

**SREE AYYAPPA COLLEGE
ERAMALLIKKARA**

www.sreeayyappacollege.ac.in



INTERNAL QUALITY ASSURANCE CELL (IQAC)



email: saciqac16@gmail.com

MINUTES OF MEETINGS, 2019-2020

MINUTES OF THE MEETING No. 01

Date: 12.06.2019, Time: 12.30 pm

Agenda:

01. Action plan 2018-19
02. Office Automation
03. Other matters

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)

- 02.Prof. Prakash K.C (IQAC Co-ordinator)
- 03.Dr.Sreedevi S
- 07.Dr.Vidya N
08. Dr.N.Madhavan
09. Dr. Remya L
12. Dr.Sreeraj M
13. Dr.R.T. Ananthakumar
14. Sreelekshmy A.N

The meeting was chaired by the Principal Dr.K.S. Anilkumar and the meeting commenced with a silent prayer. The Principal emphasised the need of automation software for the college. The members actively participated in the discussion and following decisions were taken.

Decisions

- 01.It is decided to purchase an automation software and the purchase committee is entrusted to pursue with the formalities.
- 02.It is decided to have a discussion on Action plan 2019-20 and finalise it in the next meeting.

The meeting came to an end at 2.30 pm.

Sd/-
IQAC Convener

Sd/-
Principal

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MINUTES OF MEETINGS, 2019-2020

MINUTES OF THE MEETING No. 02

Date: 18.06.2019, Time: 3.30 pm

Agenda:

01. Action plan 2018-19
02. Result analysis
03. Quality improvement and Other matters

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)

- 02.Prof. Prakash K.C (IQAC Co-ordinator)
- 03.Dr.Sreedevi S
- 07.Dr.Vidya N
08. Dr.N.Madhavan
09. Dr. Remya L(Invitee)
12. Dr.Sreeraj M (Invitee)
13. Dr.R.T. Ananthakumar
14. Sreelekshmy A.N(Invitee)

The meeting was chaired by the Principal Dr.K.S. Anilkumar and the meeting commenced with a silent prayer. The Heads of all Departments presented the University exam results. The members actively participated in the discussion and following decisions were taken.

Decisions

- 01.It is decided chalk out a fruitful plan for better results in coming examinations. It is to be presented before 21.6.2019 and the same to be discussed with parents in the meeting to be held on 24.6.2019.
- 02.It is decided to conduct a class PTA meeting and a general PTA meeting on 24th June 2019
- 03.Silver Jubilee celebrations committee constituted and action plan is framed.

The meeting came to an end at 4.30 pm.

Sd/-
IQAC Convener

Sd/-
Principal

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MINUTES OF MEETINGS, 2019-2020

MINUTES OF THE MEETING No. 03

Date: 30.08.2019, Time: 2.30 pm

Agenda:

01. Action plan 2019-20
02. AQAR
03. Other matters

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)

- 02.Prof. Prakash K.C (IQAC Co-ordinator)
- 03.Dr.Sreedevi S
- 07.Dr.Vidya N
08. Dr.N.Madhavan
09. Dr. Remya L(Invitee)
12. Dr.Sreeraj M (Invitee)
13. Dr.R.T. Ananthakumar
14. Sreelekshmy A.N
15. Jisha Nair B.J
16. Sobha P.K
17. Dr.Suresh S
18. Ushakumary K.L
19. Dr.Nitha B
20. Dr.Rejiya C.S

The meeting was chaired by the Principal Dr.K.S. Anilkumar and the meeting commenced with a silent prayer. IQAC Co Ordinator presented the Action Plan 2019-20. The members actively participated in the discussion and following decisions were taken.

Decisions

- 01.It is decided to conduct the inaugural ceremony of Silver Jubilee celebrations in Sept. 2019
- 02.It is decided to entrust the following teachers to take up the responsibilities given below.

