

Minutes of the Meetings of Internal Quality Assurance Cell

Sree Sankara College, Kalady

2018-2019

Sl. No.	Date and Venue	Members present	Points discussed
1.	06.06.2018 Seminar Hall NAAC peer team visit	Principal IQAC Coordinator IQAC Members All the faculty members	<ul style="list-style-type: none"> • Briefing of NAAC peer team visit and preparations for the same. • The information regarding the starting of Data Verification and Validation (DVV) by NAAC was communicated. • It was informed that the students have received the questionnaire regarding the students' satisfaction survey by email. • The Departments were directed to ensure that their students have submitted the filled-in questionnaires within the stipulated timeframe. • The faculty members were reminded to update their Biodata in the prescribed format and the NAAC related files. • The IQAC coordinator solicited the wholehearted cooperation from all the staff members towards imminent NAAC accreditation process.
2.	18.06.2018 IQAC Room NAAC Visit - Preparations	Principal IQAC Coordinator IQAC Members	<ul style="list-style-type: none"> • The committee discussed the status of preparations for the NAAC visit, which is expected on 18 and 19 July 2018. • The Department IQAC members were directed to complete the AQAR of 2017-18 and to prepare Department Power Point presentations. • A meeting of the students representatives, PTA and alumni to be held at the earliest.
3.	19.06.2018 Seminar Hall DVV Clarifications	Principal Council Members IQAC Coordinator IQAC Members	<ul style="list-style-type: none"> • The meeting discussed the DVV clarifications • It was intimated that if the DVV clarifications are not completed the peer team visit might get delayed. • It was decided to appoint Dr. Preethi Nair, Associate Professor of English as the NAAC Convenor for upcoming NAAC peer team visit.

4.	12.07.2018 IQAC Room	All IQAC Members	<ul style="list-style-type: none"> • A discussion was held on the submission of the DVV clarification. • The schedule for the department visit by the IQAC was planned and the members were also assigned duties.
5.	23.07.2018 IQAC Room Postponement of NAAC Visit Students Meeting	All IQAC Members	<ul style="list-style-type: none"> • The coordinator informed that the work on DVV clarifications was progressing and the likelihood of the NAAC visit to be postponed to August or September. • The committee discussed the details of the Department visit. • The date for alumni and PTA was fixed for the 30 and 31 July. • The students' meeting is scheduled to be held on 1 and 2 August.
6.	03.09.2018 IQAC Room Re-scheduling of NAAC visit	All IQAC Members	<ul style="list-style-type: none"> • The NAAC peer team visit is to be held on 17 and 18 of September. • It was urged to make final preparations such as Principal's presentations, Department presentation and to conduct general staff meeting, students' meeting, PTA and alumni meeting at the earliest.
7.	07.09.2018 IQAC Room	All IQAC Members	<ul style="list-style-type: none"> • The IQAC coordinator stressed on the points to be discussed at the general staff meeting to be held in the afternoon of 7 September 2018. • A tentative route plan has to be prepared for the NAAC visit. • The office staff has to be alerted for file updation. • A secretary needs to be identified to assist the NAAC peer team.
8.	07.09.2018 Seminar Hall NAAC Visit	The Managing Director Chief Operations Officer Principal IQAC Coordinator All the staff members	<ul style="list-style-type: none"> • Discussed about the tentative schedule of the NAAC peer team visit. • The MD reminded the staff about the gravity of the NAAC visit. He congratulated the IQAC team for the efforts taken towards the accreditation process. • The principal and the IQAC coordinator requested full cooperation from the staff members. • The NAAC convenor briefed on the tentative schedule of the NAAC peer team visit. • The faculty members were expressed their views and suggestions for the ensuing NAAC peer team visit. • The MD and the COO called for convening a core team for the visit.

9.	17 th and 18 th September 2018	All Staff and NAAC Peer team	<ul style="list-style-type: none"> • NAAC Peer Team Visit
10.	26.09.2018 Post-NAAC Visit Discussion	Dr. Sujeesh C. K Dr. Manju T. Dr. S. Mohan Dr. Preethi Nair Dr. Mini K. D.	<ul style="list-style-type: none"> • To discuss the recommendations of NAAC peer team visit on 17th and 18th of September 2018. The recommendations are: • Vision and mission of the college should be exhibited in all buildings • Working hours of the college needs rescheduled for departmental activities • Council meeting minutes to be circulated to all departments including office and self financing departments • All mandatory cells and committees to be reconstituted and details to be uploaded in the college website • The names and phone numbers of anti-ragging and anti-sexual harassment members to be displayed in the main block and common areas • Student discipline should be ensured and all student related complaints to be addressed • Steps should be initiated for conducting AAA every year • Green audit to be conducted by an authorised external agency • Water shortage should be addressed, separate pipeline for drinking water to be set up • Perspective plan for the next two years for every department, cells and clubs to be submitted along with an estimate • Salary and other emoluments to be made time bound and service matters to be updated in the service book • Log book for every facility • Work schedule to be prepared for cleaning staff and duty register to be maintained • Activities of cells and clubs to be documented timely and properly
11.	16.10.2018	Dr. Jee G. Dr. N. Ushadevi Dr. Mini K. D.	<ul style="list-style-type: none"> • The suggestions proposed by IQAC submitted to the Principal for discussing in the council meeting

