

Internal Quality Assurance Cell (IQAC)

IQAC Meeting

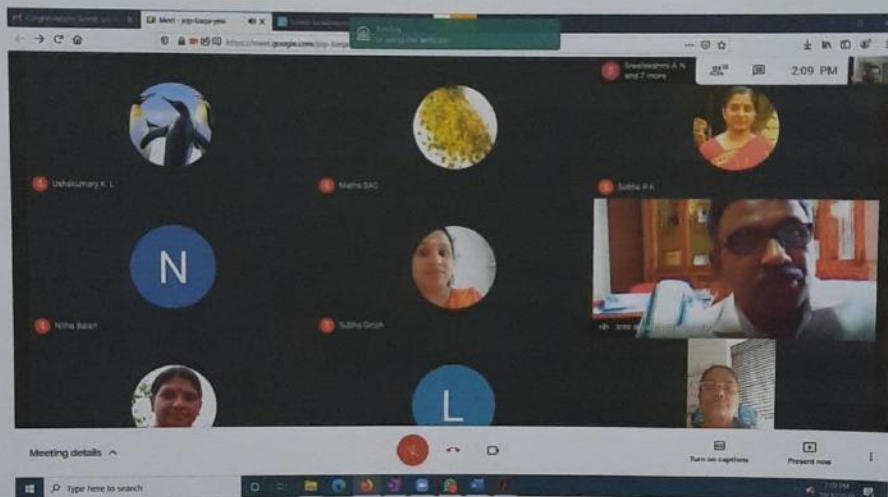
Online : <http://meet.google.com/jop-baqa-yew>

Date: 30.10.2020, Time: 2.00 PM

Chair: Dr K C Prakash, Principal, Sree Ayyappa College, Eramallikkara

Agenda

1. AQAR 2018-19 review
2. AQAR 2019-20 submission
3. plan of activities
4. Other matters of importance



Meeting started online at 2.00 PM via google meet. Prof. B J Jisha Nair is applied for leave. IQAC convener delivered the formal welcome to all. Principal In charge Dr. K C. Prakash in his introductory remarks told that AQAR of 2018-2019 is approved by NACC steering committee. Also he cautioned that the submission link for AQAR 2019-2020 is now open and January 2021 is the deadline.

Minutes of the meeting

1. IQAC convener presented the AQAR 2018-19 submission report and comments from the review committee. Major areas of improvement are spotted in the review report.

Various committee conveners are asked to chalk out a plan of actions for improving the said areas by 06.11.2020.

- II. Dr. Sandeep S, subcommittee convener of criteria II and Ms. Malini Murali and Dr Sreedevi S of the members of Criteria III and VII were transferred/retired. Hence these vacancies are filled with the new incumbent faculties. The revised list of subcommittee convenors and members are given below.

Criteria I (Curricular Aspects)

1. Dr. Rejiya C.S. (Dept. of BC& IMB, Convener)
2. Prof. Sreelekshmi A.N.(Dept.of Comp.Science, Criterion I- Member)
3. Ms. Subha Unnikerishnan (Dept of Malayalam, Member)

Criteria II (Teaching-Learning and Evaluation)

1. Dr.Vidya N (HOD Maths, Convener)
2. Prof.Sobha P.K (HOD Comp. Science, Member)
3. Dr. Athira (Dept of English, Member)

Criteria III (Research, Innovations and Extension)

1. Dr. Ganga G (Dept. of BC& IMB, Convener)
2. Dr. Sreeraj M (Dept.of Comp.Science, Member)
3. Dr.Remya L.(HOD Hindi, Criterion III – Member)

Criteria IV (Infrastructure and Learning Resources)

1. Prof. Ushakumary K.L (HOD Electronics, Convener)
2. Dr. Ananthakumar R.T. (Dept of Physics, Member)

Criteria V (Student Support and Progression)

1. Dr.Nitha.B (HOD BC& IMB, Convener)
2. Prof.Jisha Nair B.J (Dept. of Comp. Science, Member)
3. Mr. Rohith Krishnan (Dept of Electronics, Member)

Criteria VI (Governance, Leadership and Management)

1. Dr.N.Madhavan (HOD Physical Edn, Convener)
2. Dr. Sreeraj M (Dept.of Comp.Science, Member)

Criteria VII (Institutional Values and Best Practices)

1. Prof. Deepu G.P (Dept. of Electronics, Convener)
2. Ms Lavanya (Dept of English, Member)

- III. It is decided to give the charge of scholarship committee to Dr. Remya L, Department of Hindi.
- IV. It is decided to present action plan of various criteria in the first week of November 2020