Dr. Remya L	- New course application
Dr. Sreedevi S	- Research Centre in Computer Science
Prakash K.C	- Co-ordinator, Centre for Outreach activities
Sreelekshmy A.N	in Society, Dept.of Electronics - Co-ordinator, Centre for Outreach activities
Dr.Nitha B	in Society, Dept.of Computer Science - Co-ordinator, Centre for Outreach activities
Dr. Vidya N	in Society, Dept.of BC and IMB - Co-ordinator, Centre for Outreach activities
Sanoop Sivaraman	in Society, Dept.of Mathematics - Co-ordinator, Centre for Outreach activities

Dr.Suresh S in Society, Dept.of Commerce
 - Technofest Convener
 Dr.Rejiya C.S - Convener, International Conference
 Dr.Sandeep S - Convener , INFOFEST

NAAC – Criteria committees are framed as below

Criterion No	Name	Convener	Member
I	Curricular Aspects	Dr.Rejiya C.S	Sreelekshmy A.N
II	Teaching-Learning and Evaluation	Dr.Sandeep S	Sobha P.K Dr.Vidya A.N
III	Research, Innovations and Extension	Dr.Ganga G	Dr.Remya L Dr.Loïs Jose
IV	Infrastructure and Learning Resources	Ushakumary K.L	Dr.Ananthakumar R.T
V	Student Support and Progression	Dr.Nitha B	Jisha Nair B.J
VI	Governance, Leadership and Managemen	Dr.Mdhavan N	Dr. Sreeraj M
VII	Institutional Values and Best Practices	Deepu G.P	Dr.Suresh S Malini Murali

03.All Departments may conduct skill development courses

04.Action plan presented is finalised and may be published in website

The meeting came to an end at 4.30 pm.

Sd/-
IQAC Convener

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Principal

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MINUTES OF MEETINGS, 2019-2020

MINUTES OF THE MEETING No. 04

Date: 06.12.2019, Time: 2.30 pm

Agenda:

01. Orientation/refresher courses
02. AQAR
03. Other matters

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)

02. Prof. Prakash K.C (IQAC Co-ordinator)
03. Dr. Sreedevi S
04. Dr. N. Madhavan
05. Dr. Remya L
06. Malini Murali
07. Sreelekshmy A.N
08. Jisha Nair B.J
09. Dr. Sreeraj M
10. Dr. Suresh S
11. Dr. Rejiya C.S

The meeting was chaired by the Principal Dr. K.S. Anilkumar and the meeting commenced with a silent prayer. IQAC Co Ordinator presented the requests of teachers to attend refresher and orientation courses. The members actively participated in the discussion and following decisions were taken.

Decisions

01. Different criteria conveners may collect data pertaining to previous years so as to upload AQAR at the earliest
02. Following teachers are given consent to attend orientation/refresher courses, considering their applications.

Dr. Remya L	
Dr. Nitha B	-
Dr. Rejiya C.S	
Dr. Ganga G	-

The meeting came to an end at 3.30 pm.

Sd/-
IQAC Convener

Sd/-
Principal

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MINUTES OF MEETINGS, 2019-2020

MINUTES OF THE MEETING No. 05

Date: 14.01.2020, Time: 3.15 pm

Agenda:

01. Pending AQAR
02. Skill development courses and Incubation Centre
03. Bridge course
04. Other matters

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)
02. Prof. Prakash K.C (IQAC Co-ordinator)
03. Dr. Sreedevi S
04. Dr. Remya L
05. Malini Murali
07. Loise Jose
08. Dr. Nitha B
09. Dr. R.T Ananthakumar
10. P.K Sobha
11. Dr. Rejiya C.S

The meeting was chaired by the Principal Dr.K.S. Anilkumar and the meeting commenced with a silent prayer. IQAC Co Ordinator reported that AQAR 2016-17 is submitted. The members actively participated in the discussion and following decisions were taken.

Decisions

01. Decided to upload AQAR before Feb 10, 2020
 02. Under the auspices of Incubation Centre of the College, following are planned courses to be commenced
 - Dept. of Electronics – Electronics in daily life
 - Dept. of Computer Science – NET and angular programming
 - Dept. of BC and IMB – Mushroom cultivation
 - Dept. of Commerce – TALLY
 - Dept. of Maths – LATEX
- Duration of skill development course is fixed to be six months.
03. Departments of Computer Science and Electronics submitted their Bridge course reports and approved.

