All departments were reminded to take the audit with utmost seriousness and sincerity, as the whole exercise is to improvise and systematise the documentation of departmental activities towards a better grading of the whole institution.

3. All filing should strictly be based on the list of files provided by IQAC. Take care of the contents listed against each file name.
4. Put file number and file contents on the top of every file
5. Put a list of contents on the front page of each file
6. If needed sub files may be maintained with sub-indexing (1.2, 3.4, etc.)
7. Take maximum efforts to fill in all columns of AAA formats, when whatever related activities **genuinely** exists.
8. Digital diary should be strictly filled in by all members, print out of profile page has to be documented in File 1 as biodata.
   To access the digital diary, login to: https://www.ssc.edu.in/faculty_admin/ .
   Username: Email given in the college website (under department profile)
   Password: password)
9. Student projects done outside as well as projects undertaken for external students can be documented as linkages between departments/institutions. Departments can file the letter of communications with other institutions as evidences.
10. Extra academic sessions (File no. 5) need to be strictly filled in. every department being actively involved in tutoring, mentoring, remedial classes, etc., the only action to do is document every sessions. Enter date, students name and signature, teacher name and signature, etc.
11. Action taken report of Feedback data is an important requirement. Feedback data can be collected from Sri. Rajeesh (Dept of English) and the report can be prepared
12. Alumni data can be collected from Alumni Coordinator (Dr. Anumol K A). Alumni contributions in any form (including classes, interactions, etc) may be documented
13. Department meeting registers, PTA meeting registers and Alumni meeting registers need to be updated
14. A final scrutiny before external AAA will be held in the second week of November. Complete all documentation before that. External AAA is scheduled for the second week of December.
15. Add-On programmes to be started before 31st October. Brochure and Syllabus of the same has to be sent in hard copies to Smt. G. Gopika, (g.gopika@gmail.com), the coordinator of Add-On programmes by 31st December.
    a. Students to be admitted by each department
    b. Fee receipts should be provided to the student during fee remittance
    c. All financial transactions will be handled by the parent department.
    d. A statement of expenditure to be submitted to the coordinator at the end of the semester
    e. All expenditure should have an associated bill and receipt voucher
    f. Programme certificate will be issued centrally by the Principal
    g. Common expenditures will be shared equally by all departments
16. AQAR 2021-22 to be uploaded before December 31st. To support this, all departments are requested to submit a department activity report of 2021-22 before October 31st.

The meeting ended at 4.00 pm

Meeting No. 1 5

Minutes of IQAC Meeting held on 28.10.2022 at IQAC Room, 2.00 pm

Agenda:

- SMART Proposals – Review and Finalising
- AQAR 2021-22 – formats
- AAA – External

Members Present:

1. Dr. Manju T.
2. Dr. Biju Thomas
3. Smt. Kairali K. K.
4. Smt. Gopika G.

Points of Discussion:

SMART – 2022-23

After review based on the mandatory requirements, ten proposals for teachers' beneficial programs and ten proposals for students' beneficial programs were selected out of 25 proposals received.

AQAR 2021-22

AQAR 2021-22 is to be uploaded by December 31st. Excel files for data collection have been sent to all Heads of departments and departmental IQAC coordinators. Excel files have been sent to placement officer, scholarship committee, physical education department, cultural committee and to Librarian also.

AAA – External

Preliminary discussions are made with the head of Principal's council of Kerala Dr. Biju A, on conducting Academic and Administrative Audit of the college, tentatively in December 2022.

Meeting ended at 3.00 pm

Meeting No. 16

Minutes of the IQAC Meeting

11/11/2022, 2.00 pm, Seminar Hall

Agenda:

- To discuss consolidation of AAA (external) dept data
- AQAR 2021-22: NEP Data
- NIRF 2023 participation
- SMART 2022-23
- Infrastructural maintenance of labs
- Internet in IQAC Office
- IIC and IEDC
- AAA- HoDs presentation template

- Add-On Courses – Review
- Plan of Action – NAAC Re-accreditation

Members Present:

1. Dr. Manju T
2. Dr. Biju Thomas
3. Sri. S. Prasad
4. Smt. Kairali K K
5. Smt. Gopika G
6. Dr. Harikrishna Sharma
7. Smt. Gowri Antherjanam
8. Smt. Remya R Nair

Points Discussed

- AQAR 2021-22 is to be prepared and uploaded on or before 30th December.
- NEP-Readiness to be prepared for AQAR.
- NIRF Registration done. Three years' data to be uploaded. A NIRF cell needs to be constituted. Dr. Mini K D is proposed as the coordinator.
- SMART proposals are invited for teachers as well as students beneficiary programmes.
- Proposals for lab infrastructural requirements invited as per direction from the management. Departments are asked to submit the same at the earliest.
- Proposals alongwith quotes submitted to the management for setting up optical fiber cabling for internet connection at IQAC room.
- Initial works going on after constituting Institutional Innovation Council (IIC). IEDC also started functioning.
- A template has been prepared and sent to all department heads for presenting data during AAA
- Coordinator of Add-On courses Smt. Gopika G., was directed to check the status of starting of classes.
- A detailed discussion was made on setting up a plan of action towards preparation for the upcoming NAAC visit.
- The institutional score sheet was presented and points where we lacked scores were noted. The topic needs further discussion.

The meeting ended at 4.00 pm.

Meeting No. 17

Minutes of the IQAC Meeting

07/12/2022, 2.00 pm, Seminar Hall

Agenda:

- AAA
    - Schedule and review of preparations
    - TA, Lunch and refreshment fo auditors
    - Arranging Projectors for all departments
    - Committee constitution

Members Present:

9. Dr. Manju T
10. Dr. Biju Thomas
11. Sri. S. Prasad
12. Smt. Gopika G
13. Dr. Harikrishna Sharma

Points Discussed

- AAA (External) is scheduled on 12th December 2022.
- Preparations are approaching finishing point. Consolidation of college data going on. The audit team consists of three experts:
    - Dr. A. Biju, President, Kerala Principals' Council
    - Dr. Sajimol Augustine, Former Treasurer, Principals' Council and Former Principal, St. Teresa's College, Ernakulam.
    - Dr. K. V. Thomas, Principal, Nirmala College, Muvattupuzha
- Schedule to be prepared and sent to the council.
- Lunch and refreshments to be arranged.
- A committee for AAA hospitality is constituted as follows.
    - Dr. Rajeesh K P, Asst professor, Dept. of English
    - Dr. Rahul Ramesh, Asst. professor, Dept of Commerce
    - Sri. Rengith, Guest Lecturer in English
    - Sri Satheesan, Lab Attender, Physics
    - Sri Sanoj, Office Assistant
- Duties are all assigned.
- A visit to all departments are to be made to check preparations.

The meeting ended at 4.00 pm.

Meeting No. 18

Academic and Administrative Audit 2021-22 by Kerala Principal's Council

EXPERTS:

1. Dr. A. Biju, President, Kerala Principals' Council
2. Dr. Sajimol Augustine, Former Treasurer, Principals' Council and Former Principal, St. Teresa's College, Ernakulam.
3. Dr. K. V. Thomas, Principal, Nirmala College, Muvattupuzha

SCHEDULE

Presentation Session I

Venue: Seminar Hall, **10.00 am**

Departments:
1. Botany
2. Chemistry
3. Physics
4. Zoology
5. Economics
6. Mathematics
7. Statistics & Computer Science
8. Microbiology
9. History & Politics

11.15 am: Library

Presentation Session 2
11.30 am

Departments:
1. Commerce
2. English
3. Physical Education
4. Sanskrit
5. Hindi

1.00 pm Lunch Break

Presentation Session 3

Venue: Biotechnology Classroom – SF Block **2.30 pm**

Departments:
1. Biotechnology_SF
2. Microbiology_SF
3. Biochemistry_SF
4. Environment Science and Management_SF (PG)
5. B. Voc. Renewable Energy Management (REM)
6. B. Voc. Tourism & Hospitality (TH)
7. B. Voc. Broadcasting and Journalism (BJ) and Visual Media and Film-Making (VMF)

3.40 pm Office

4.00 pm Exit Meeting

Members Present

Members Present:

Dr. A. Biju
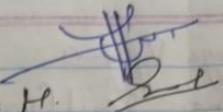
Ds. Sajimol Augustine H.

Dr. K. V. Thomas

Dr. Manju T.

Dr. Harikrishna Sharma I.C.N
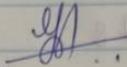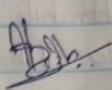
Prasad S

Benno Mathew
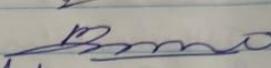
Sampath kumal S

Dr. Preeny P. Thachil

Dr. Minimol K.C

Kavitha Sivadas

Dr. K V Sooji
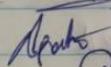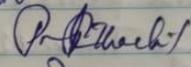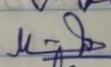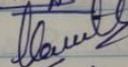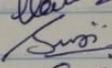
Essy C. Chenan

Dr. Seena K Thomas

Kmrani K.K

Dr. Mini K.D

Gofrika G

S. Browri Antherjanam
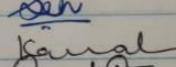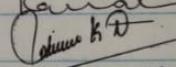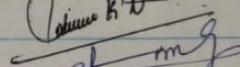
Remya M Nais

Soumya MR

S. Mohan

Sumi Mary George

Naveen Paul
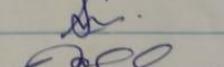
Dr. RUPESH R

Ratheesh C Nair
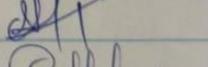
SUNI K.P
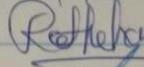
Dr. Midhula Soman
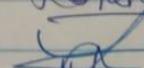
Dr. Suvarnani Antherjanam S
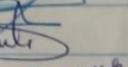
Dr. Aparna P
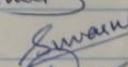
Dr. Rose Mary Palatty
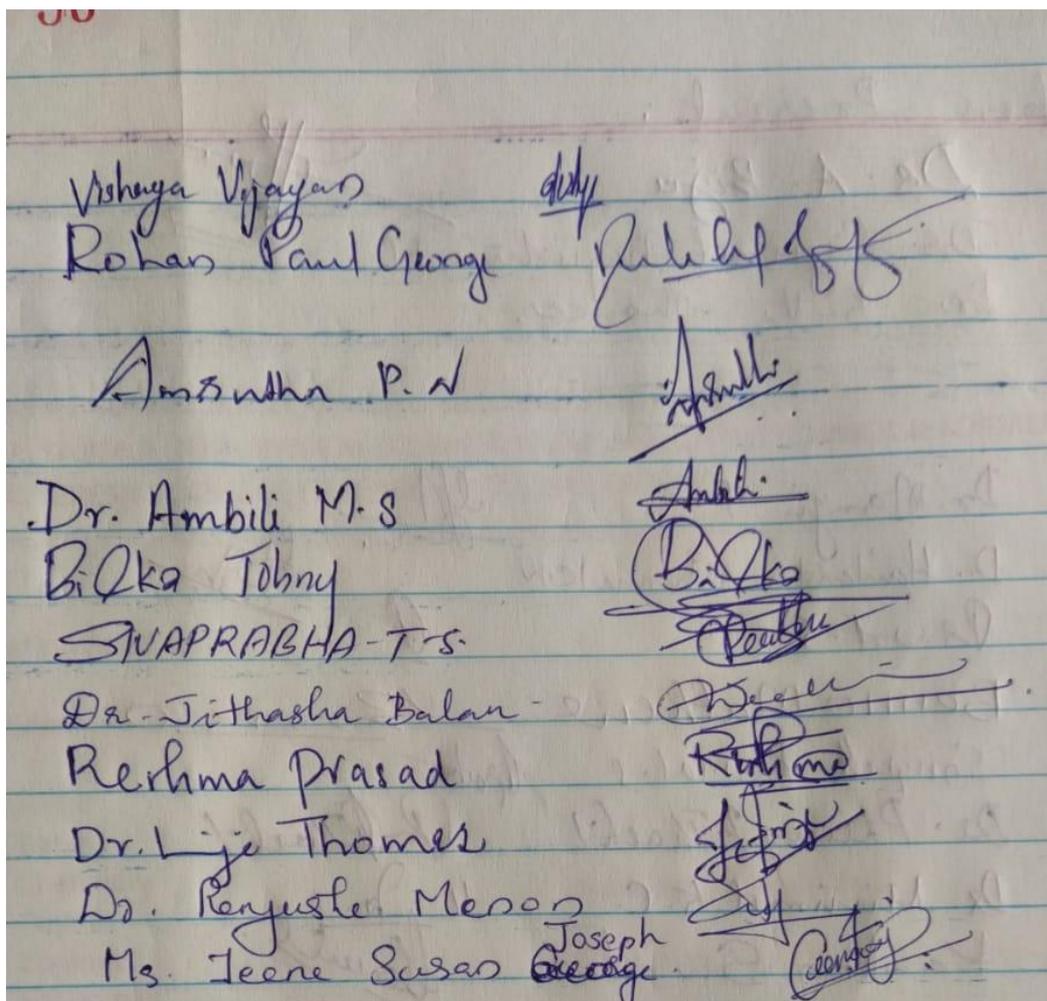
The audit started at 10.00 am. All the department heads presented the data regarding their departments and explained various curricular and co-curricular activities of the respective departments during the academic year 2021-22.

The experts critically reviewed each presentation and proposed suggestions for improvement.

Since there were 20 departments presenting their reports at a stretch, the meeting was tightly scheduled. Hence department visits and files verification could not be completed.

The team assured that they will come again for a mock visit, once the SSR is submitted.

After the presentations, administrative audit was conducted at the college office. An exit meeting was conducted to review the whole audit process.

Meeting No. 19

Exit Meeting of AAA

12/12/2022, 5.00 pm, Seminar Hall

Members Present:

No. 14

52

Em't Meeting.   12/12/2022   5.00 pm

1.	Name	Dept.	Signature
1.	Anitha Abraham	Physics	
2.	SINITHA B. NAIR	Physics	
3.	Nimmi Narayanan	Physics	
4.	Essy C Cheriyan	Maths	
5.	Mini L	Statistics	
6	Preemy P Thachil	Economics	
7.	Sumi Mary George.	Microbiology	
8.	R MANJULA	Microbiology	RM
9.	Priya S S	Physics	
10.	Dr. Jesitha K	Chemistry	
11	Sowmya HR	Comp-Science	
12.	Abhishe J	Commerce	
13.	Remya M Nair	Chemistry	
14.	Dr. Suvarnani S	Sanskrit	
15.	S. Gowri Anthejanam	Commerce	
16.	Dr. Liju Thomas	Biochemistry	
17	Dr. Reyaashe Menon	Biotechnology	
18	SUJAYALAKSHMI KV	"	
19.	VISHAYA VIJAYAN	MICROBIOLOGY	
20	Dr. Jithasha Balan	Microbiology	
21	Dr. Minimol K C	Zoology	
22	Dr. K V SUJI	History	
23	Kavitha Sivodas	History	
24	Jeena Susan Joseph	Biotechnology	
25.	Revathy Babu	Zoology	
26.	Soumya A P	English	
27	ANOOP V P	Commerce	
28	Gireesh M.E.	Chemistry	
29	Rajy Ramakrishnan	Economics	
30	Lakshmipriya M R	Malayalam	
31.	Shreeja Narayanan	English	

Sl. No.	Name	Dept.	Signature
32	Seena Kuruvila	Microbiology (SF)	Harsh
33	SIVAPRABHA T.S.	Biochemistry	
34	Reshma Prasad	"	
35	Ambily Sasi	Office	Ambily
36	Soni. Murali	Office	Sonika
37	Harsha Rajan	Office	Harsha
38	S. Mohan	Microbiology	
39	Vinod Gopi	English	Vid61
40	Dr. Ambili M.S	Environment Science & Management	
41	Bilka Johny	"	
42	Amrutha P.N	"	
43	Rohan Paul Credrius	"	
44	Ananthan S.S	B.m BJ	
45	Akhil Antony Alex	B.Voc REM	
46	Dinu Dennis	B.Voc TM	
47	Ravisankar S	B.Voc BJ	
48	Rajeesh K.P	English	RJK
49	Harilakshmi Shemi Kor	Sanskrit	
50	Anilkumar V.V	Sanskrit	Bharath
51	Naveen Paul	P.E	
52	Rupesh R	Hindi	
53	Vinod G	Physics	
54	Dr. Rahul Ramesh	Commerce	
55	Biju Thomas	Statistics	
56	Benno Mathew	Statistics	Benno
57	Sampath Kumar. S	Dept	
60	Dr. Manju T.	IQAC (Physics)	
61	Kamali K.K	Dept of English	Kamali
62	Praveed S	Dept of Economics	

Points Discussed

A review of the whole exercise was made by each expert and assured sending of the audit report within two weeks. The suggestions made by the AAA experts are summarized below:

1. Institute needs to formulate a perspective plan for the next 10 years.
2. Tutorial, Remedial, Mentoring, Bridge Courses and other programmes aimed at Slow Learners and Advanced Learners need to go systematic and meticulous.