	Discussion of NAAC peer team recommendations with Principal	Dr. Preethi Nair Dr. Manju T.	<ul style="list-style-type: none"> Coordinator requested the members to plan for preparing proposals for block grant and for utilising PD account A planning board as well as a building committee needs to be convened, both including representative from the university Meeting of manager with individual departments needs to be arranged Afterwards, every department needs to be prepare a perspective plan for next two tears which will be collected by IQAC and presented to the management Transparency in budget allocation and expenditure is needed An additional one hour has to be devoted for proper documentation work Green audit of the campus has to be done at the earliest A class log book is to be maintained wherein an entrusted student shall enter the details of classes engaged To convene a meeting of IQAC members with the Managing Director to discuss post-NAAC initiatives Rooms have to be identified for the activities of various clubs and committees Proposal to be submitted to NAAC for conducting a workshop on e-learning platforms
12.	22.10.2018 Sastrajalakam - Proposal	Dr. Preethi Nair Dr. Mini K. D. Dr. Sujeesh C. K. Dr. Jee G. Dr. Manju T. Remya M. Nair Seena K. Thomas Dr. Vinod G. Dr. Sampath Kumar S.	<ul style="list-style-type: none"> IQAC coordinator informed the committee about the direction from the Principal to conduct the three-day government sponsored science camp "Sastrajalakam" for high school students of govt schools in Ernakulam district Dates are fixed as 23rd, 24th and 25th of November 2018 Representatives of all science departments were given the plan of the program and schedules were fixed The representatives were asked to finalise the list of experiments, resource persons and lab trainers
13.	15.11.2018	Dr. Preethi Nair Dr. Mini K. D. Dr. Sujeesh C. K.	<ul style="list-style-type: none"> Arrangements for "Sastrajalakam" were discussed List of experiments were fixed, resource persons and lab trainers were identified

	Sastrajalakam - Arrangements	Dr. Jee G. Dr. Manju T.	<ul style="list-style-type: none"> • Agencies for conducting AAA (Academic and Administrative Audit) need to be identified • Perspective plans regarding seminar fund, research fund and student scholarship to be submitted by all departments by 10.12.2018 • A committee to be formed for the selection of proposals for funding • Mementoes to be arranged for honouring guests • Discussed the need to recruit a technical support to the institution • Girls' hostel intake to be enhanced • Toilet complex construction to be discussed with the management • Discussed on the need to separate self-financing block from main block regarding functioning, including separate library
14.	21.11.18 Sastrajalakam-Final arrangements	Dr. Preethi Nair Dr. Mini K. D. Dr. Jee G. Dr. Manju T.	<ul style="list-style-type: none"> • The final arrangements of Sathrajalakam was discussed • District collector Sri. K. Mohammed Y. Safirullah has agreed to inaugurate "Sasthrajalakam", and the honourable Vice Chancellor, M. G. university Dr. Sabu Thomas has consented to be the chief guest of valedictory fundtion • The list of participating students received from SIET and accommodation has been arranged at "Divyakarunyasramam", Kalady. Fund will be released tomorrow • A new letter pad for IQAC was discussed • All science department representatives were asked to check respective labs for final arrangements
15.	07.12.2018	Dr. Preethi Nair Dr. Mini K. D. Dr. Sujeesh C. K. Dr. S. Mohan Dr. Manju T.	<ul style="list-style-type: none"> • It was decided to utilize the balance amount of IQAC fund for various heads within March 2019. • The various programmes discussed and decided are : <ul style="list-style-type: none"> ○ Seminars for office staff on general office procedures. ○ Seminar for teaching staff on innovative teaching methods and teaching methods based on various electronic platforms (MOOC, etc.). ○ Seminar on IPR ○ Seminar on outcome based syllabus content. ○ Conducting green audit.