The online meeting concluded at 3.45 PM



SREE AYYAPPA COLLEGE

(Managed by Travancore Devaswom Board)

NAAC Accredited with B Grade

Govt. Aided college, Affiliated to University of Kerala - Estd 1995
Eramallikkara, Thiruvananthapuram, Chengannur, Alappuzha, Kerala -689109
Ph.No. 04792427615, www.sreeayyappacollege.ac.in

IQAC

IQAC Meeting

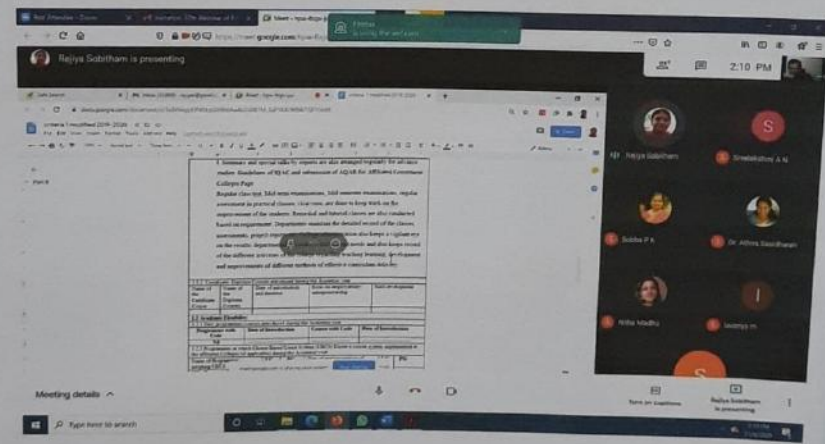
Online : <http://meet.google.com/hpw-fbgv-juu>

Date: 06.11.2020, Time: 2.00 PM

Chair: Dr Suresh S, Convener, IQAC, Sree Ayyappa College, Eramallikkara

Agenda

1. Criteria 1 & 2 Discussion



Minutes of the meeting

Members attended

- 1. Dr Suresh S, IQAC Convener
- 2. Prof. P K Sobha, HOD, Dept of CS
- 3. Dr Nitha B, HOD, Dept of BC & IMB
- 4. Dr Rejiya C S, Dept of BC & IMB
- 5. Dr. Sreeraj M, Dept of CS
- 6. Ms. Sreelekshmi A N, Dept of CS
- 7. Dr. Athira Sasidharan, Dept of English
- 8. Ms. Lavanya M, Dept of English

The following members applied for leave due to admission process in the college



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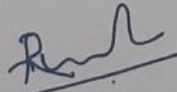
1. Prof K L Ushakumari, HOD, Dept. of CS
2. Dr. N Madhavan, Dept of Phys.Edn
3. Dr. Ganga G, Dept. of BC&IMB
4. Dr. Ananthkumar R T, Dept of Physics

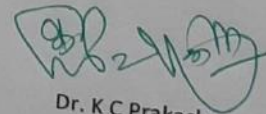
Dr. Rejiya C.S, convener Criteria 1, gave a presentation on various aspects of first criteria.

1. It is decided to offer an online certificate course by Dept of Computer science, Dept of Commerce, English, Hindi and IQAC.
2. It is advised to register the Alumni Association as early as possible.
3. It is decided to update the feedback form and collect it from the stakeholders.
4. Criteria wise discussions should be finished among the members before the next IQAC meeting.

Collecting the details of previous academic year is entrusted to Ms. Sreelekshmi A.N and draft preparation for current academic year is entrusted to Dr Rejiya CS for criteria 1.

The Presentation on Criteria 2 was not conducted due to the absence of the convener. However, the members of the criteria 2 were opined that relevant forms need to be collected immediately for collecting the data. The detailed discussions on criteria 2 will be conducted in the next IQAC meeting. The presence of all members is inevitable for fruitful discussions and therefor all members are requested to inform the Principal/IQAC in advance if any inconvenience for attending the forthcoming IQAC meetings. Kindly avoid deliberate/unforeseen absence from IQAC meetings.


