

**SREE AYYAPPA COLLEGE
ERAMALLIKKARA**

www.sreeayyappacollege.ac.in



INTERNAL QUALITY ASSURANCE CELL (IQAC)



email: saciqac16@gmail.com

MINUTES OF MEETINGS, 2017-2018

MINUTES OF THE MEETING No. 01

Date: 05.05.2017, Time: 2.30 pm

Agenda:

01. Accreditation Grade
02. Detailed report of NAAC peer team visit
03. Other matters of Importance

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)
02. Prof. Jisha Nair B.J (IQAC Co-ordinator)
03. Prof. Ushakumary K.L
04. Prof. Sobha P.K.
05. Dr. N. Madhavan
06. Dr. Ganga G
07. Dr. Vidya N
08. Dr. Remya L
09. Sri M. Unnikrishna Pillai

Members absent:

01. Dr. Vidya N
02. Dr. Madhusoodanan Pillai
03. Mr. Bobby Issac

The meeting started with a silent prayer. Principal Dr.K.S. Anilkumar presented the report of NAAC Cycle I peer team visit held on 9th and 10th January 2017.

As per this report, some of the areas which our Institution has to improve are,

- Academic programmes for teachers
- Placement drive for students
- Research activities
- Adequate fund support for research activities
- Major project
- Infrastructure
- Sports facilities
- No. of MoUs with industries, and R&D Institutions

- Hostel facilities for boys
- Rural skill development programme
- No. of library books and National and International journals in library

Decisions

01. It is decided to incorporate the above suggestions in future plans.

The meeting came to an end at 4 pm.

Sd/-
IQAC Convener

Sd/-
Principal

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MINUTES OF MEETINGS, 2017-2018

MINUTES OF THE MEETING No. 02

Date: 01.06.2017, Time: 3.00 pm

Agenda:

01. IQAC accounts (April 2014- March 2017)
02. AQAR 2016-17
03. Action plan of various committees and clubs
04. Reports of Seminars/Workshops/Conferences
05. Feedback collection
06. Renewal of INFLIBNET
07. Department level IQAC
08. Consultancy and collaboration
09. Infrastructure and construction
10. Internal stock verification
11. Plan of Action framing and placement in college council

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)
02. Prof. Jisha Nair B.J (IQAC Co-ordinator)
03. Prof. Ushakumary K.L
04. Prof. Sobha P.K.
05. Dr. N.Madhavan
06. Dr. Ganga G
07. Dr. Vidya N
08. Dr. Remya L
09. Sri M. Unnikrishna Pillai

Members absent:

01. Dr. Madhusoodanan Pillai
02. Mr. Bobby Issac

The meeting was chaired by the Principal Dr.K.S. Anilkumar and the meeting commenced with a silent prayer. IQAC Co-Ordinator presented the accounts (April 2014- March 2017). A draft copy of AQAR 2016-17 was also

presented by the IQAC Co-ordinator. The members actively participated in the discussion and following decisions were taken.

Decisions

01. It is decided to remit the balance unspent amount to UGC at the earliest. Amount to be refunded is Rs. 15240 and a bank interest of Rs. 33008, Total amount : Rs. 48248/- (Rupees Forty eight thousand two hundred and forty eight only).
02. It is decided to place the draft copy of AQAR 2016-17 presented by IQAC Co-ordinator for approval in the subsequent meeting of College Council.
03. All Conveners and Co-ordinators of various committees may submit the report of activities on or before July 01, 2017.
04. It is decided to conduct counselling classes for students and their parents.
05. It is decided to conduct awareness on open source software and implement the same in college.
06. It is decided to conduct health awareness programmes.
07. Student satisfaction survey and feedback collection may be done systematically.
08. It is decided to explore the possibilities to build linkage with industries and R&D institutions and increase the collaborations and consultations.
09. It is decided to send proposals to TDB with regard to improvement in infrastructure and construction of a Boys' Hostel.
10. IQAC resolved to entrust College Council to issue proceedings related to internal audit and stock verification of Departments, Labs, Library, Hostel etc.
11. The committee decided to place the framed plan of action for the year 2017-18, in the College Council meeting for approval.