3. Outcome-based education needs to be more effective.
4. IQAC can de-centralise the placement cell by forming department level placement committee.
5. Every department should take initiative to sign a functional MoU as well as linkages with industries/institutes/local bodies.
6. All teachers are requested to upload audio/video contents to college YouTube Channel. The contents can be academic, motivational or general informative.
7. Best Practices and Uniqueness of every department to be identified and well documented.
8. All departments have to offer at least one Add-On programme.
9. IQAC has to collect students' feedback on teachers on a centralised mode.
10. Department association activities to be documented
11. All the mandatory cells, clubs and committees will have to submit annual activity report.
12. The college website needs to be more enriched.

The meeting ended at 6.30 pm.

Meeting No. 20

Minutes of IQAC department coordinators' Meeting held on 14.12.2022 at Seminar Hall (2.00 pm)

Agenda:

1. AAA review and Action Plan
2. AQAR 2021-22

Members present

IQAc dept. Coordinators Meeting:

14.12.2022   Seminar Hall   2:00 pm.

Sl. No.	Name	Dept.	Sign.
1.	Gopika G	Commerce	
2.	Dr. Minimol K. C.	Zoology	
3.	Dr. Preeny P. Thachil	Economics	
4.	Dr. Seena K Thomas	Chemistry	
5	Kautha Sivadas	History	
6.	Essy. C. Cheman	Mathematics	
7.	Dr. Sreelekshmi R.	Sanskrit	
8.	Akhil Antony Alex	B.Voc	
9.	Benno Mathew	Statistics	
10.	Biju Thomas	Statistics	Baruthomas
11.	Harikrishna Sharma K N	Sanskrit	
12.	Rajeesh Ks P	English	
13.	Prasad S	Economics	
14.	Jeena Susan Joseph.	Biotechnology.	
15.	Vishaya Vijayan	Microbiology (SF)	
16.	SINITHA B NAIR	Physics	
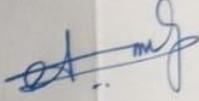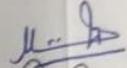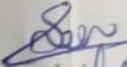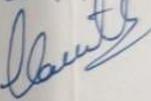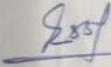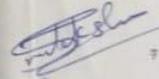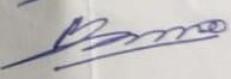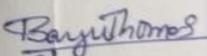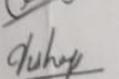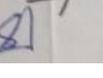
Points discussed based on the exit meeting of AAA conducted on 12.12.2022

13. Institute needs to formulate a perspective plan for the next 10 years.

14. Tutorial, Remedial, Mentoring, Bridge Courses and other programmes aimed at Slow Learners and Advanced Learners need to go systematic and meticulous. IQAC will be distributing

registers for documenting the above programmes. In the registers, date, title of classes, name & signature of teacher as well as students, should be strictly entered. IQAC will be monitoring the registers periodically (First Wednesday of every month).

15. In order to implement outcome-based education effectively, IQAC recommends all departments to conduct at least one internal test for each subject in OBE mode.

16. Coaching classes for NET, JAM, GATE, etc can be given to the students by the departments for which nominal fee may be deducted from students towards department fund. PG departments may conduct one internal test for each paper based on NET Pattern to make the students familiarised. Departments may keep a folder for NET/JAM/SET/GATE exams in which syllabus, previous question papers, list of reference books, etc. can be filed.

17. IQAC decided to de-centralise the placement cell by forming department level placement committee. Each department will be having a departmental placement officer whose duties include ensuring the students participation in Programmes organised by the placement cell, reporting to the placement cell on employment demands as well as employment opportunities of their discipline to the placement officer. The names of department representatives nominated to Career Guidance and Placement Cell is enclosed. The Student Counsellor will also be a member of the cell. All students can be trained to register with LinkedIn as a first task.

18. IQAC recommends the preparation and release of a college newsletter annually by associating all the departments. B Voc department can take care of editing and printing work.

19. Every department should take initiative to sign a functional MoU as well as linkages with industries/institutes/local bodies.

20. All teachers are requested to upload audio/video contents to college YouTube Channel. The contents can be academic, motivational or general informative. Maximum subscriptions to be invited from students and colleagues. B Voc department can assist in case editing is needed for the same.

21. Best Practices and Uniqueness of every department to be identified and well documented.

22. All departments have to offer at least one Add-On programme.

23. IQAC will be collecting students' feedback on teachers on a centralised mode.

24. IEDC will be collecting innovative ideas from students. Smt. Sowmya M R will be entrusted for the same.

25. All departments are requested to collect ideas for student centric teaching methods, from teachers as well as students. Criterion 2 committee will be collecting the ideas from departments

26. Department association activities to be documented

27. All the departments will have to submit monthly activity report in the google sheet which will be shared by IQAC, before 10th of every month (report of previous month). Departmental IQAC Coordinator can manage the reports.

28. All the mandatory cells, clubs and committees will have to submit annual activity report in the google sheet which will be shared by IQAC

The meeting ended at 4.00 pm.

Meeting No. 21

Minutes of IQAC Meeting with IQAC Student Representatives on 31.01.2023

2.00 pm, Seminar Hall

Agenda:

- To brief the students on IQAC and NAAC accreditation procedure
- To assign duties and tasks to students to participate in the preparations
- To train students on Students Satisfaction Survey
- To inform and to help students register in Academic Bank of credits

Members Present

Teachers Present:

1. Smt. Gowri Antherjanam
2. Smt. Gopika G
3. Dr. Manju T.
4. Smt. Kairali K. K.
5. Sri. Prasad S.
6. Dr. Harikrishna Sharma
7. Sri. Manu
8. Dr. Biju Thomas.
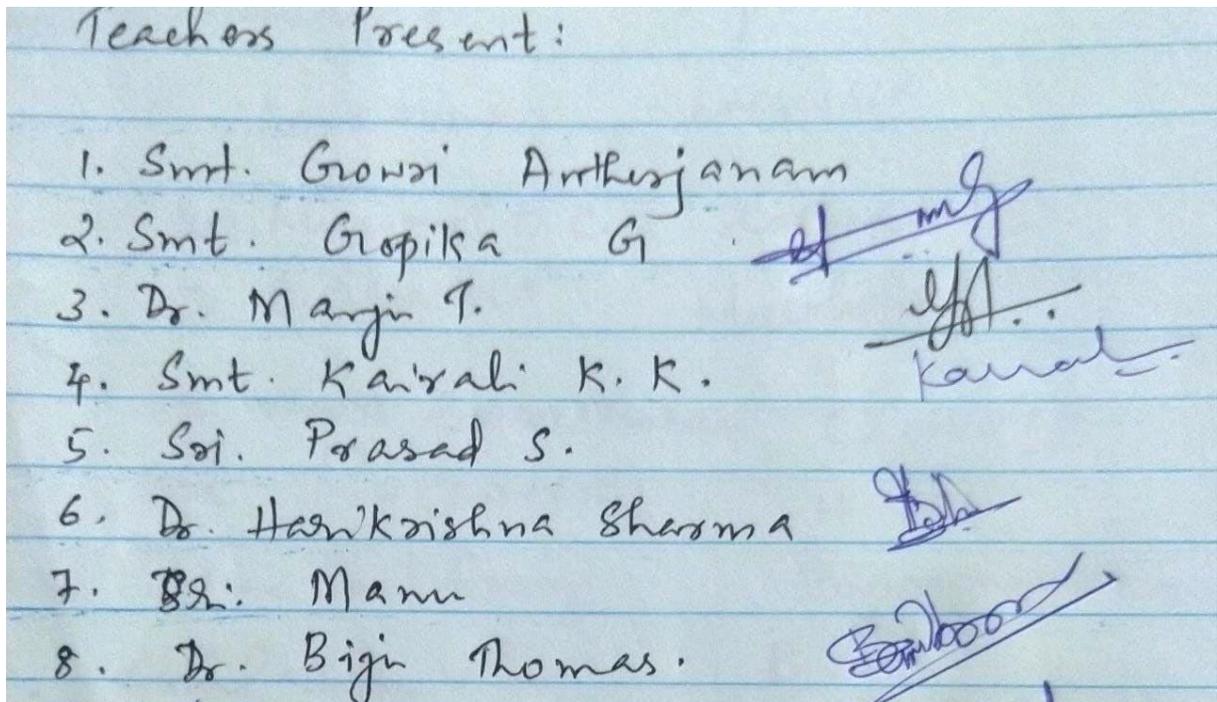
SREE SANKARA COLLEGE, KALADY

IQAC Student's Committee 2022 – 23

Meeting 30.01.2023, Seminar Hall, 2.00 pm

Sl. No.	Department	Class	Name of Student	Signature	
		DC I	Rajalakshmi Shaji, Abhinand Velayudhan		
1.	Botany	DC II	Riya Augustine, Anand Saji		
		DC III	Prince Joseph, Indulekha		
2.	Chemistry	DC I	Manual Wilson, Ashna Mariya		Bai
		DC II	Ashna Jolly, Unnikrishnan P V		
		DC III	Sreekutty Sabu, Sreehari Baiju		
		PG I	Alfiya Salim, Vivek T M		
		PGII	Sreelakshmi P S, Praveen Paul		
3.	Commerce (Tax)	DC I	Abhiram K Vijay, Reshmi Radhakrishnan		
		DC II	Fathimath Shifana Sudheer, Aravind Vinod		
		DC III	Pranav Unnnikrishnan, Vaishnavi		Vaishnav
		PGI	Andrews J Vazhappilly, Sruthi K S		
		PG II	Anna Rose, Gokul		
	Commerce (CA)	DC I	Sriya Krishnan R, Sidharth T Santhosh		
		DC II	Giyamol Daison, Muhammed Hafiz K H		
		DC III	Ben George, Sreesha C R Jose Paul Anty,		
4.	Economics	DC I	Suryadas, Gomathi		
		DC II	Gourisankar J, Fathima Rifa		
		DC III	Anjana Shaji, Salman Ul Fariz T. A.		
		PG I	Anjana		
		PGII	Robin Varghese, Aysha Beevi		
5.	English	DC I	Bhavana.S.Nair, Akhil Suresh		
		DC II	Sivagami PM, B. Devaduttan		
		DC III	Neethulakshmi. H, Alfin K J Alphin .K.J		
		PG I	Asheervad, Rudra TK		
		PGII	Fareeda K S		
6.	Hindi	DC I	Aswin VS, Krishna M S		Krishna
		DC II	Sreelakshmi K M, Devadathan A R		
		DC III	Naina Joseph		

7.	History and Politics	DC I	Gayathri Anil, Jayakrishna P Kumar		
		DC II	Amal Anil, Greeshma Soman		
		DC III	Ganga Anil, Bright M V		
8.	Malayalam		--		
9.	Mathematics	DC I	Sambu Sajeev, Silpa Sasi		
		DC II	Najla E Jafeer, Aashik Sudhi		
		DC III	Anci Pareeth, Denilson David		
10.	Microbiology	PG I	Aparna Anil, Gopika A B		
		PGII	Gopika shaji, Aswathy A P		
11.	Physical Education		--		
12.	Physics	DC I	Anagha Satheesh, ~~Anand Subramanyan~~ Pranav. C.S.		
		DC II	Nikhil Balakrishnan, Parvathy Vikraman		
		DC III	Junima john, Rahul R		
		PGI	Anand Jayakumar, Devika Chandran		
		PG II	C. Gokul, Anjana		
13.	Sanskrit	DC I	Sreelakshmi K R, Sankar Mahadev		
		DC II	Geethukrishna, Gyanesh Kumar		
		DC III	Malavika, Avinash		
		PG I	Ajilkumar		
		PGII	Govind, Athira P R		
14.	Statistics and Computer Science	PG I	Abhijith S, Aparna Dileep		
		DC II	Reswan P R, Gopika Kalesh		
		DC III	Ananthakrishnan R, Annu Punnoose		
		~~PGI~~ DCI	V M Devika, Abhijith M Vijayan		
		PG II	Aparna R Kartha, Anand V		
15.	Zoology	DC I	Preeth Johny, Ritha Anwar		
		DC II	Sreelakshmi Biju, Abhinai Ashok		
		DC III	Adithya Raj T R, Sreelakshmi Madhu		

Self-Financing Departments

16.	Biochemistry	PG I	Ajith Wilson, Anagha Sethumadhavan		
		PGII	Harikrishnan, Swathi Prakash		
17.	Microbiology	DC I	Abhinsha V B, Athul Krishna		
		DC II	Dhiya Mariyam Ancheril, Sravana AS		

		DC III	Ashley Varghese, Thomas John K		
18.	Biotechnology	DC I	Josma Jose, Atley	*Josma*	
		DC II	Ananya, Albert Thomas		
		DC III	Mathangi Varma, Adithyan Rajendran.		
19.	Environment Science and Management	PG I	Reshma Koshy, Ashwin Rajan		
		PG II	Gokul Krishna, Jija Jose		
20.	B Voc. Renewable Energy Management	DC II	Karthik Satheesh, Anjana S Vinod		
		DC III	Nithin Benny, Gouri A G		
		DC I	Devika S, Emil Eldhose	On Training	On Training
21.	B Voc. Tourism and Hospitality	DC II	Abin Joy, Sethulekshmi VJ		
		DC III	Sangeerth Bhasi, Lenvi Jacob Parakkal		
22.	B Voc. Broadcasting and Journalism	DC II	Jithin Krishna, Anantha T G		
		DC III	Sarang Santhosh, Saarika T S		
23.	B. Voc Visual Media and Film Making	DC II	Abraham Thomas, Meenakshy V S		

Updated on January 2023

Points discussed

- The meeting welcomed the new student members
- A briefing on the functions of college IQAC was made by the coordinator.
- The students were informed about NAAC accreditation and the need for preparations for imminent fourth cycle of NAAC accreditation.
- The students were asked to give this awareness to their respective classmates, in the presence of departmental IQAC Coordinators.
- The actions taken by IQAC based on the suggestions and grievances raised during the previous students meeting were briefed.
- College Alumni needs to be strengthened and IQAC requested students' support for the same.
- IQAC Member Dr. Harikrishna Sharma briefly explained on New Education Policy (NEP 2020) and on the importance of registering in Academic Bank of Credits (ABC). The students were given a brief training on the same and were asked to explain this to their classmates too.
- IQAC Member Sri. S. Prasad briefed them on Students Satisfaction Survey (SSS) by NAAC and the importance of the survey in the accreditation process. The students will be given a google form as a training to fill up SSS.
- The coordinator formed groups from the committee and gave them different tasks to finish as part of accreditation preparations.
  - Group I – Preparation of Campus Map
  - Group II – Preparation of Boards and Labels
  - Group III – Collection of ideas from students on Innovative Teaching Methods

- o Group III – Collection of Innovative ideas from students for IEDC
- The meeting discussed on the role of students on ensuring campus discipline.