			<ul style="list-style-type: none"> ○ Discussion was made on spending PD account for lab maintenance and library. intimation has been made to all departments for submitting the list of books and list of required equipment by Monday 10.12.18 ● Sasthrajalakam organised successfully. The accounts are being settled.
16.	01.01.2019 Arrangements for “Flood Risk Management Training”	All Heads of departments and IQAC members	<ul style="list-style-type: none"> ● IQAC Coordinator briefed about the “Flood risk management Training” on 4th, 5th and 6th January 2019, organized by Bhoomitrasena Club and IQAC. ● The chief guest Mr. Muralee Thummarukudy has demanded strict adherence to the time schedule and also interactive participation of students. The formal meeting should be brief with minimum number of speakers. ● Principal requested whole-hearted cooperation from all departments for the successful conduct of the programme. ● Bhoomitrasena Club Coordinator Dr. Mini K.D. explained all the detailed programme. Every department can send one student to participate. The minimum number of intake is 50, including students from other colleges. The programme is envisaged as an intercollegiate one. ● The students will take part in a survey of flood affected areas. The survey will be presented by the students through oral and poster presentations. Selected presentations will be given prizes. ● The questionare for survey was also discussed.
17.	04.01.2019 Inauguration of “Flood Risk Management Training”	All Staff and BMSC volunteers	<ul style="list-style-type: none"> ● Sri Muralee Thummarukudy inaugurated the training programme. ● Smt. Sheela Devi, Deputy Collector, Disaster Management explained the experiences of flood risk management in Ernakulam District. ● In the afternoon, Dr. T. V. Sajeev (Principal Scientist, Dept. of Forest Entomology) delivered a lecture
18.	05.01.2019 “Flood Risk Management Training”	Delegates and BMSC volunteers	<ul style="list-style-type: none"> ● On the second day, Dr. K. R. Baiju (Asst. Professor, School of Environmental Sciences, MG University) handled the forenoon session and the delegates had a field visit session in the afternoon

19.	06.01.2019 "Flood Risk Management Training"	Delegates and BMSC volunteers	<ul style="list-style-type: none"> The third day started with an interesting session by the environmentalist Adv. Hareesh Vasudevan In the afternoon, reports of field visit was presented by the delegates, followed by valedictory function
20.	14.01.2019 Arrangements for "Sastrapadham "	Dr. Preethi Nair Dr. Mini K. D. Dr. Jee G. Dr. Manju T. Dr. S. Mohan	<ul style="list-style-type: none"> Dates fixed as 26th, 27th and 28th January. Chief guests fixed. Nature walk booked at Thattekkad bird sanctuary; class by Dr. Sugatham afterwards. Class on prospects of science afterwards. Lab visits to be done as parallel sessions. Bus needs to be booked for industrial visits. 10 students need to be identified as mentors for the students.
21.	"Office Accounts Management for Administrative Staff"	All administrative Staff	<p>Resource Person: Sri. Surendran</p> <ul style="list-style-type: none"> Various aspects of Accounting, Book keeping and maintenance of SPARK system were discussed
22.	01.02.2019 One Day Workshop – ICT Enabled Teaching	All Staff	<p>Resource Person: Dr. K. Satheesh Kumar (Dept. of Future Studies, University of Kerala)</p> <ul style="list-style-type: none"> Interactive discussions were made on MOOC and various providers of MOOC, MOODLE and how to install and apply it for classrooms, etc. In the afternoon, the participants had an exclusive interactive session on e-content development, videography of classes, various video editing softwares, etc.
23.	05.03.2019 <ul style="list-style-type: none"> Arrangements for MOOC workshop <ul style="list-style-type: none"> Merit Day AQAR 2018-19 <ul style="list-style-type: none"> RUSA 	Dr. S. Mohan Dr. Preethi Nair Dr. Mini K. D. Dr. Jee G. Dr. Manju T.	<ul style="list-style-type: none"> A workshop on MOOC will be conducted on 08.03.2019 by EMRC, University of Calicut, exclusively for the teaching staff of Sree Sankara College A discussion was made on IQAC funds and its expenditure Conduct of annual Merit day: IQAC has decided to initiate issuing of certificates of appreciation to teachers involved in coordinating various programmes in 2018-19. Teachers who have got research publications will also be appreciated

			<ul style="list-style-type: none"> • Data Collection needs to be started for preparing the AQAR of the year 2018-19 • IQAC is planning to submit proposal for RUSA funding in February-March 2019. The documents need to be made ready
24.	08.03.2019 One Day workshop on MOOC by EMRC, University of Calicut	All Staff	<p>Resource Persons: Shri. D. Damodar Prasad (Director, EMRC), Shri. Rajan Thomas (JRO, EMRC), Shri Sajeed Naduthody (Producer, EMRC), Shri. Samjith N (Engineer, EMRC)</p> <ul style="list-style-type: none"> • Brief outlines were given on EMRC, SWAYAM, MOOC and other useful e-contents available with EMRC. • Discussions were made on open online education research, rules for MOOC, e-tutorials, Learning Management Systems, etc. • Shri. Sajeed Naduthody talked on scripting for e-learning production • He talked about the possibilities in the channel "Swayamprabha" •
25.	26.03.2019 Merit Day	All staff and meritorious Students	<ul style="list-style-type: none"> • Certificates and Prizes were distributed to meritorious students in academics, sports and arts • Teachers who were conferred doctorate in respective subjects during the academic year were appreciated • Teachers who coordinated various programmes, and who had published research reports in prominent journals were also appreciated

Dr. Preethi Nair
IQAC Coordinator

Dr. A. Suresh
Principal