The meeting came to an end at 5 pm.

Sd/-
IQAC Convener

Sd/-
Principal

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MINUTES OF MEETINGS, 2017-2018

MINUTES OF THE MEETING No. 03

Date: 01.09.2017, Time: 2.30 pm

Agenda:

01. AQAR 2016-17 submission
02. Implementation of reforms and strategies
03. Other matters of Importance

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)
02. Prof. Prakash K.C (IQAC Co-ordinator)
03. Prof. Ushakumary K.L
04. Prof. Suresh S
05. Dr. N.Madhavan
06. Dr. Nitha B
07. Prof. Sreedevi S
08. Dr. Ganga G (Invitee)
09. Dr. Remya L (Invitee)
10. Dr. Sandeep S (Invitee)
11. M. Unnikrishna Pillai
12. Renjith S
13. Binu K. Balan
14. Satheesh S. Potty

Members absent:

01. The Secretary, Travancore Devaswom Board
02. Prof. Sobha P.K
03. Dr. Vidya N
04. Dr. Madhusoodanan Pillai
05. Jisha Nair B.J
06. Lalkishore G
07. Students Union Chairman

The meeting started with a silent prayer. Principal Dr.K.S. Anilkumar presided over. Members actively participated in the discussion and following decisions were taken.

Decisions

1. It is decided to submit AQAR 2016-17 in the prescribed format
2. It is decided to conduct the following activities in this academic year.
 - i) Counselling programme for first year students and their parents
 - ii). Sate level seminar in Bio Science
 - iii). Workshop on INFLIBNET
 - iv). National seminar on Lifestyle diseases
3. It is decided to establish a FOSS CELL and promote the use of open source software
4. It is decided to conduct a FOSSFEST in the month of November 2017

The meeting came to an end at 4.30 pm.

Sd/-
IQAC Convener

Sd/-
Principal

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MINUTES OF MEETINGS, 2017-2018

MINUTES OF THE MEETING No. 03

Date: 02.01.2018, Time: 2.30 pm

Agenda:

01. Action plan 2018-19
02. Other matters of Importance

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)
02. Prof. Prakash K.C (IQAC Co-ordinator)
03. Prof. Ushakumary K.L
04. Prof. Suresh S
05. Dr. N.Madhavan
06. Dr. Nitha B
07. Prof. Sreedevi S
08. Satheesh S.Potty
09. M.Unnikrishna Pillai
10. Renjith S
11. Binu K.Balan
12. Prof Sobha P.K
13. Dr. Ganga G (Invitee)
14. Dr. Remya L (Invitee)
15. Dr. Sandeep S (Invitee)

Members absent:

01. The Secretary, Travancore Devaswom Board
02. Dr. Vidya N
03. Dr. Madhusoodanan Pillai
04. Prof. Jisha Nair B.J
05. Lalkishore G
06. Students Union Chairman

The meeting commenced with a silent prayer. Principal Dr.K.S. Anilkumar was the chair. Members actively participated in the discussion and following decisions were taken.

Decisions

1. It is decided to prepare an action plan 2018-19 and implement it effectively. The following items may be included in the Action plan.
 - Conduct an Exhibition on Energy and Environment in the month of February 2019
 - Conduct INFOFEST in the month of February 2019
 - Establish Local Chapter of NPTEL SWAYAM .
 - Conduct National Conference in Computer Science, in the month of January 2019
 - Conduct a Training programme on Teaching and Learning
 - Initiate Certificate course on Library and Information Science under Centre for Adult Continuing Education
 - Establish ASPIC club
 - Strengthen remedial coaching and mentoring system to improve quality of results
 - Remedial measures may be strengthened based on Result analysis
 - Publish the annual News Letter 2018-19 encompassing all achievements and activities.
 - Conduct a survey on effectiveness of CBCSS system in the University.
 - Conduct a seminar on Wetland friendly solar energy sources for Climate Change.
 - Workshop on Network administration
2. It is decided to strengthen remedial coaching and mentoring system to improve quality of results
3. It is decided to conduct Result analysis and necessary remedial measures may be taken up.
4. It is decided to place the Action plan 2018-19 in the College Council meeting for approval

The meeting came to an end at 4.30 pm.