IQAC – Action Taken Report

Sl. No.	Suggestions/Grievances raised by students during previous meeting	Action Taken
1.	Campus Discipline	Meeting with Student representatives, PTA, Political party representatives, student political party representatives, NSS, NCC and Teachers was coordinated and an action plan chalked out. The plan will be proposed to the Management through Principal.
2.	Scarcity of Drinking water	Under the initiation of IQAC, four water filters were purchased using various funds including IQAC fund, and installed at various blocks and at indoor stadium
3.	Reports on Substance abuse in the campus	Alerted Excise
4.	Political Campaigning taking too much of class time	Campaigning time restricted to a maximum of 10 minutes, with the permission of teacher
5.	Providing Alumni Card to previous students	Matter recommended to the Principal
6.	Maintenance of Campus infrastructure	Requirements listed out and forwarded to the Management through Principal
7.	Maintenance of Labs	IQAC proposed the requirement to management and 50 new computers purchased and installed
8.	Library timings need extension	Library is open from 8.30 am till 4.30 pm
9.	NET/JAM Coaching needed	Started by a few departments already
10.	Skill enhancing/employability enhancing programs	Skill based Add-On programs started by 20 departments
11.	Career guidance programs	Placement and career guidance cell conducting various career guidance programs
12.	Aids to Differently abled students	New Wheel chair acquired
13.	Club activities to be enhanced	Clubs and Cell coordinators alerted
14.	Maintenance of T Block	Recommended to Management; Truss work started

The meeting ended at 4.00 pm.

Meeting No. 22

Minutes of the IQAC Meeting held on 01/02/2023, 1.30 pm at IQAC Room

Agenda:

To discuss the points to be included in the recommendations to be submitted to the management on re-installing Campus discipline

Members Present:
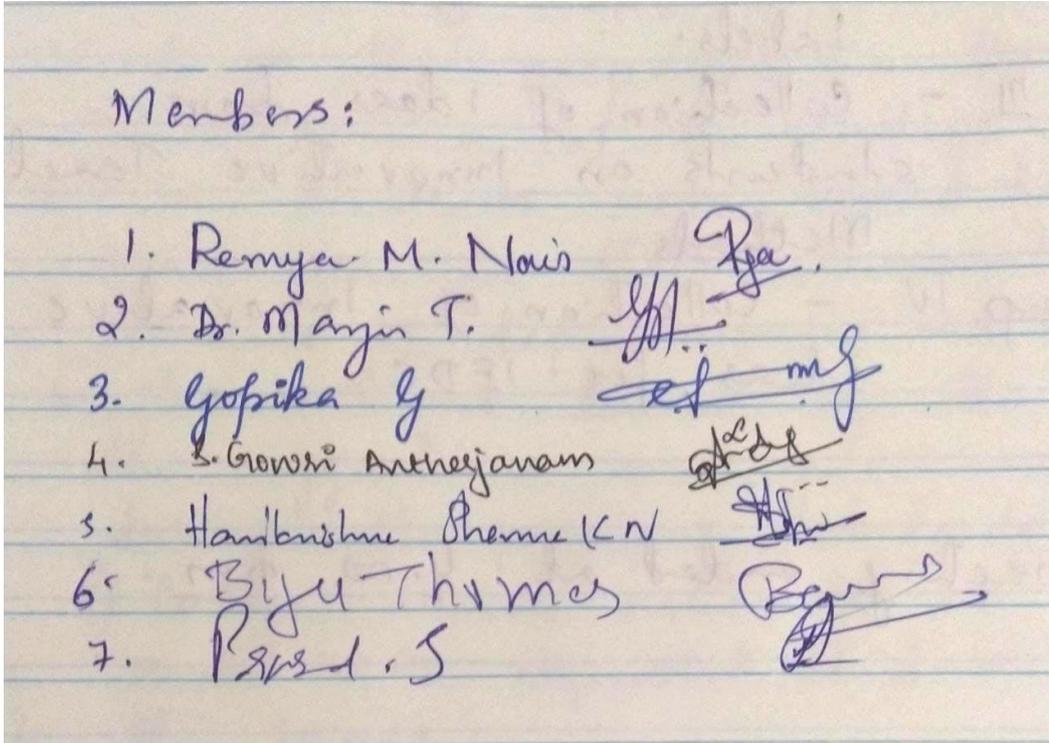
Discussions were made and a proposal was prepared, regarding measures to be implemented to reinstate campus discipline. This will be submitted to the Management on 02.02.2023

Meeting No. 23

Minutes of the IQAC Meeting with Management held on 02/02/2023, 9.10 am at Management Office

Agenda:

To submit the IQAC recommendations regarding measures to be implemented to reinstate campus discipline.

Members Present:

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

The management assured that they will look into the matter seriously. The Chief Operation Officer directed IQAC to convene a meeting with PTA, NSS and NCC representatives to discuss measures to be implemented for ensuring campus discipline and to ensure the safety and security of the students as well as staff in the campus. IQAC was asked to modify the recommendations by pointing out issues and respective solutions.

Meeting No. 24

Minutes of the All-Party Meeting held on 07/02/2023

IQAC Office, 11.00 am

Agenda:

Discussion on the recommendations submitted by IQAC to the Management on implementation of Campus Discipline

Members Present:

Members Present:

I. Management Representatives

   1) Sri. C. P. Jaisankar. – COO
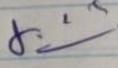
II. Principal : Dr. Preethi Nair
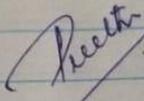
III. IQAC Representatives
   1) Dr. Manju T.
   2) Prasad S
   3 Dr. Biju Thomas
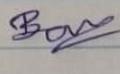
IV. PTA Representatives
   1) E.S. SANTHOSH
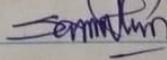
   2) Dr. K. Remadevi Amma.
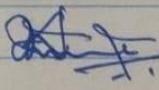
V. NSS Programme Officers.
   Sr. Anoop V. P.

VI. NCC A NO:
   1) Raju Ramakrishnan

1) Manju. V. Kumar

2) Dr. Anumal. K. A

3) N. Sreenath
   (Management Representative)

4) National service scheme Unit OH8.
   (Program officer)   ANOOP VP

5) Divya K
   (HR)

Dr. K. Remadevi Amma
   (P.T.A)
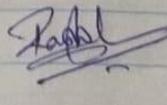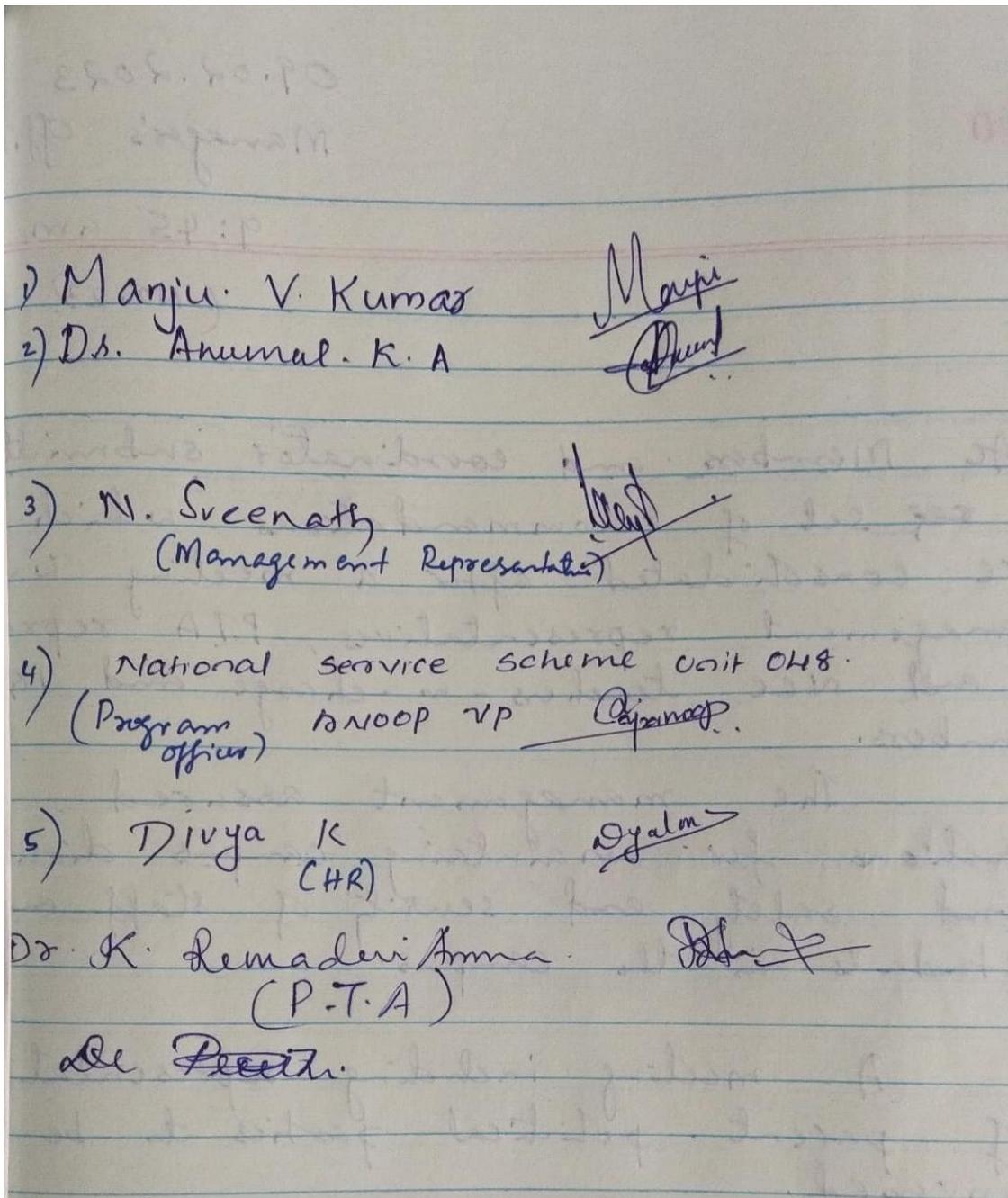
Recommendations for reinstating academic ambience in the campus – 07.02.2023

1. Student Politics deviating from Objectives and misleading students towards unscrupulous political agendas
   Recommendations
   - **Seek court orders restricting politics to constructive activities. Gheraos, unnecessary strikes, shouting of slogans using foul language and violent clashes need to be controlled legally.**
   - Support for enforcing strict action against political campaigns in classes wherein misleading and polluting messages are propagated among students, especially freshers.

(e.g., encouraging class bunking in the name of "enjoyment", encouraging violation of ethics and code of conduct in the name of independence and "liberation")

- Support to teachers who face threatening calls from political leaders while implementing actions against violation of code of conduct and regulations.
- Deny and discourage admissions to candidates with notorious background and history

2. Intruders including former students and antisocial elements even at midnight indulging in in-disciplinary as well as immoral activities

   Recommendations
   - **Seek court orders prohibiting intruders in the campus, including unauthorised vehicles**
   - Strengthen the security at the gate by assigning efficient personnel (such as ex-service men)
   - Strict maintenance of Gate register including purpose of visit, time of entry and exit, by Security at the gate
   - Provide adequate lighting in the campus during night time.
   - Fixing a day and time every week for former students to avail service from college office such as TC issuing, etc.

3. Insecure Campus for students as well as staff

   Recommendations
   - Maintenance of strict gate register
   - Installation of CC-TV cameras
   - Street lights as well as lighting in the corridors of the campus buildings
   - Efficient and vigilant security forces
   - Restrict entry of students/outsiders inside the campus after 5.30 pm and on holidays without prior permission of the authority.

4. Infamous corners of drug pedalling and immoral activities

   Recommendations
   - **Seek court orders prohibiting drugs and narcotics usage and pedalling in the campus**
   - Close the entry to north side of indoor stadium
   - Installation of CC-TV cameras at notorious corners such as the north side of indoor stadium, near generator room, near basket-ball court, etc
   - Strict implementation of campus timings
   - College gates to be locked by 7.00 PM.

5. DJ and water drum sessions becoming forums of drug usage and pedalling and violent clashes

   Recommendations
   - There is already a court order banning DJ and other such paid programmes. Court order specific to the college may be obtained which can be quoted publicly in the campus
   - Prohibiting outsiders, and former students to enter campus during programmes conducted specifically for students.

Meeting No. 25

Recommendations for reinstating academic ambience in the campus – 08.02.2023

Minutes of IQAC meeting held on 07.02.2023 with management representatives, PTA representatives, NSS and NCC officers.

Members present:

1. Sri. C. P. Jaisankar – COO, Adi Shankara Group of Institutions
2. Sri. Sreenath N - ASIET
3. Sri. Divya K. - ASIET
4. Dr. Preethi Nair – Principal
5. Sri. E. S. Santhosh – PTA President
6. Dr. K. Remadevi Amma – PTA Vice President
7. Dr. Manju T. – IQAC Coordinator
8. Sri. S. Prasad – IQAC Member
9. Dr. Biju Thomas – IQAC Member
10. Sri. Anoop V. P. – NSS Programme Officer
11. Dr. Anumol K A - NSS
12. Smt. Rajy Ramakrishnan – NCC Officer
13. Dr. Manju V. Kumar – NSS

Decisions of the Meeting

- Admissions to be denied to candidates with notorious backgrounds. At the same time, it should not affect the student strength
- Class bunkers should be assigned duties by the parent department, especially during departmental activities
- Office service (TC issuing, etc.) to former students need to be done only on specific timings (e.g., Friday afternoons, etc.)
- Documentation of attendance should be strictly followed
- No student vehicle to be allowed inside the campus beyond boom barrier

Recommendations of IQAC towards Campus Safety and Security

1. Security Service at the main gate
   a. Strengthen the efficiency and vigilance of security personnel
   b. Minimum two security personnel at a time during night time, at least
   c. Staying back of students inside the campus after 6.00 pm should not permitted, without prior permission
   d. List of students staying back for special purposes should be ready with the security in charge
   e. Gate should be locked after 6.00 pm and further entry should be allowed only with the permission from the authority
   f. Students' vehicle entry should be banned beyond boom barrier and barrier should be kept locked to control students' vehicle
   g. CC TV cameras to be installed at the gate as well as at crucial points in the campus

2. Gate Register
   a. Gate register to be maintained strictly at the gate
   b. Name, phone number, purpose, exit and entry time to be entered systematically

3. Curbing immoral activities and drug trafficking
   a. The north side of the indoor stadium to be closed by constructing a roofed enclosure which can be used as store room for NCC and NSS
   b. Drug abusers while identified can be sent to counselling with the support of parents and suspended from classes until counselling is done

4. Maintaining Discipline in the campus
   a. Election process may be planned in the Parliamentary mode
   b. A meeting including Political leaders, PTA executives, student representatives, IQAC, NSS, NCC to be held once again to brief the code of conduct and plan of action.