The meeting came to an end at 4.30 pm.

Sd/-
IQAC Convener

Sd/-
Principal

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MINUTES OF MEETINGS, 2019-2020

MINUTES OF THE MEETING No. 06

Date: 04.02.2020, Time: 02.30 pm

Agenda:

01. SAAC
02. Skill development courses
03. Other matters

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)

- 02.Prof. Prakash K.C (IQAC Co-ordinator)
- 03.Dr.Sreedevi S
- 04 Dr. Remya L
- 05. Malini Murali
- 07. Loise Jose
- 08. Dr.Nitha B
- 09. Dr.R.T Ananthakumar
- 10. P.K Sobha
- 11. Dr.Rejiya C.S
- 12. Dr. Suresh S
- 13. Dr.Sandeep S

The meeting was presided over by Dr. K.S Anilkumar and commenced with a silent prayer. The Principal in his address, emphasised the need of our Institution to be accredited by State Assessment and Accreditation Committee. The preparation may be started with immediate effect.

Decisions

- 01.IQAC and Sree Ayyappa College Centre for Incubation and Entrepreneurship may jointly co-ordinate the skill development and similar courses to be commenced in this month. Inaugural ceremony may be conducted on 17th Feb, 2020.
- 02.Dr.Sandeep S is nominated as the Nodal Officer for SAAC. Committees have been formed as below for co-ordinating activities and uploading details in the SAAC portal in respect of various criteria.

Criterion No	Name	Convener	Member
I	Curricular Aspects	Dr.Rejiya C.S	Sreelekshmy A.N
II	Teaching-Learning and Evaluation	Dr.Sandeep S	Sobha P.K Dr.Vidya A.N
III	Research, Innovations and Extension	Dr.Ganga G	Dr.Remya L Dr.Loise Jose
IV	Infrastructure and Learning Resources	Ushakumary K.L	Dr.Ananthakumar R.T
V	Student Support and Progression	Dr.Nitha B	Jisha Nair B.J

VI	Governance, Leadership and Managemen	Dr.Mdhavan N	
VII	Institutional Values and Best Practices	Deepu G.P	Dr.Suresh S Malini Murali
VIII	Social Inclusiveness	Dr.Sreeraj M	
IX	Equity and Excellence	Sreelekshmy A.N	Dr.Rejiya C.S
X	Scientific temper and Secular outloo	Dr.Remya L	Dr.Ganga G Dr.Loïs Jose

Conveners may take utmost care for timely uploading of data, not later than

20th Feb 2020

03.Pending AQAR for 2017-18 must be uploaded on 10.02.2020. Therefore, all conveners may upload remaining details, if any on or before 07.02.2020

IQAC
PRINCIPAL

Co-ordinator

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MINUTES OF MEETINGS, 2019-2020

MINUTES OF THE MEETING No. 07

Date: 03.03.2020, Time: 2.30 pm

Agenda:

01. Placement and promotion
02. AQAR 2018-19
03. Website revamping
04. Other matters

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)
02. Prof. Prakash K.C (IQAC Co-ordinator)
03. Deepu G.P
- 04 Dr. Remya L
05. Malini Murali
07. Sreelekshmi A.N
08. Dr.Nitha B
09. Dr.R.T Ananthakumar
10. Jisha Nair B.J
11. Dr.Rejiya C.S

The meeting was chaired by the Principal Dr.K.S. Anilkumar and the meeting commenced with a silent prayer. IQAC Co Ordinator reported that four Assistant Professors submitted the proposal for promotion from stage 1 to 2. The members actively participated in the discussion and following decisions were taken.

Decisions

01. It is decided to scrutinise the applications submitted by
Dr. Nitha B, Dr.Ganga G, Dr. Rejiya C.S (Dept,of BC and IMB)
Dr. Remya L (Dept.of Hindi)
Dr.Madhavan N (Dept.of Physical Education) for their promotion from
Stage I to II (AGP Rs.6000/- to Rs. 7000/-)
02. AQAR 2018-19 will have to be submitted before March 20, 2020
03. Sreelekshmi A.N is authorised for the activities related to College website revamping.