Dr. Suresh S
Convener, IQAC


Dr. K C Prakash
Principal

IQAC Meeting

08.01.2021

Agenda

- 1 AQAR Submission
- 2 Promotion of Teaching Faculties
- 3 Internal Radio
- 4 Annual Report - University of Kerala: Submission of
- 5 Any other matters of importance

Members Present

- 1 Dr. K.C. Prakash
- 2 Dr. Surekha S *[Signature]*
- 3 Sobha PK *[Signature]*
- 4 Jishanai BJ *[Signature]*
- 5 Dr. Athira *[Signature]*
- 6 Lavanya M. *[Signature]*
- 7 Jishu Nampoothiri. P.J *[Signature]*
- 8 Dr. Vidhya.N *[Signature]*
- 9 Dr. Rejya. CS *[Signature]*

The meeting started with a silent Prayer. IQAC Co-ordinator welcomed the gathering and invited Dr. K. Prakash, Principal (U) to chair the meeting. The agenda items were read by the chair and approved. After discussions the following decisions were taken unanimously.

Decisions taken in the meeting

1. AQAR Submission - Reported that AQAR for the Academic year 2014-15 and 2015-16 were prepared and ready for submission. It is decided to send hard copies of the AQAR to Regional Office, B'dava on the next working day.

- 1) It is decided to collect the data of 2019-20 Academic year for AEAR Submission by 15.01.2021 by the respective Conveners.
- 2) It is decided to Submit an action plan for 2020-21 Academic year by the respective Committees.
- 3) University of Kerala directed the College to Submit the Performance for the year 2019-2020 year. It is decided to complete the data collection by Jan-12 for Submission the same to University by 16.01.2021.
- 4) A proposal for launching an internet radio in the College Campus is Submitted by department of Media Studies. The matter is discussed in detail and the following decisions were taken

i) A proposal for basic requirements of a media lab will be prepared by the department of Media Studies and will be submitted to Travancore Development Board for Financial Assistance and permission for functioning the internet radio in the Campus

ii) Discussions will be made with a startup company based at Kozhikode for technical help and guidance if necessary.

iii) A Committee is constituted for the internet Radio

Members

- a) Faculty belongs to Media Studies
- b) Faculty of English Department
- c) Dr. Remya Dept. of Hindi.
- d) Susha ^{Chandran} ~~Chandran~~, Dept. of Malayalam
- e) Student Co-ordinator selected from media studies department

Advisory Committee

- a) IQAC Co-ordinator
- b) NSS Program officer

Principal will be the chairperson of the committee

- 5) Dr. George Co-ordinator Bhramara club is nominated as co-ordinator of Agriculture project
- 6) A proposal for college ground will be made by Dr. Madhavan N, Dept. of Phy. Educ.
- 7) Dr. Suresh, Dept. of Comp. Science is nominated as the convenor for office automation
- 8) IQAC Co-ordinator

PRINCIPAL

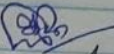
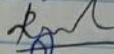
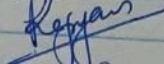
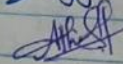

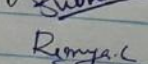
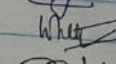
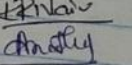
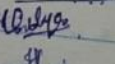













IQAC Meeting

29.01.2021

Agende

1. Review of Various Criteria Committee.
2. Any other matters admitted by the chair

Members Present

- | | |
|---------------------------|---|
| 1. Principal |  |
| 2. Dr. Surendra S |  |
| 3. Dr. Deepika C.S |  |
| 4. Dr. Athira |  |
| 5. Dr. Anas Jose |  |
| 6. Subha Chandran |  |
| 7. Dr. Remya L |  |
| 8. Dr. Niltha B |  |
| 9. Rakhi R. Nair |  |
| 10. Aswathy Sathesh |  |
| 11. Dr. Vidhya N |  |
| 12. Iyothy Raj V |  |
| 13. Smitha P. Nair |  |
| 14. Georzi V. Nair |  |
| 15. Pooja Sasi V.S |  |
| 16. Aswathy P. |  |
| 17. Reshma K. Rajan |  |
| 18. Sasawathy C |  |
| 19. Dr. Mangala Q |  |
| 20. M.W. Rajesudhan |  |
| 21. Dr. R.T. Ananth Kumar |  |
| 22. Bireen QP |  |
| 23. Jishanani BJ | |
| 24. Dr. Madhavan | |
| 25. Parveen Raj | |
| 26. Shrinaksh P.K | |
| 27. Shibil | |
| 28. Resha R | |

Jishanani
29/1/2021

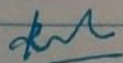

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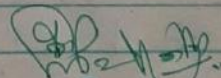
29. Dr. Suresh M