Minutes of the IQAC Meeting with Management held on 09/02/2023, Manager's Office, 9.45 am

Members Present

1. Dr. Manju T
2. Sri. Prasad S.
3. Dr. Buju Thomas

Points Discussed

IQAC members submitted the recommendations which were consolidated after the meeting with Management representatives, PTA representatives, Teachers-in-charge of NSS and NCC, and IQAC members.

The management assured actions for maintaining campus discipline and safety and security of students as well as the staff of the institution.

A meeting including representatives of parent political parties to be convened.

The recommendations are stated below:

09.02.2023

Recommendations for reinstating academic ambience in the campus – 08.02.2023

Minutes of IQAC meeting held on 07.02.2023 with management representatives, PTA representatives, NSS and NCC officers.

Members present:

14. Sri. C. P. Jaisankar – COO, Adi Shankara Group of Institutions
15. Sri. Sreenath N - ASIET
16. Sri. Divya K. - ASIET
17. Dr. Preethi Nair – Principal
18. Sri. E. S. Santhosh – PTA President
19. Dr. K. Remadevi Amma – PTA Vice President
20. Dr. Manju T. – IQAC Coordinator
21. Sri. S. Prasad – IQAC Member
22. Dr. Biju Thomas – IQAC Member
23. Sri. Anoop V. P. – NSS Programme Officer
24. Dr. Anumol K A - NSS
25. Smt. Rajy Ramakrishnan – NCC Officer
26. Dr. Manju V. Kumar – NSS

Decisions of the Meeting

- Admissions to be denied to candidates with notorious backgrounds. At the same time, it should not affect the student strength
- Class bunkers should be assigned duties by the parent department, especially during departmental activities
- Office service (TC issuing, etc.) to former students need to be done only on specific timings (e.g., Friday afternoons, etc.)
- Documentation of attendance should be strictly followed
- No student vehicle to be allowed inside the campus beyond boom barrier

Recommendations of IQAC towards Campus Safety and Security

5. Security Service at the main gate
   a. Strengthen the efficiency and vigilance of security personnel
   b. Minimum two security personnel at a time during night time, at least
   c. Staying back of students inside the campus after 6.00 pm should not permitted, without prior permission
   d. List of students staying back for special purposes should be ready with the security in charge
   e. Gate should be locked after 6.00 pm and further entry should be allowed only with the permission from the authority
   f. Students' vehicle entry should be banned beyond boom barrier and barrier should be kept locked to control students' vehicle
   g. CC TV cameras to be installed at the gate as well as at crucial points in the campus

6. Gate Register
   a. Gate register to be maintained strictly at the gate
   b. Name, phone number, purpose, exit and entry time to be entered systematically

7. Curbing immoral activities and drug trafficking
   a. The north side of the indoor stadium to be closed by constructing a roofed enclosure which can be used as store room for NCC and NSS
   b. Drug abusers while identified can be sent to counselling with the support of parents and suspended from classes until counselling is done

8. Maintaining Discipline in the campus
   a. Election process may be planned in the Parliamentary mode
   b. A meeting including Political leaders, PTA executives, student representatives, IQAC, NSS, NCC to be held once again to brief the code of conduct and plan of action.

Minutes of the IQAC Meeting held on 17/02/2023, 3.00 pm at IQAC Room

Agenda:

- Preparation of SSR
- Submission of IIQA
- Plan of Action

Members Present:
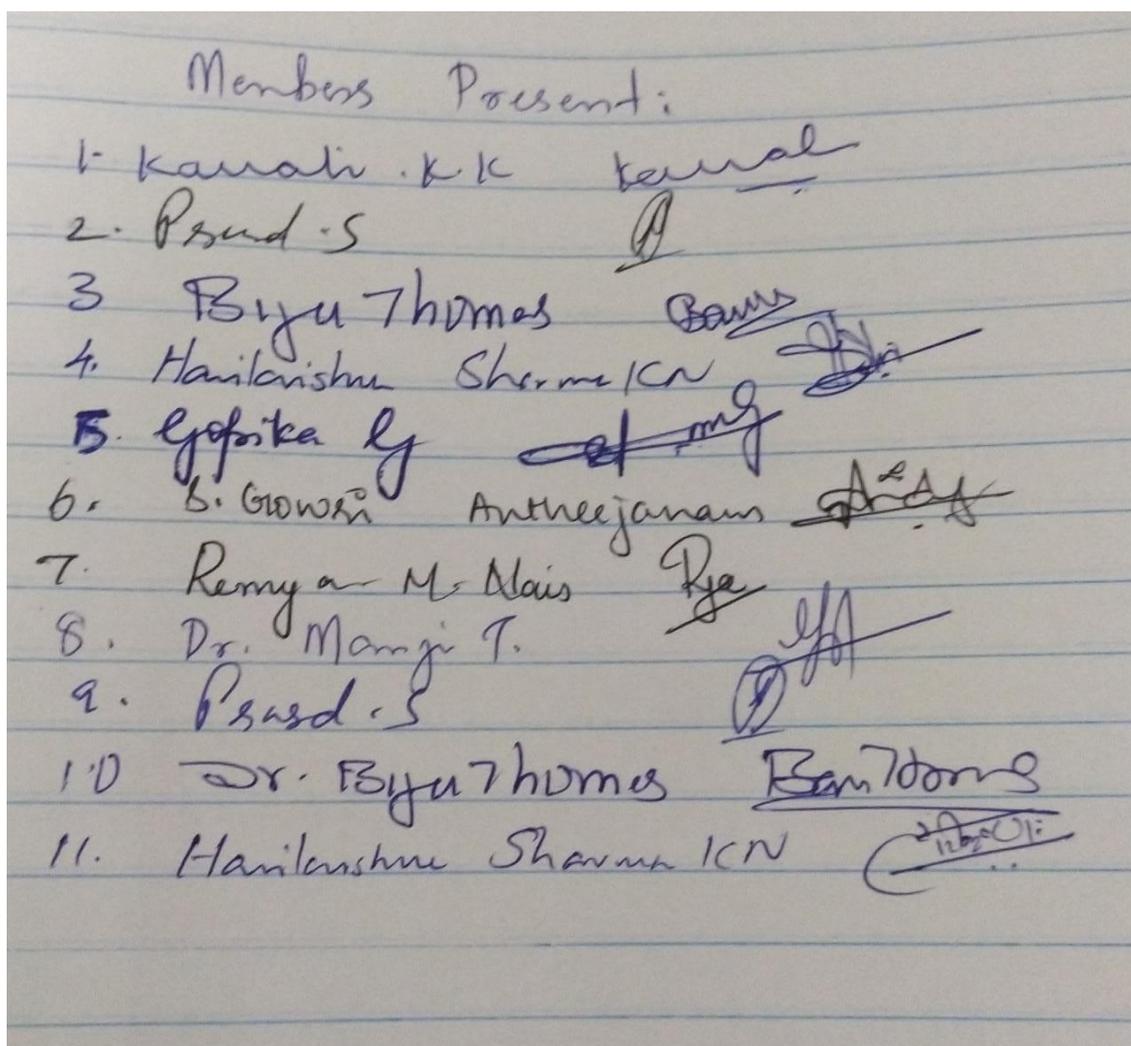
Points Discussed:

17. The meeting decided to start the work related with preparation of SSR **(2018-19 to 2022-23)**
18. Worked out a tentative timeline for 4th Cycle accreditation as below:
    a. IIQA submission – April 30th 2023
    b. SSR Submission – June 15th 2023
    c. Peer Team Visit – November 2023

19. IQAC coordinator discussed the new SSR format, SOP and benchmarks. The whole procedure of accreditation was also briefed for the new members.
20. IQAC decided to meet every Friday 3.00 pm to discuss progress and plan of actions
21. Every sub-committee will have to meet at least once in two weeks to discuss work progress
22. Each of the teaching faculty needs to be in-charge of a metric and work out plans for securing maximum points for the same.
23. All clubs and committees need to submit an outcome-based work report of last five years
24. Each department has to prepare an outcome-based departmental work report of last five years
25. Departmental pages need to be urgently updated, after which a discussion with website provider will be held for a website facelift.
26. The meeting decided to put forth the following recommendations to the Principal:
    a. An all staff meeting next week to inform and alert all the staff about the upcoming accreditation drive
    b. Constitution of a NAAC coordinator and a NAAC Committee
    c. Meeting with all members of IQAC in March (including external experts)
    d. Relieving IQAC members from other duties including invigilation duties (except in unavoidable situations)
    e. Extending the working hours till 4.30 pm and subsequently 5.00 pm until SSR is submitted.
27. Each criterion-head should meet with the sub-committee after the all-staff meeting and assign tasks with deadlines.
28. IQAC need to check up-dation of all mandatory registers (Mentoring diary, meeting minutes, Tutorial and remedial registers, SL and AL registers, etc.)
29. Criterion 4 head Smt. Gopika is entrusted with the preparation of Infrastructure requirements (including campus facelift) with the assistance of sub-committee members.
30. A format for SSR - data collection will be designed and circulated by 24th February.
31. Sri. S. Prasad will be preparing a model SSS and will present it to IQAC students by end of February and a training will be given to them.
32. A work plan to be designed for Criterion heads to do the data compilation
33. IQAC Coordinator requested all the members to take up SSR preparation as the highest priority hereafter, until SSR submission.
34. All criterion heads were requested to study the new SSR, data template, SOP and benchmarks very thoroughly and watch other college websites and NAAC visit videos.

The meeting ended at 4.30 pm

Meeting No. 28

Minutes of the IQAC Meeting held on 24/02/2023, 2.45 pm at IQAC Room

Agenda:

- SSR-Plan of Action

- Preparation of Duty List
- Scheduling of Meetings

Points Discussed

1. Discussed plan of action for the preparation of SSR
2. A duty list based on all metrics of SSR across all 7 criteria, to include all teachers, was prepared and discussed
3. The criterion heads to convene sub-committee meetings to discuss on how to upgrade the points of each metric. This can be done by learning thoroughly the benchmarks released by NAAC
4. Urgent meetings to be held within one week as scheduled as below:

No.	Date	Committee	Time & Venue	Agenda
1.	27.02.2023 Monday	IQAC dept Coordinators	3.45 pm, Seminar Hall	- Reports on – - Briefing all students on NAAC and IQAC - Dept website managing - Dept activity report -all five years - Best Practices - Tutorial - Mentoring - SL/AL programs - Departmental meeting minutes - Preparation of departmental SSR
		Criterion I sub-Committee	2.00 pm IQAC room	- Discussion of metric duties - Plan of action with deadlines
2.	28.02.2023 Tuesday	Clubs and Committees Conveners	3.45 pm, IQAC Room	- Activity reports – five years - Meeting minutes register - Report with outcomes
		Criterion II sub-Committee	2.00 pm, IQAC Room	- Discussion of metric duties - Plan of action with deadlines
3.	02.03.2023 Thursday	Add-On programme coordinators	3.45 pm, Seminar Hall	- Report on conduct of programmes - Syllabus - List of students - Brochure - List of resource persons - MoU/Linkages, if any - Reports – for finished programs
		Criterion III sub-Committee	2.00 pm, IQAC Room	- Discussion of metric duties - Plan of action with deadlines
4.	03.03.2023 Friday	Website Coordinators	3.45 pm Seminar Hall	Report on website updation
		Criterion VII sub-Committee	1.00 pm, IQAC Room	- Discussion of metric duties - Plan of action with deadlines
5.	06.03.2023 Monday	Criterion VI sub-Committee	1.30 pm IQAC Room	- Discussion of metric duties - Plan of action with deadlines
		Criterion IV sub-Committee	3.45 pm IQAC Room	- Discussion of metric duties - Plan of action with deadlines

6.	07.03.2023 Tuesday	Criterion V sub-Committee	3.45 pm IQAC Room	• Discussion of metric duties • Plan of action with deadlines
7.	08.03.2023 Wednesday	IQAC students Committee	3.45 pm Seminar Hall	• Report on tasks assigned • Discussion and trial of model SSS

5. All meetings to be held preferably after class hours, at 3.45 pm
6. All sub-committee to collect supporting documents of previous AQARs (2018-19, 2019-20, 2020-21 and 2021-22), urgently.
7. A google sheet will be prepared and distributed to all departments for collecting data of 2022-23, whose supporting documents will be collected subsequently.
8. Complaint boxes to be placed at library, college office and at various blocks
9. Education fund to be identified for needy students
   The meeting ended at 4.00 pm

Meeting No. 29

Minutes of the IQAC dept coordinators Meeting held on 27/02/2023, 3.45 pm at IQAC Room

Agenda:

- Plan of action
- Briefing students on NAAC and IQAC
- Dept website managing
- Activity reports
- Best Practices
- Mentoring
- SL/AL Programmes
- Departmental Meeting Minutes

Members Present:

Members Present:

No.	Name	Dept.	Signature
1.	Tiya Paul	BSc Microbiology	
2.	Sivaprabha .T.S.	Biochemistry	
3.	Dr. Ambili M.S	Envt Science & Management	Ambili
4.	Kamali. k.k	English	Kamal
5.	Manjale Krishan	Chemistry	
6.	Dr. Reyasha Menon	Biotechnology	
7.	Dr. Rupesh.R	HINDI	
8.	Dr. SINITHA B NAIR	PHYSICS	
9.	Remya M. Nair	Chemistry	
10.	Lakshmipriya. M.R	Malayalam	
11	Lt. Rajy Ramakrishnan	Economics	
12	Kavitha Sivadas	History	
13	Akhil Antony Alex	B. Voc.	
14.	Dr. Sumi Mary George	Microbiology	
15.	S. Gowri Antherjanam	Commerce	
16	Dr. Swamini.s	Sanskrit	Swaena
17	Prasad.S	Economics	
18.	Manju C.R.	Commerce	
19	Gopika G	Commerce	
20	Dr. Mini .K.D	Zoology	
21	Sowmya MR	Comp Sci	

Points Discussed

- Up-dation of departmental registers verified.
- A date for completing and updating all registers sought from departmental iqac coordinators
- Departmental activity reports (with outcomes) were requested to be prepared by March 15th.
- List of items for display boards for each department was asked to be ready soon.

- All students from all the departments to be briefed on NAAC accreditation procedure and on IQAC activities of the college.
- Albums of departmental activities of five years to be maintained.
- Website managers to be alerted.