The meeting came to an end at 3.30 pm.

Sd/-
IQAC Convener

Sd/-
Principal

ACTION TAKEN REPORT 2019-20

Sl. No	Date of Meeting	Decision	Concerned body for action	Status
01	12.06.2019	Decided to pursue with the purchase of automation software	IQAC, College Council PTA	Dr. Sreeraj M is entrusted
02	12.06.2019	Frame Action plan 2019-20	IQAC	Action plan was framed
03	18.06.2019	Chalk out a plan for result improvement	CLMC	Plan was framed by each Department and presented before parents
04	18.06.2019	Decided to conduct PTA meeting both general and class wise	PTA	Meetings were conducted
05	18.06.2019	Planned to conduct silver jubilee celebrations	Silver Jubilee Committee	A year long variety programmes were conducted
06	30.08.2019	Decided to entrust teachers with various responsibilities	IQAC, College Council	Teachers carried out their responsibilities honestly
07	30.08.2019	Decided to initiate Skill Development centres	IQAC, College Council etc	Initiated the outreach society activities under the centre by all Departments

08	30.08.2019	Decided to conduct Techno Fest in 2020	Various Departments	Dr. Suresh S was nominated but programme could not be conducted due to CORONA pandemic.
09	30.08.2019	Decided to conduct International Conference	Depts., Various Clubs and Associations	Dr. Rejiya C.S was nominated as the convener and the Conference was conducted in Nov 2019
10	30.08.2019	Decided to conduct INFOFEST 2020	Depts.	It was conducted in August 2020
11	30.08.2019	Decided to publish the action plan 2019-20	IQAC	Action was published
12	30.08.2019	It was decided to conduct the inaugural ceremony of Silver Jubilee celebrations and an orientation programme with regard to NAAC second cycle of accreditation	IQAC	Both items conducted in Sept. 2019
13	06.12.2019	Different criteria conveners may collect data pertaining to previous years so as to upload AQAR at the earliest	IQAC	Pending AQARs uploaded
14	06.12.2019	Following teachers are given consent to attend orientation/refresher courses, considering their applications. Dr. Remya L Dr.Nitha B Dr. Rejiya C.S Dr.Ganga G		Teachers allowed to undergo courses
15	14.01.2020	Decided to initiate various short term courses by various Depts.	Depts	Initiated and inaugurated in Feb 2020
16	14.01.2020	Decided to conduct bridge courses	Depts.	Depts. Of Electronics and Comp. Science conducted.
17	04.02.2020	IQAC and Sree Ayyappa College Centre for Incubation and Entrepreneurship may jointly co-ordinate the skill development and similar courses to be commenced in this month. Inaugural ceremony may be conducted on 17th Feb, 2020.	IQAC	Conducted
18	04.02.2020	Initiate Sate Accreditation activities..	IQAC	Dr.Sandeep S is nominated as the Nodal Officer for SAAC. Committees have been formed as below for co-ordinating activities and uploading details in the SAAC portal in respect of various criteria.
19	03.03.2020	It is decided to scrutinise the applications submitted by Dr. Nitha B, Dr.Ganga G, Dr. Rejiya C.S (Dept,of BC and IMB) Dr. Remya L (Dept.of Hindi) Dr.Madhavan N (Dept.of Physical Education) for their promotion from Stage I to II (AGP Rs.6000/- to Rs. 7000/-)	IQAC	Scrutinised the proposals

20	03.03.2020	AQAR 2018-19 will have to be submitted before March 20, 2020	IQAC	Submitted
21	03.03.2020	Decided to revamp the website	IQAC	Sreelekshmi A.N is authorised for the activities related to College website revamping and revamped in 2020
22	03.03.2020	Decided to conduct workshop on Learning Management System - Advanced Google Classroom and Basics of Edmodo.	IQAC	Conducted on 17.3.2020

Sd/-
IQAC Convener

Sd/-
Principal