Sd/-
IQAC Convener

Sd/-
Principal

ACTION TAKEN REPORT 2017-18

Sl.No	Date of Meeting	Decision	Concerned body for action	Status
01	05.05.2017	It is decided to discuss the suggestions of NAAC peer team and incorporate in the Action plan 2017-18	IQAC	Incorporated the suggestions of NAAC peer team, in the Action plan 2017-18
02	05.05.2017	It is decided to conduct rural skill development programme	Departments	Planned to implement by various Departments
03	05.05.2017	It is decided to enhance no. of library books and National and International journals in library	Departments	Books purchased
04	05.05.2017	Placement drive for students	Career guidance and placement cell	Motivation classes conducted
05	05.05.2017	Enhance the research activities	Dept.of Computer Science	Officiated the process of establishing a Research Centre in the Dept.of Computer Science
06	05.05.2017	Enhance Sports facilities	Dept.of Physical education	Proposal sent to the Management.
07	01.06.2017	Decided to remit the balance unspent amount to UGC at the earliest. Amount to be refunded is Rs.	IQAC	Refunded

		15240 and a bank interest of Rs. 33008, Total amount : Rs. 48248/-		
08	01.06.2017	It is decided to place the draft copy of AQAR 2016-17 presented by IQAC Co-ordinator for approval in the subsequent meeting of College Council.	IQAC and College Council	Draft copy of AQAR 2016-17 is approved in the College Council meeting held on 02.06.2017
09	01.06.2017	All Conveners and Co-ordinators of various committees may submit the report of activities on or before July 01, 2017.	Various Clubs and Associations	Reports submitted by conveners on 01.07.2017
10	01.06.2017	It is decided to conduct counselling classes for students and their parents.	IQAC, PTA	Orientation Programme conducted on 13.10.2017
11	01.06.2017	It is decided to conduct awareness on open source software and implement the same in college.	FOSS Cell	FOSS fest conducted
12	01.06.2017	It is decided to conduct health awareness programmes.	Departments of Physical Education and BC&IMB	Seminar conducted on 21.12.2017
13	01.06.2017	Student satisfaction survey and feedback collection may be done systematically.	IQAC	Reports prepared after survey
14	01.06.2017	It is decided to explore the possibilities to build linkage with industries and R&D institutions and increase the collaborations and consultations.	Various Departments	In progress
15	01.06.2017	It is decided to send proposals to TDB with regard to improvement in infrastructure and construction of a Boys' Hostel.	Principal	Request sent to TDB
16	01.06.2017	IQAC resolved to entrust College Council to issue proceedings related to internal audit and	College Council	Audit is completed

		stock verification of Departments, Labs, Library, Hostel etc.		
17	01.06.2017	The committee decided to place the framed plan of action for the year 2017-18, in the College Council meeting for approval.	College Council	Action plan is approved by College Council on 02.06.2017
18	01.09.2017	It is decided to conduct Workshop on INFLIBNET	Library committee	Workshop was conducted on 20.12.2017
19	01.09.2017	It is decided to conduct State level seminar in Bio Science	Dept,of BC & IMB	State level seminar was conducted on 11.12.2017
20	01.09.2017	It is decided to conduct INFOFEST in Feb, 2018	IQAC	INFOFEST was conducted in April 2018
20	02.01.2018	It is decided to strengthen remedial coaching and mentoring system to improve quality of results	Departments	Implemented by various Departments
21	02.01.2018	It is decided to analyse Results and necessary remedial measures may be taken up.	Departments	Result analysis was done by various Departments and remedial measures were taken
22	02.01.2018	It is decided to place the Action plan 2018-19 in the College Council meeting for approval	College Council	Action plan was approved in College Council meeting held on 04.06.2018

Sd/-

IQAC Convener

Sd/-

Principal