Meeting ended at 4.30 pm

Meeting No. 30

Minutes of the IQAC Criterion I Sub Committee Meeting

27/02/2023, 2.00 pm at IQAC Room

Agenda:

To review Data Collection and to discuss plan of action

Members Present:

Members Present:

1. Dr. Rahul Ramesh
2. Revathy Babu.
3. Saumya A.P.
4. Lt. Rajy Ramakrishnan
5. Dr. Archana T M
6. SIVAPRABHA -T-S.
7. Gopika G
8. Ananthan
   Appeereetboom.
9. Kamali K.t
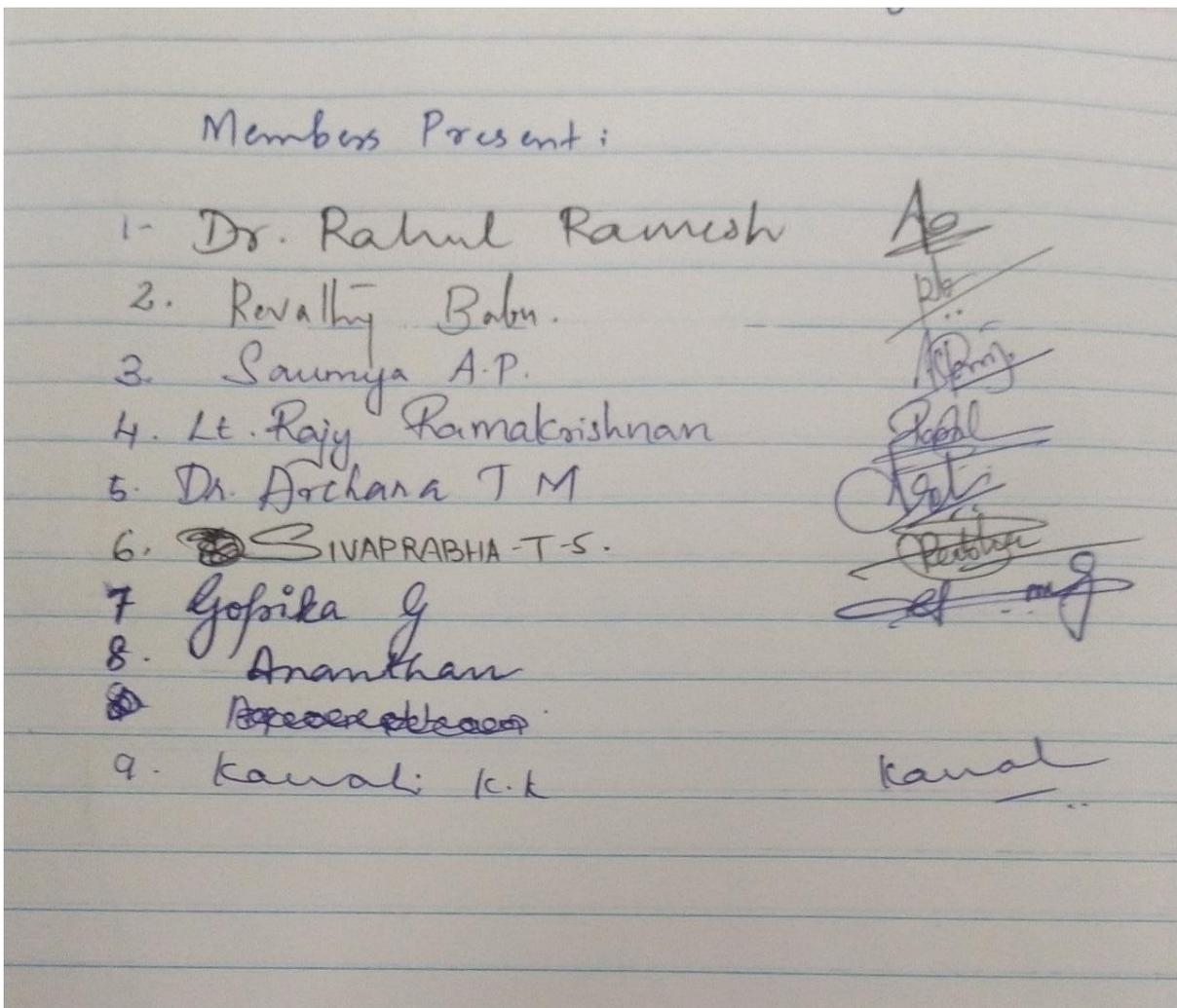
Points Discussed

- The members were briefed by the Criterion I in charge Smt. Kairali K K, on the Criterion which includes curricular aspects.
- The key indicators were mentioned along with weightage for each metric.
- The charges of each metric were assigned to individual members and requested them to compile the respective data.
- The previous SSR and AQAR reports were shown.

The meeting concluded at 3.00 pm

Meeting No. 31

Minutes of the IQAC Meeting with Clubs/Committees/ Cells Coordinators

28/02/2023, 3.30 pm at IQAC Room

Agenda:

- Five years' activity reports, meeting minutes, activity register, activity album

Members Present:

Clubs and Committees 2022-23 – Meeting 28.02.2023

Sl. No.	Club/Committee/Cell	Coordinator	Signature
1.	Student's Grievance Redressal Cell	Sri. Ben Jos	
2.	Discipline Committee	Dr. Jee G	
3.	SC/ST/Minority Cell	Smt. Revathy babu/Sri Rajeesh K P	
4.	Ethics Committee	Dr. S. Mohan	
5.	Anti Ragging Cell	Smt. Kavitha Sivadas	
6.	Anti-Sexual Harassment Cell	Dr. Preemy P. Thachil	
7.	PTA	Sri. Ben Jos	
8.	IT Cell	Sri Prasad S	
9.	Cultural Committee	Dr. Sreelakshmi R	
10.	Library Committee	Dr. Midhula Soman	
11.	Alumni Association	Dr. Anumol K A/Dr. Ratheesh C Nair	
12.	NSS	Sri. Anoop V P/Smt. Saumya A P	
13.	NCC	Lt. Rajy Ramakrishnan	
14.	ASAP	Sri. Rajeesh K P	
15.	Bhoomitrasena Club/Birds Club International	Dr. Mini KD	
16.	Science Club	Dr. Gireesh M K	
17.	Heritage Club	Smt. Kavitha Sivadas	
18.	Renaissance	Dr. C K Sujeesh	
19	Entrepreneurship Club	Smt. Gowri Antherjanam Smt. Gopika G	
20	Career Guidance and Placement Cell	Dr. Biju Thomas	
21	Student Welfare Committee	Dr. Biju Thomas	
22	Drama Club	Dr. C K Sujeesh	
23	Debate/Oratory Club	Dr. G. Vinod	
24	Film Club	Dr. Rose Mary Palatty	
25	Quiz Club	Smt. Kairali K K	
26	Differently Abled Service Cell	Dr. K. V. Suji	
27	Internal Examination Committee	Smt. Preemy P. Thachil	
28	Anti-Drugs and Narcotics Cell	Sri. K. P. Suni	
29	Red Ribbon Club	Smt. Revathy Babu	
30	Health And Wellness Club	Dr. Smriti Asokan	
31	Gender Sensitivity Cell	Dr. Rosemary Palatty	
32	Women Cell - Sakhi	Smt. Nimmy Narayanan	
33	KSWDC Cell	Dr. Manju V. Kumar	
34	NPTEL Cell Local Chapter	Smt. Revathy Babu	
35	Research Council	Dr. Sumi Mary George	
36.	Electoral Literacy club	Sreeja G.	
37.	Swayam Club Cell	Dr. Harikrishna Sharma	

Points Discussed

- All the coordinators and conveners were requested to submit five years' report by March 31st. Reports should include outcomes also.
- All registers are to be updated.
- All committee have to update minutes book
- Science club, debate club, quiz club, drama club have to organize events in collaboration.

- All coordinators were reminded of the importance of their minutes book and reports as most of them come under qualitative metrics and will be evaluated directly during peer team visit.

Meeting ended at 4.30 pm

Meeting No. 32

Minutes of the IQAC Criterion II Sub Committee Meeting

28/02/2023, 3.45 pm at IQAC Room

Agenda:

To review Data Collection and to discuss plan of action

Members Present:

Members Present
1. Prasad. S
2. Preeny P. Thachil
3. Dr. Anumol. K.A
4. Shreya Narayanan
5. Dr. Renjasha Menon
6. Dr. Seena K Thomas
7. P. R. Remadevi
8. Dr. Jithasha
9. Dr. Vinod Gh
10. Ajay Pradeep
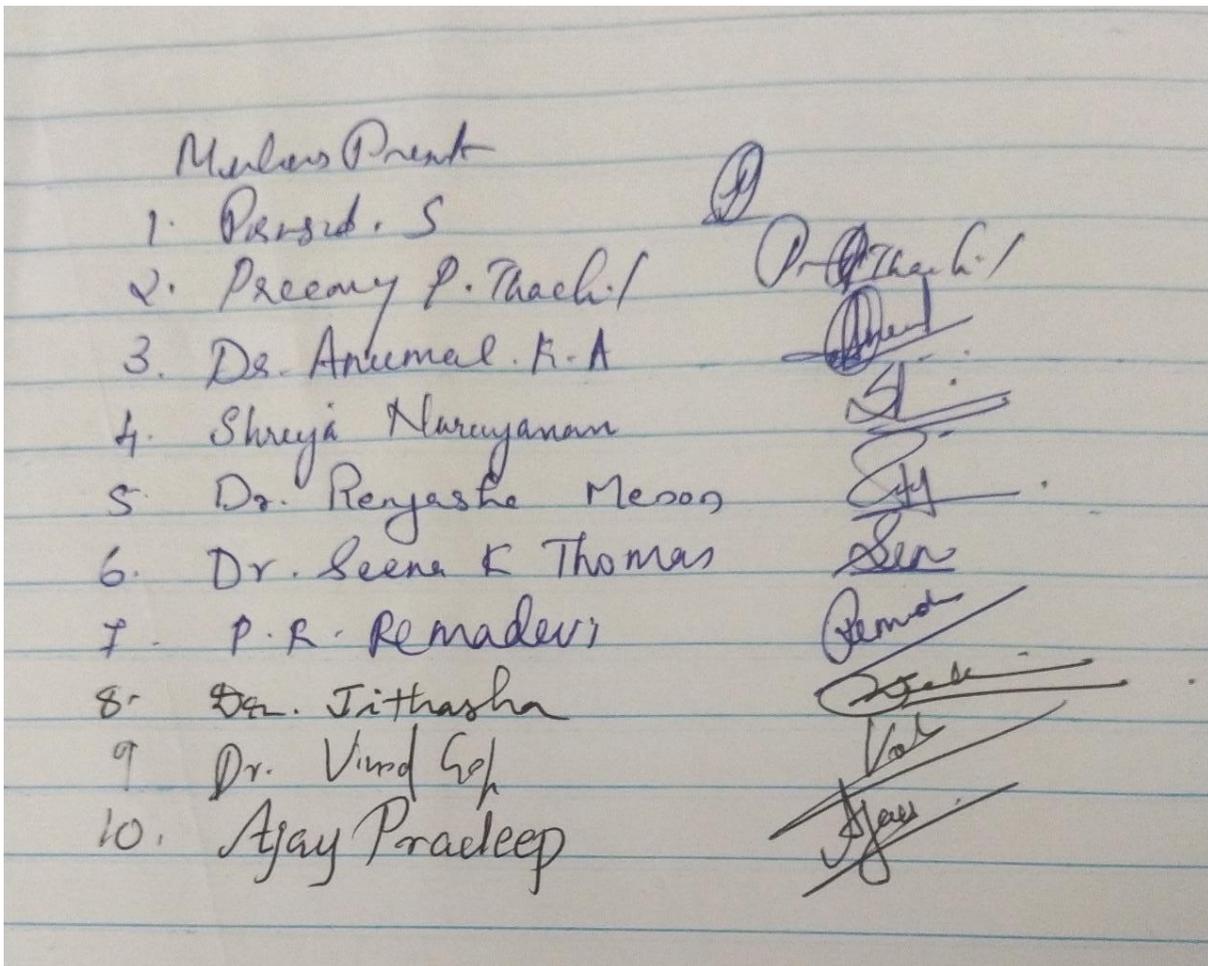
Points Discussed

- The members were briefed by Criterion II in charge Sri. Prasad S., on the various metrics involved and the weightages.

- Responsibilities were assigned and dates to submit the compiled data were given.

The meeting concluded at 4.30 pm

Meeting No. 33

Minutes of the IQAC Criterion III Sub Committee Meeting

02/03/2023, 2.00 pm at IQAC Room

Agenda:

To review Data Collection and to discuss plan of action

Members Present:
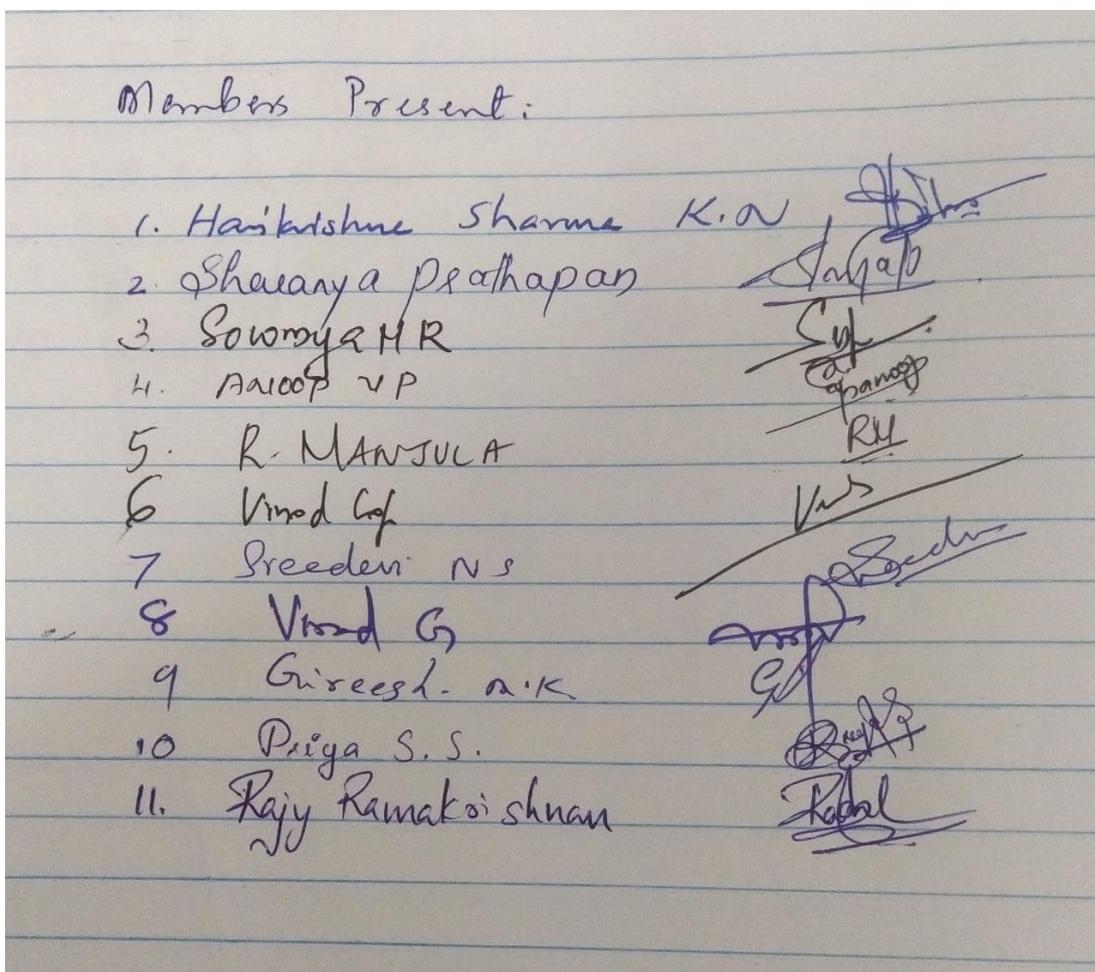
Points Discussed

- Criterion-in Charge Dr. Harikrishna Sharma directed the members to approach dept IQAC coordinators for collection of data next week itself.
- Prepare a format to collect the data without fail in required fields.

- Encourage departments to convene more programmes in metrics that carry high weightages, before 31 May 2023.
- Google sheets of each metric will be shared to respective coordinators.
- Meet again after one week to assess the progress.