30. Jishnu Nampoothiri P.J

Decisions taken in the meeting

- 1) Office automation Committee will have a meeting on 2/2/2021
- 2, Media club decided to conduct a workshop during the 1st week of February 2021 (Feb-8-15, 2021).
- 3, Mr. Praveen Raj is nominated to play ground Construction Committee. The committee will have a review meeting on 2/2/2021
- 4, Alumni need to register immediately. It is decided to take necessary steps in this regard. Review meeting of College-I is scheduled to be on 3/2/2021
- 5) It is decided to conduct a mentoring session for Ist year degree students
- 6, It is decided to take student's satisfaction survey for I & II year student.
- 7, Decided to conduct a one day workshop on e-Governance and Administrative training for the Teaching and Non-Teaching staff in the 1st week of February 2021
- 8) Decided to initiate programs for P.S.C Coaching and English language course.
- 9) Departments are encouraged to initiate steps in attracting international scholarships for the students
- 10) The PBAS Proforma for Career Advancement Scheme (CAS) Submitted by Dr. N. Madhavan [Phy. Edu] from stage II to stage III, Dr. Nithe-B [Microbiology], Dr. George. G. Microbiology, Dr. Rejya C.S [Bio chemistry] and Dr. Ranya L [Hindi] all from stage I to stage II are approved.


L.A.C.
Coordinator


Jishnu Nampoothiri

IQAC Meeting - 31.03.2021

Agenda

1. AQAR Submission - 2019-20

Members Present

- | | |
|--------------------------------|--------------------|
| 1. Principal | |
| 2. Dr. Suresh S | <i>[Signature]</i> |
| 3. Jishnu Nampoothiri P J | <i>[Signature]</i> |
| 4. Dr. Rohan Krishnan R | <i>[Signature]</i> |
| 5. FRAEEN RAJ | <i>[Signature]</i> |
| 6. Dr. Romya L. | <i>[Signature]</i> |
| 7. Dr. Manoj G | <i>[Signature]</i> |
| 8. Subha Chandran | <i>[Signature]</i> |
| 9. Dr. Lois Jose | <i>[Signature]</i> |
| 10. Dr. Athina Sanidharan | <i>[Signature]</i> |
| 11. Dr. R. T. Ananth Kumar | <i>[Signature]</i> |
| 12. Sobha P K | <i>[Signature]</i> |
| 13. Sreelekshmi A N | <i>[Signature]</i> |
| 14. JISHA NAIR B J | <i>[Signature]</i> |
| 15. DR. SREERAJ M | <i>[Signature]</i> |
| 16. Reshma K. Rajan | <i>[Signature]</i> |
| 17. Aswathy P | <i>[Signature]</i> |
| 18. Gowri. V. Nair | <i>[Signature]</i> |
| 19. DEEPA GP | <i>[Signature]</i> |
| 20. Dr. Madhavan. N | <i>[Signature]</i> |
| 21. Jyothy Raj V | <i>[Signature]</i> |
| 22. Saraswathy C | <i>[Signature]</i> |
| 23. Smitha P. Nair | <i>[Signature]</i> |
| 24. Dr. Sreelekshmi C. Warrick | <i>[Signature]</i> |
| 25. Usha Kursey. K. L | <i>[Signature]</i> |
| 26. Rakhi. R. Nair | <i>[Signature]</i> |
- [Signature]*
31/3/2021

27 Dr. Vidhya. N. White,

Decisions

- 1, AQAR Colataa wise date submission / uploading date is 08.04.2021
- 2, Prof. Deepu. G.P. is nominated as the general convener for INFOFEST-2021
- 3, The PBAS submitted by Dr. Suresh S & Dr. K.C. Prakash for Professor is final and decided to forward to Selection Committee
IQAC Coordinator Principal



Sree Ayyappa College, Eramallikkara, Chengannur



IQAC

Managed by Travancore Devaswom board and Affiliated to University of Kerala
Ph.No. 04792427615. www.sreeavvabcollege.ac.in

IQAC Meeting

Online : meet.google.com/dbq-cxcf

Date: 30.05.2021, Time: 2.00 PM

Chair: Dr K C Prakash, Principal, Sree Ayyappa College, Eramallikkara

Agenda

1. AQAR 2019-2020 Submission



The Following Member was absent from the meeting without citing any reason

1. Dr. Chithra K R, Dept of BC & IMB

Decisions

1. The prepared AQAR for the academic year 2019-20 is discussed and is decided to upload in the NACC web site on 31.05.2021.

Dr. Suresh S
Convener, IQAC

Dr. K C Prakash
Principal