The meeting concluded at 4.30 pm

Meeting No. 34

Minutes of the IQAC Meeting with Add-On Course Coordinators

02/03/2023, 3.45 pm at IQAC Room

Agenda:

To review the progress of Add-On Courses

Members Present:
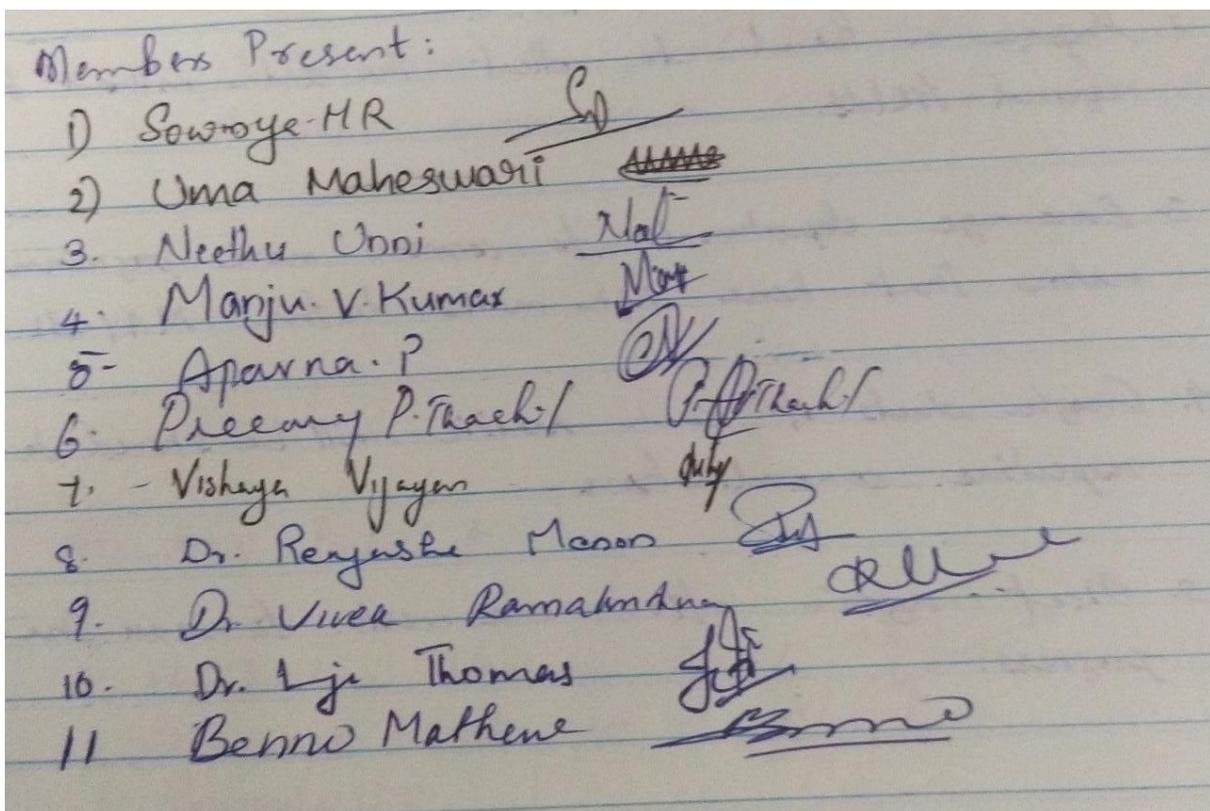
Points Discussed

- All coordinators were asked to finish the programmes by April 30th.
- Common modules (IT Skills, Communicative English and Professional Ethics) will be conducted commonly for all enrolled students.
- Brochures to be submitted including programme codes and syllabus and also highlighting job prospects.

The meeting concluded at 4.30 pm

Meeting No. 35

Minutes of the IQAC-SSR-Review Meeting

03/03/2023, 3.30 pm at IQAC Room

Agenda:

- To review the progress of SSR Preparations
- Review of AQAR 2021-22 uploading
- Review of Sub-Committee Meetings

Members Present:
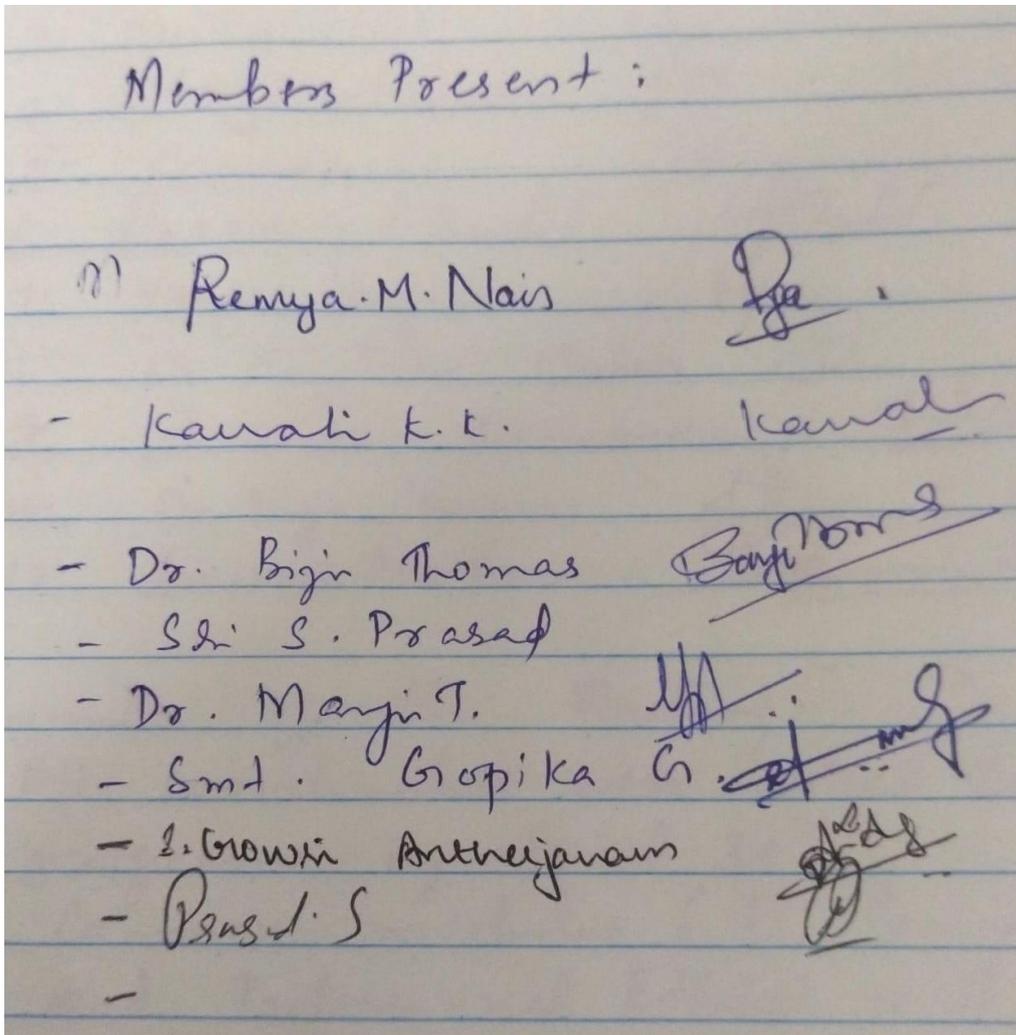
Points Discussed

- AQAR-2021-22 of Criterion III completely uploaded.
- AQAR 2021-22 of Criteria I, IV and VI will be finished by 5th March.

- AQAR 2021-22 of Criteria II and V are 90% finished. Will be completed by next week.
- AQAR of Criterion VII will be corrected and uploaded by next week.
- Sub-Committees of Crit-I, II, II and IV have met and duties distributed.
- All supporting documents of AQAR – Crit I, II, III and IV will be collected by sub-committees.
- Data and supporting documents of year 2022-23 to be collected at the earliest. Formats for the same to be distributed.
- In Crit III, in the case of MoUs, SoP says that certificates issued to students by industrial partners cannot be considered as the supporting documents. So, each department having collaboration/linkage need to obtain proper official document of agreement.
- Some entries of AQAR Crit-I are not enabled. IQAC need to communicate with NAAC to rectify this.
- Other criterion heads need to check this.

The meeting concluded at 4.00 pm

Meeting No. 36

Minutes of the IQAC-Criterion IV Sub-Committee Meeting

03/03/2023, 4.00 pm at IQAC Room

Agenda:

- To discuss the duties assigned
- To discuss the plan of action

Members Present:
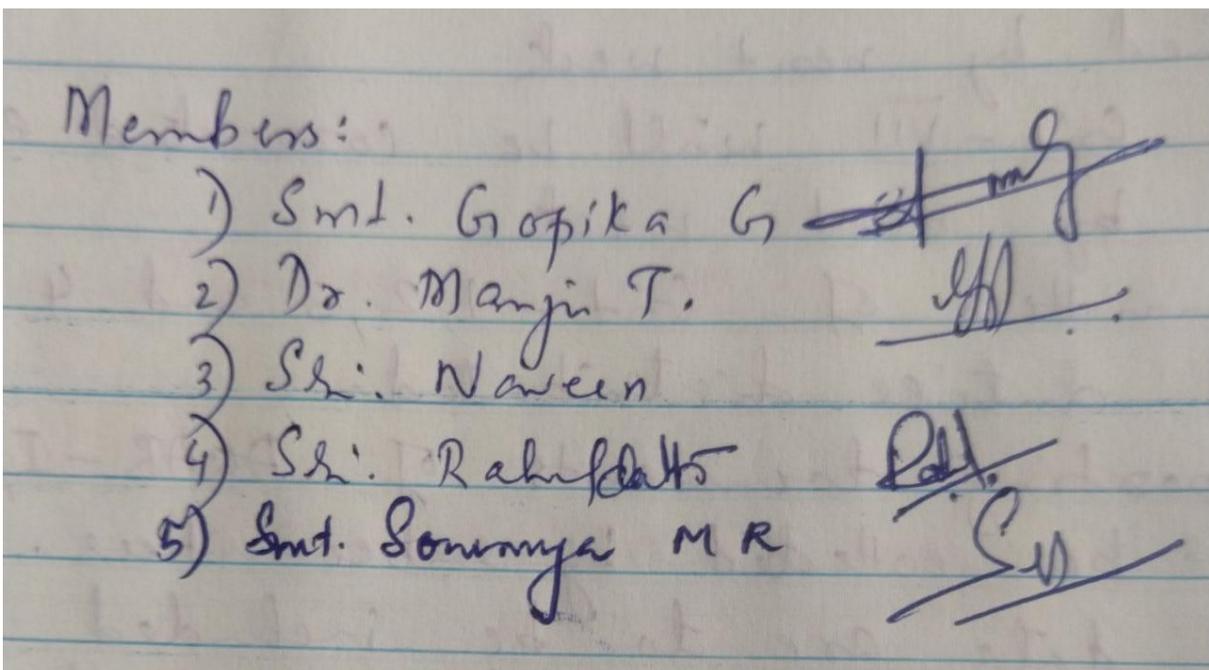
Points Discussed

- The members were briefed by Criterion IV in charge Smt. Gopika G., on the various metrics involved and the weightages.
- Responsibilities were assigned and dates to submit the compiled data were given.
- Discussed matters related to
  - Cultural activities-data related with the activities of Music Club, Drama Club, etc.
  - Sports activities – the infrastructural facilities available in the campus, computer stock registers and requirements in the IT sector.

The meeting concluded at 4.30 pm

Meeting No. 37

Minutes of the IQAC-Criterion VII Sub-Committee Meeting

06/03/2023, 12.30 pm at Zoology Lab

Agenda:

- To discuss the duties assigned
- To discuss the plan of action

Members Present:

1. Dr. Mini K D
2. Dr. Manju T.
3. Smt. Remya M. Nair
4. Dr. Aparna
5. Smt. Lakshmipriya
6. Smt. Kavitha Sivadas
7. Sri. Akhil Antony Alex

Points Discussed

- The members were briefed by Criterion IV advisor Dr. Mini K D and in charge Smt. Remya M. Nair, on the various metrics involved and the weightages.
- Responsibilities were assigned and dates to submit the compiled data were given.
- In Metric 7.3.1, new funds received for upliftment of Sanskrit to be included.
- Environment, Green and Energy Audit to be conducted by certified agency.
- Outreach programmes by Malayalam teachers conducted at SSUS Kalady to be accounted as extension programmes.

The meeting concluded at 1.15 pm

Minutes of the IQAC-Criterion VI Sub-Committee Meeting

06/03/2023, 1.30 pm at IQAC Room

Agenda:

- To discuss the duties assigned
- To discuss the plan of action

Members Present:
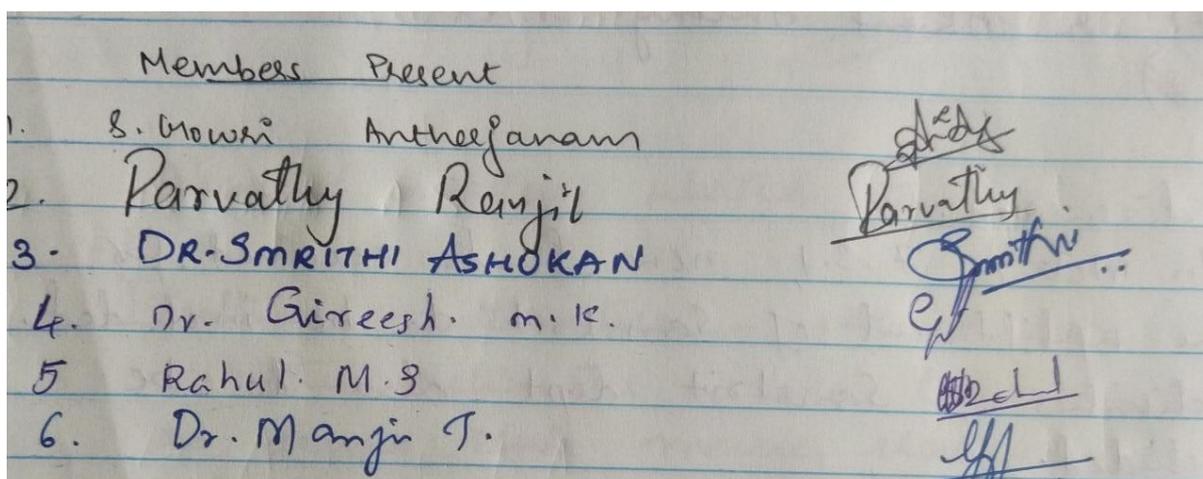
Points Discussed

- The members were briefed by Criterion in charge Smt. Gowri Antherjanam, on the various metrics involved and the weightages.
- Responsibilities were assigned and dates to submit the compiled data were given.
- Data Related to FDP and other training programmes to be collected for the academic year 2022-23.
- Strategic plan to be prepared.
- Committee members were asked to collect and consolidate data for SSR preparation.
- E-governance implementation to be strengthened.
- Supporting documents of FDP to be collected.
- Vision and Mission boards to be displayed at each block.

The meeting concluded at 2.15 pm

Minutes of the IQAC-Criterion V Sub-Committee Meeting

07/03/2023, 3.45 pm at IQAC Room

Agenda:

- To discuss the duties assigned
- To discuss the plan of action

Members Present:
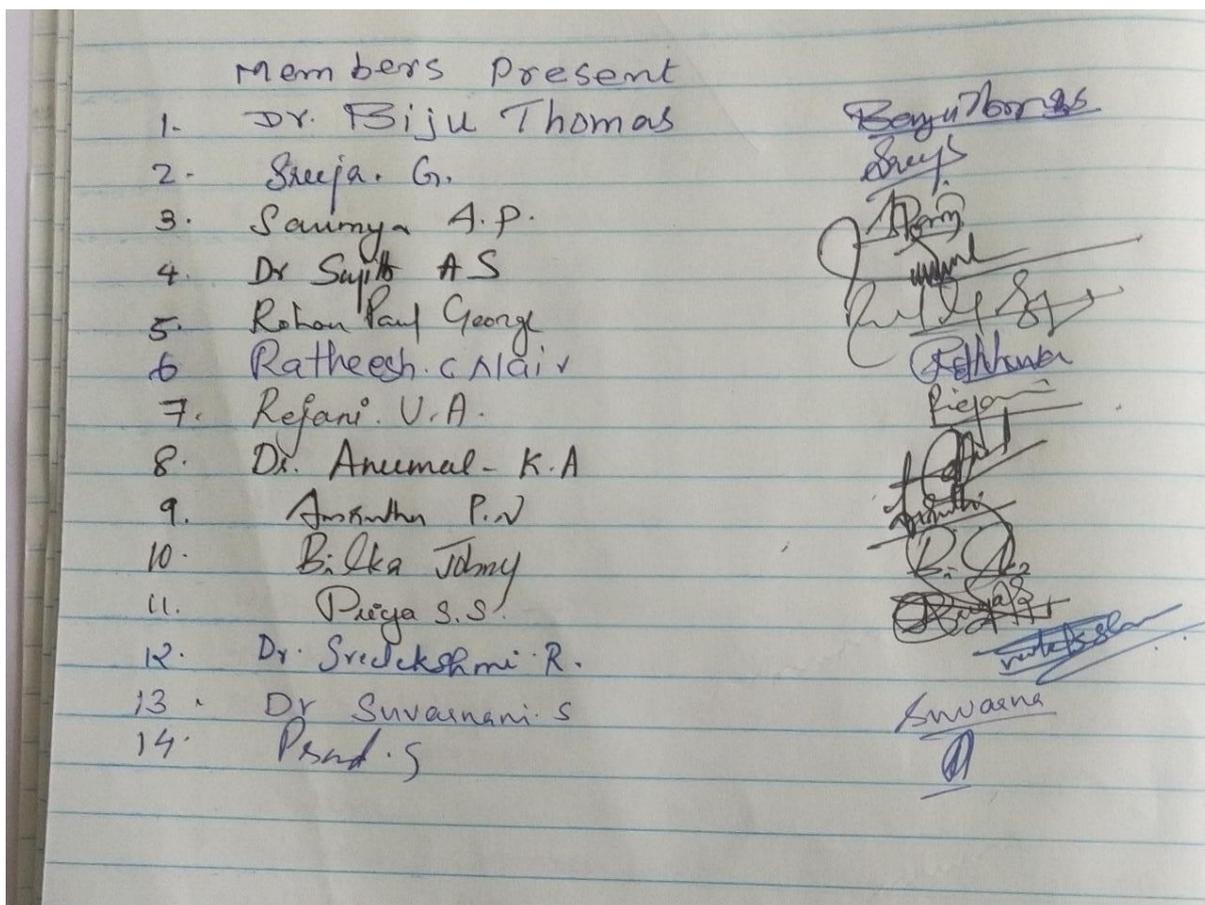
Points Discussed

- The members were briefed by Criterion in charge Dr. Biju Thomas, on the various metrics involved and the weightages.
- Responsibilities were assigned and dates to submit the compiled data were given.

The meeting concluded at 4.15 pm

Minutes of the IQAC-Students-Committee Meeting

08/03/2023, 3.45 pm at IQAC Room

Agenda:

- To discuss on Students Satisfaction Survey
- To update the status of tasks assigned
- To review the progress of NAAC awareness drive in classrooms
- Teachers' feedback

Members Present:

- Dr. Manju T
- Sri. S. Prasad
- Student IQAC members

Points Discussed

- Progress of tasks allotted was presented
- Students clarified their doubts on registration in Academic bank of Credits.
- Students were trained to do SSS prepared by IQAC
- The following requirements were put forward by the students.
    a. Electric vehicle charging port in the campus
    b. Leaf mulching unit in the campus
    c. Sick room in all blocks
    d. Bins for segregated waste dumping
    e. Means for irrigating the gardens maintained at SF block
    f. Information regarding cultural programs to be circulated via cultural committee rather than Union-Instagram pages, to ensure reaching all classrooms.
    g. Complaint boxes should be placed at office, library and all blocks.
    h. Need of a Counsellor

  Meeting ended at 4.30 pm

  The meeting concluded at 4.15 pm

Minutes of the IQAC-SSR-Review Meeting

10/03/2023, 3.30 pm at IQAC Room

Agenda:

- to review SSR
- To review AQAR

Members Present:
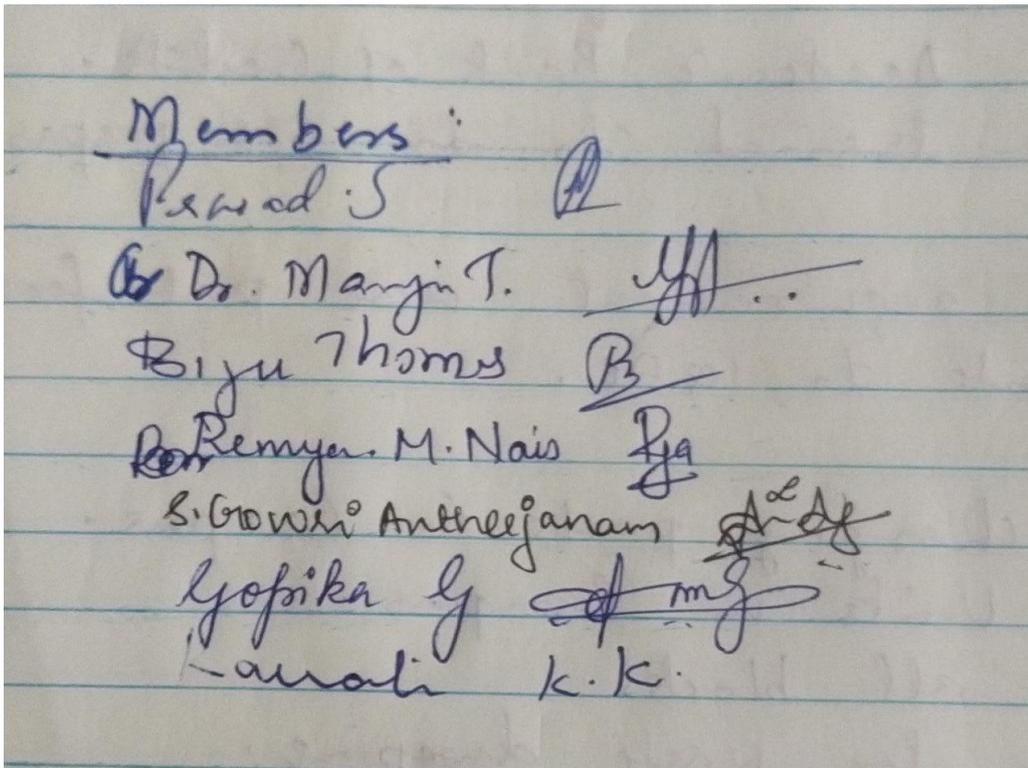
Points Discussed

- A random visit to all departments to be done by IQAC
- Crit I AQAR is 95% complete. Link to upload feedback documents to be created.
- Crit II: AQAR will be completed next week. SSR-Metric activities going on.
- Crit III: AQAR completed. SSR work going on. Link for activity report and MoU/Linkage to be created.
- Crit IV: Geo-tagged photos to be completed. Link for library to be created.
- Crit V: AQAR links to be created.
- Crit VI: Link for strategic plan and deployment, organogram and annual reports to be created.
- Crit 7: AQAR corrections going on.

  Meeting ended at 3.45 pm

Minutes of the IQAC-Website Managers Meeting

10/03/2023, 3.45 pm at IQAC Room

Agenda:

- To discuss issues related with up-dation of department web pages
- To review the progress of website updation

Members Present:
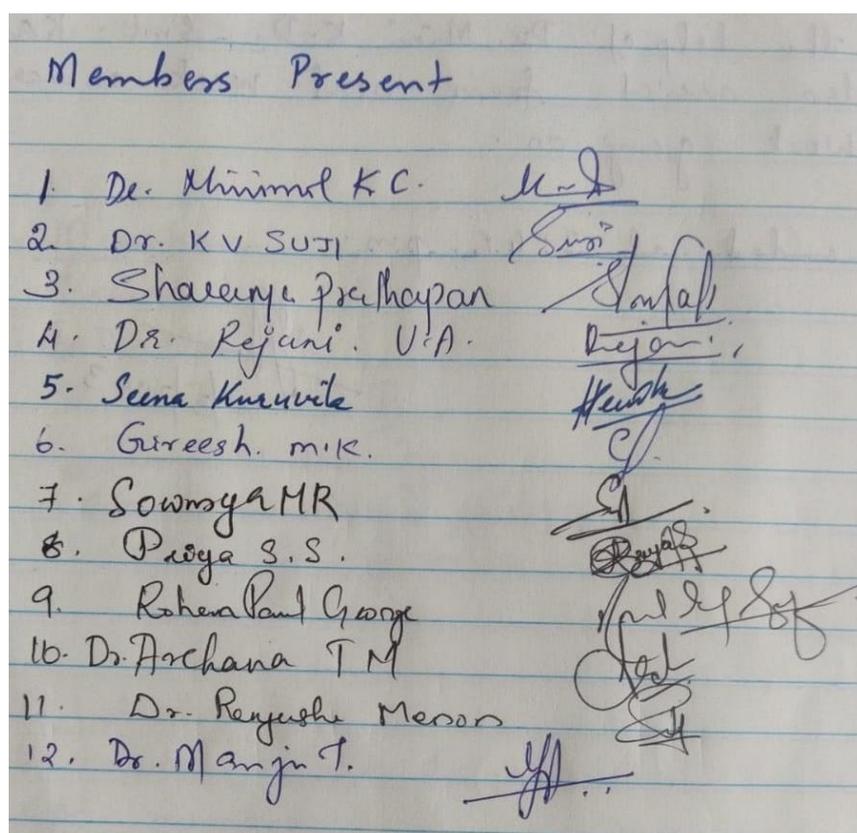
Points Discussed

- Website updation progressing in all departments
- Individual department pages were visited and critically discussed.
- Major issues identified are as following:
    - Photographs to be made uniform
    - Menu for retired teachers showing glitches
    - Many dept profiles need to be modified and updated
    - Technical errors while uploading activity photos.
    - Technical error while displaying "Year".
    - Menu need to be retained while viewing faculty profiles
    - Unexisting programmes need to be masked.
    - Dept names to be placed in alphabetical order

- o The "events reg" need to be removed
- o Prospectus, Prospective/Strategic Plan, etc need to be placed in the main menu
- o Menu for student projects to be included in dept pages
- o Menu for "Publications/Books/Chapters/Patents" to be created in dept pages
- A meeting of website managers, IQAC, system admin with the Service provider will be held on 14th March during which all technical errors can be discussed and settled.

Meeting concluded at 4.45 pm

Meeting No. 43

Minutes of the IQAC-Website Managers Meeting with Service Provider (Asset Software Solutions)

14/03/2023, 3.00 pm at Computer Lab – SF 19

Agenda:

- To discuss technical errors arising while uploading data to college website

Members Present:

1. Dr. Gireesh. m.k.
2. Rohan Paul George
3. Rajeesh K P
4. Dr. Rahul Ramesh
5. Jiya Paul
6. Jeena Susan Joseph
7. Priya S. S.
8. Krishna k Nair
9. Dr. Sujith AS
10. Sowmya MR
11. Remya M Nair
12. Dr. KV SUJI
13. Rupesh R
14. R. MANJULA
15. Dr. Minimol K. C.
16. Rahul Dath (System Admin)
17. Sri. S. Prasad
18. Dr. Manju T.
19. Smt. Veena - Asset Software Solutions
20.

Points Discussed

- Representatives from all departments interacted with the service provider on the technical errors while uploading data.
- A few issues were sorted out then and there.
- IQAC will list out general issues and other technical errors along with recommendations to the service provider.

  Meeting concluded at 4.15 pm

Minutes of SSR Review Meeting

17/03/2023, 3.30 pm at IQAC Room

Agenda:

- To review AQAR 2021-22 and SSR work

Members Present:
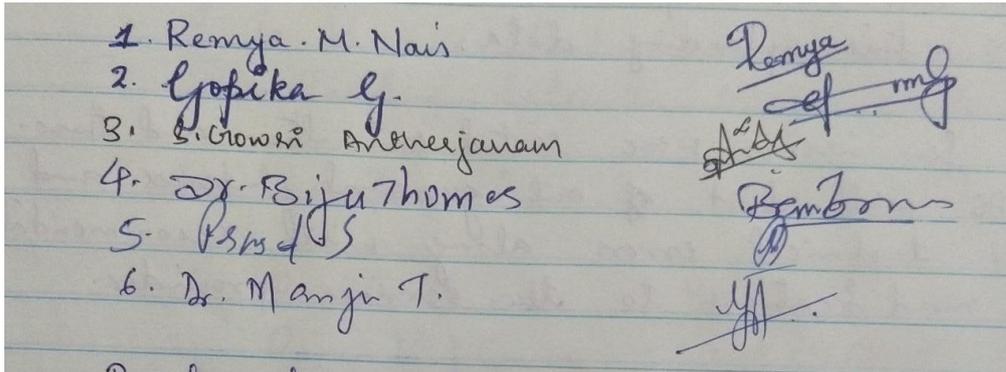
Points Discussed

- Preparation of Perspective Plan to be prepared and uploaded in the website. The task has been assigned to Smt. Gowri Antherjanam and Smt. Gopika G.
- The coordinator requested all criterion heads to go through the SoP thoroughly and inform sub-committee members also to do the same.
- The meeting decided to use AAA format to collect data for all previous years and for 2022-23.
- Meeting decided to conduct a survey of mode of conveyance by teachers as well as students.
- Crit I AQAR will be finalized in one day
- Crit II AQAR will be finished by next week.
- Crit III AQAR is finished. Links need to be created.
- Crit IV – links for audit files to be created

    Meeting concluded at 4.30 pm

Minutes of SSR Review Meeting

17/03/2023, 3.45 pm at Conference Room

Agenda:

- to discuss the progress in updation, filing, documentation and minutes book.

Members Present:
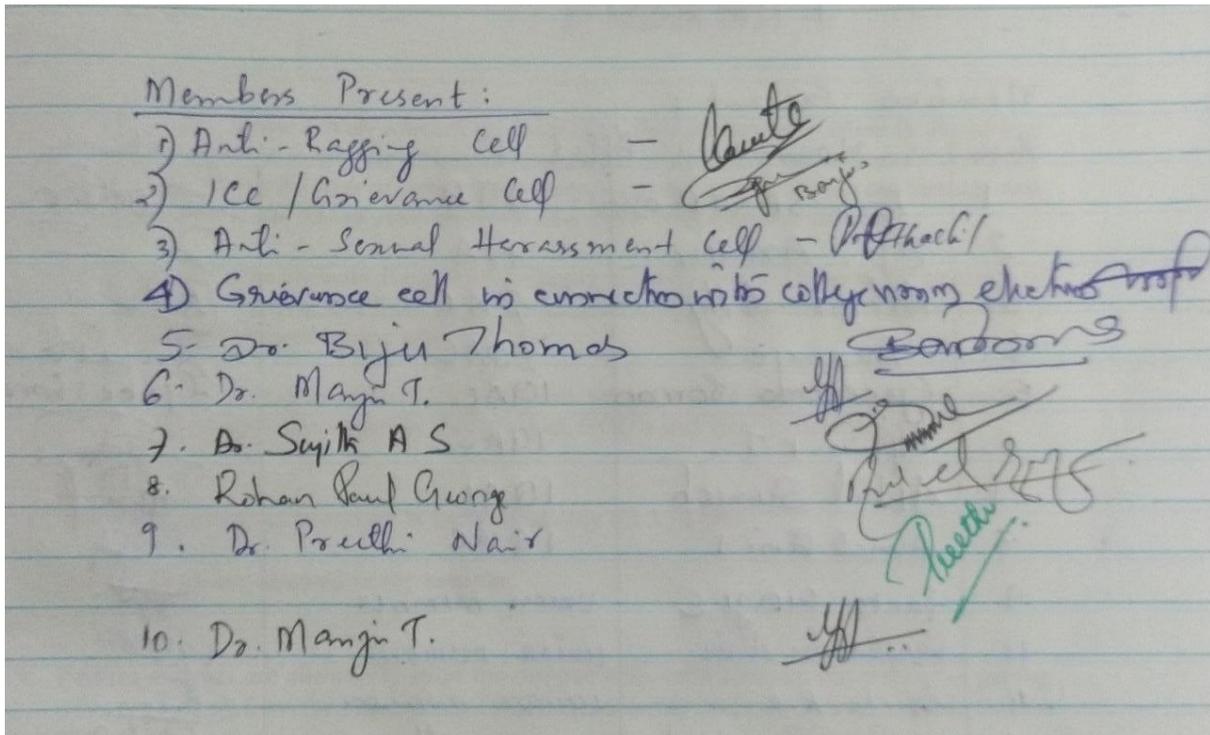
Points Discussed

- The meeting discussed the documentation of various complaints received by the mandatory committees. The anti-sexual harassment cell should be re-named as Internal Complaints Committee (ICC) from June 2023 onwards. ICC will receive complaints from students as well as staff (work-space grievances).

  The meeting concluded at 4.45 pm

Minutes of IQAC-All Party Meeting

27/03/2023, 3.00 pm at College Auditorium

Agenda:

- Disciplinary issues of the college and revisiting the Code of Conduct.

Members Present:

Sl. No.	Name	Affiliation	Signature
1	E. S. SANTHOSH	PTA	
2	ck. Anwar	PTA	
3	Ashna Jolly	IQAC	Ashna
4.	Ananya	IQAC	Ananya
5.	Greeshma Soman	IQAC	Greeshma
6.	Alphin-K. J	IQAC	
7	Akhil Suresh	IQAC	Akhil
8	Amal Anil	IQAC	
9	Santo George. E	Union member	
10.	Varsha S. Nair	union member	Varsha
11.	Aneeta. K. C	union member	
12.	Lt Rajy Ramakrishnan	NCC officer	
13	Dr. Mini. K. D	PTA & Daydream	
14.	Dr. Ahanmal. K. A	Dept of Economics	
15	Prasad. S	Dpt. of Eco	

Points Discussed

- The various stakeholders such as students, teachers, PTA representatives and political party leaders stressed on the importance of re-instating Discipline and ensuring an academic ambience in the campus. The code of conduct was circulated among the members present. The meeting concluded on the following decisions:
    - Students should carry their ID cards when they are inside the campus.
    - Gate register should be maintained at the security cabin.
    - College gate should remain closed from 6.00 pm onwards.
    - No student will be allowed to stay inside the campus after that.

    The meeting concluded at 4.30 pm

Minutes of IQAC Meeting held on 31/03/2023, 10.00 am at Conference Room

Agenda:

- To revisit NAAC Format, SoP and Bench marks before the college closes for Summer vacation

Members Present:
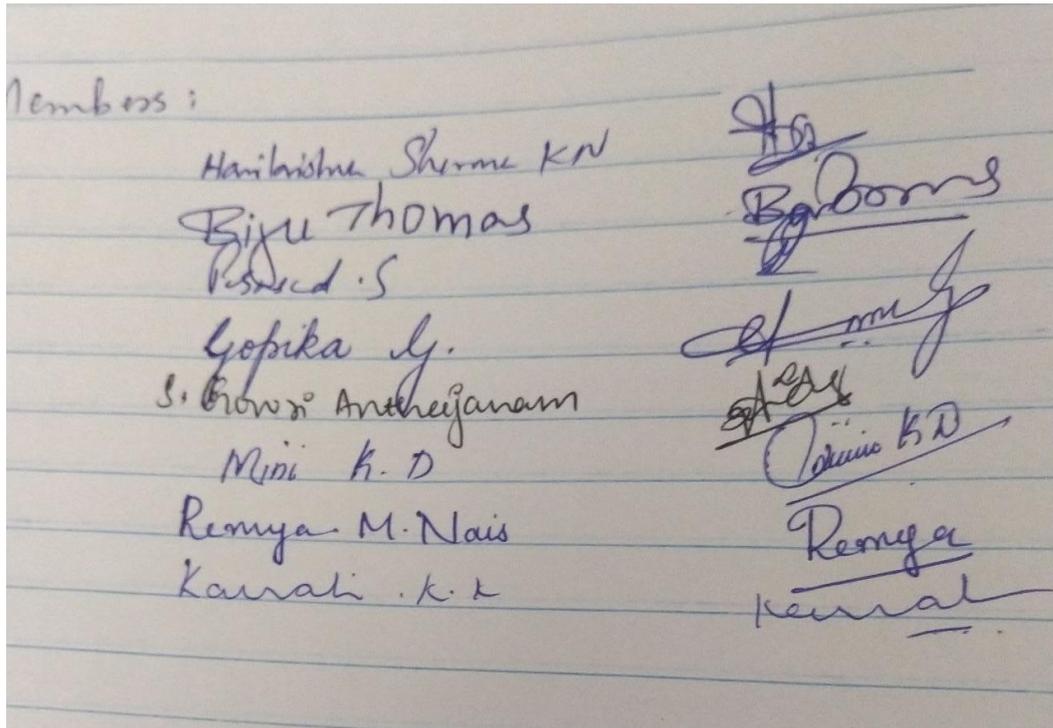
Points Discussed

The coordinator and committee members revisited the NAAC guidelines for filling up SSR formats, the standard operation Procedure, the documents to be prepared and collected, the benchmark for each metric, etc. The coordinator invited maximum effort from all the members to invest sufficient time in collecting and compiling data and supporting documents of their criterion.

The meeting concluded at 4.30 pm

SREE SANKARA COLLEGE, KALADY

IQAC – Action Taken Report

2018-19 to 2022-23

Sl. No.	Grievances and Requirements	Action Taken by IQAC
CAMPUS DISCIPLINE		
1.	Campus discipline to be strictly monitored	• All party meetings held under the initiation of IQAC with Teachers, PTA, members of Students' Organisations and affiliated Political Parties, Management representative, NSS and NCC. • The decisions taken were forwarded to the Management for taking necessary actions.
2.	Intruders to the campus need to be strict controlled	• Recommended strict implementation of possession of ID cards by students, and maintenance of Gate Register. • Recommended repair of existing CCTV cameras and installation of new CCTV Cameras.
3.	Political Campaigning by students' organisations during class hours: Time restriction to be implemented	• Recommended to the Principal to restrict the time to 10 minutes, preferably during break time, and also with a permission letter from the Principal.
4.	Zoology + Botany-Common English classroom may be shifted to T block from S block	• Recommended to the Principal
5.	Alumni card for outgoing students so that they can visit colleges during special days	• Recommended to the Principal
6.	Reports on Substance abuse in the campus	• Alerted Excise/Police. Anti-Drug and Narcotic cell constituted and started functioning. • Ideas collected from students on stopping drug pedalling and usage of drugs and narcotics in the campus to the Panchayat President.
DIFFERENTLY ABLED-FRIENDLY CAMPUS		
7.	Aids to Differently abled students	• New Wheel chair acquired
		• Assistive Facilities established in Library

		• Ramps and Handrails constructed
ADMINISTRATIVE		
8.	e-grants release delayed	• Recommended to the Principal. Grants released
9.	Office lunch break interval needs to be modified so that students are not forced to bunk classes for office visits	• Recommended to the Principal
10.	Trainings for Non-Teaching Staff	• Workshop conducted on PFMS, Book Keeping and Accounts Management and SPARK
11.	Transparency and Accountability in academic and administrative matters	• Conducted Academic and Administrative Audit by Principals' Council of Kerala
		•
• **TEACHING LEARNING**		
12.	Blackboards and whiteboards need cleaning	• Recommended to the Management in the list of Infrastructure needs
13.	Library to be open from 8.30 am onwards to help students visit.	• Library is already open from 8.30 am till 4.30 pm
14.	Catalogue corrections needed in Library. Books available in the racks shown as "not found"	• Brought to the notice of the Librarian. • Library automation has been strengthened.
15.	Library hour for PG – one hour to be allocated every week	• Recommended to the Principal
16.	NET coaching for PG students requested (higher studies entrance test coaching also)	• Recommended to Dept heads. JAM and NET Coaching started by a few departments. • More departments will follow suit.
17.	Employability skill enhancement programmes needed	• 20 skill-based Add-On courses started. 4 UGC-NSQF diploma and 4 UGC-NSQF certificate programs started
19.	Career guidance classes and placement drives from Career Guidance cell requested	• Career Guidance and Placement Cell revamped and various programmes conducted.
20.	B. Voc. lab hours to be done parallelly with theory hours. Avoid last minute lab sessions	• Recommended to the Principal to instruct BVoc Faculty members
21.	Internships need to be provided by the college in association with companies with Linkages, collaborations, MoUs, etc.	• More MoUs and Linkages established with different companies and institutions
22.	To strengthen ICT skills of teachers	• Conducted two workshops on designing of MOOC classes. Three teachers

		submitted proposals to EMRC, Calicut University. • Under the initiative of IQAC, conducted training classes for equipping teachers to handle online classes and assessments • Conducted workshops on how to organize webinars, create e-certificates, etc.
23.	To equip teachers towards outcome Based Education	• Conducted three FDPs on this theme
24.	Supporting students for virtual learning during COVID lockdown	• Initiated measures to provide mobile gadgets to needy students • Conducted online meetings to listen to their grievances regarding virtual classes
25.	Support the departments for conducting academic events	• Based on the proposal submitted by IQAC, Management implemented "SMART" (Sree Sankara Management Aid for Research and Transformation) scheme
26.	Mentoring system to be strengthened	• Training given to teachers on student mentoring
INFRASTRUCTURE		
27.	More two-wheeler parking space needed	• List of Requirements recommended. • Four new water purifiers purchased and installed at different parts of the campus.
28.	Basket Ball Court needs cleaning and clearing	
29.	Seats/Stone benches needed in campus	
30.	Music/Dance/Drama rooms need to be identified in the campus	
31.	Only PG students getting admission in hostel right now, that too after filling up Lakshdweep Quota	
32.	Rooms in Girls hostel need to be increased.	
33.	Fire extinguishers need replacement every year	
34.	Power back up needed in BVoc labs	
35.	Purifiers better than coolers	
36.	Water shortage in boys' and girls' washrooms and taps	
37.	Flooring of indoor stadium needs maintenance	• High quality rubberized flooring done
IT INFRASTRUCTURE		

38.	IT infrastructure to be enhanced for virtual classrooms	• Decided to purchase LMS • Implemented MS Teams software, Google workstation for equipping teachers and students for teaching-learning activities during Covid Lockdown • E-learning room set up using DST-FIST fund • System administrator appointed • Maintenance of existing computers, projectors and other peripherals done • 50 new computers purchased
39.	Computer labs need maintenance. Purchase of new computers needed	• Appointed a system administrator • Maintenance work done • 50 new computers purchased for laboratories.
40.	EVS lab facilities need improvement	• Recommended to the Principal
41.	Visual Media lab infrastructure poor	• Recommended to the Principal
42.	Need for a dedicated server room	• Full-fledged Server room set up.
43.	Work diary for teachers	• Implemented Digital diary with individual log-in credentials
CLEAN AND GREEN CAMPUS		
44.	Regular and efficient cleaning of classrooms not happening, waste bins to be properly maintained	• Brought to the notice of the Principal. • Proposed to implement duty roster • Waste bins for segregated disposal of wastes purchased by Bhoomitrasena Club to be placed at different corners
45.	Strengthening of Green initiatives	• Conducted Green, Environment and Energy Audit by recognized agency • Signed MoUs with various agencies on plastic and e-waste management • Signed MoU with Social Forestry department • Campus greenery enhanced by maintaining Star Garden, Butterfly garden, vegetable Garden, etc • Landscaping done with management support • Rain water harvesting maintained • Bio gas plant repaired • Solar unit at BVoc

		• Intercollegiate competitions organized for spreading environmental sustainability awareness among students • MoU signed with Start-Up by alumnus for waste management
EXTRA CURRICULAR		
46.	Clubs and Committees to be more active	• Recommended to Principal. • Cultural Committee providing forums for co-curricular activities of students, such as Friday Forums, interdepartmental competitions, etc. • various clubs and committees organizing different inter-collegiate as well as intra-collegiate competitions • Meeting of clubs and committees convened to strengthen activities
47.	Arts and Sports activities need to be promoted – college level competitions need to be organized	
48.	Coaching need to be provided for talented students	
49.	Notices on Clubs/Committees and other messages (WhatsApp) not reaching self-financing classes	
MAINTENANCE		
50.	Water leakage in classrooms (Sanskrit, Economics, Commerce, Hindi, etc.)	• Recommended to Management. • Truss working of all blocks done. • Electrical Maintenance done. • Maintenance work of coolers done. • Four new water purifiers purchased and installed at different parts of the campus. • Proposal for infrastructural maintenance forwarded to the management. • IT cell made a survey on the working status all computers, projectors and other peripherals and maintenance.
51.	Electrical maintenance - classrooms	
52.	Washroom – taps (history, commerce block, near office, ladies room, canteen)	
53.	Coolers - all	
54.	Normal water also needs to be provided from the coolers. Both taps giving cool water only	
55.	All classrooms and labs need trash bins	
56.	Economics PG classrooms, Fan and flooring need maintenance	
57.	Black and white boards need maintenance	
58.	Screen for LCD projector for the Department of Hindi	
59.	Botany Projector - Maintenance	
60.	All computer labs	
61.	Strengthening of outreach programs	• Conducted government supported Residential Camps for Science and Commerce students from various schools in Ernakulam district

	LIFE SKILL DEVELOPMENT	
62.	Enhancement of Life Skills of students and equipping teachers to support students to manage life effectively	• Equipped staff and students to face natural disasters in the wake of flood outbreak in Kerala • Conducted a workshop on Flood Risk Management by Sri. Muralee Thummarukudy, UN expert of Disaster Management • Life-skill enhancement workshops for students organized in association with Sakhi • Mentoring skill of teachers strengthened by organizing mentoring workshops
	NEP-PREPAREDNESS	
63.	To familiarize Teachers and Students on NEP-2020	• Conducted a workshop on NEP-2020 in association with IQAC of Adi Shankara Institution of Engineering and Technology – "NEP 2020-Towards Athma Nirbhar Bharat". • IQAC members as well as other faculty members attended workshops related with implementation of NEP • Students given awareness class on NEP, ABC, etc.
	WOMEN EMPOWERMENT AND GENDER SENSITIVITY	
64.	Empowerment of Girl Students	• Conducted two training workshops by experts from Department of Management Studies, IIT Madras (funded by National Commission for Women, ICSSR, etc.) in association with Sakhi-Women's Cell • Gender sensitivity programmes organized in association with Sakhi, supported by KSWDC, Govt of Kerala • Gender Sensitivity cell constituted

Dr. Manju T
IQAC Coordinator
Sree Sankara College
Kalady

Dr. Preethi Nair
Principal-in-charge
Sree Sankara College
Kalady