

SREE AYYAPPA COLLEGE ERAMALLIKKARA

www.sreeayyappacollege.ac.in



INTERNAL QUALITY ASSURANCE CELL (IQAC)



email: saciqac16@gmail.com

MINUTES OF MEETINGS, 2018-2019

MINUTES OF THE MEETING No. 01

Date: 01.06.2018, Time: 3.00 pm

Agenda:

01. AQAR 2017-18
02. Action plan 2018-19
03. Teaching Learning Strategies
04. Course plan – Centre for Adult Continuing education
05. ASPIC Club
06. Seminar on Climate change and Water harvesting
07. Other matters

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)
02. Prof. Prakash K.C (IQAC Co-ordinator)
03. Prof. Ushakumary K.L
04. Prof. Sobha P.K.
05. Dr. Nitha B
06. Dr. Sreedevi S
07. Dr. Vidya N
08. Dr. N. Madhavan
09. Binu K. Balan (Stake holder)
10. M. Unnikrishna Pillai, Head Accountant
11. Dr. Remya L (Invitee)
12. Dr. Rejiya C. S (Invitee)
13. Dr. R. T. Ananthakumar (Invitee)
14. Dr. Ganga G (Invitee)

Members absent:

01. The Secretary, Travancore Devaswom Board
02. Dr. N. Madhavan
03. Dr. Madhusoodanan Pillai
04. Sri. Renjith S , Panchayath member Ward I
05. Prof. Jisha Nair B.J (Staff member)
06. Dr. S. Suresh (Staff member)
07. Sri. Satheesh S. Potty (Alumni)
08. Sri. Lalkishore G (Industrialist)
09. Sri. Binu K. Balan (Stake holder)
10. Students Union Chairman

The meeting was chaired by the Principal Dr.K.S. Anilkumar and the meeting commenced with a silent prayer. A draft copy of AQAR 2017-18 was presented by the IQAC Co-ordinator. The members actively participated in the discussion and following decisions were taken.

Decisions

01. It is decided to place the draft copy of AQAR 2017-18 presented by IQAC Co-ordinator for approval in the subsequent meeting of College Council.
02. It is decided to adopt innovative Teaching Learning strategies to cop up with the new scenario. A workshop is planned to be organised in this regard.
03. It is decided offer a Certificate course in Library and Information Science under the Centre for Adult Continuing education, a Centre affiliated to the University of Kerala. The Co Ordinator Dr. Suresh S is directed to take up the procedure.
04. It is decided to establish ASPIC Club (Antibiotic Stature and Prevention of Infection in Communities), which is an Initiative of Re Act Asia Pacific, University of Uppsala, in the month of October 2018. Dr. Ganga G in the Co-ordinator.
05. It is decided to conduct a seminar on wetland friendly solar energy sources in this academic year.
06. It is decided to place the plan of action 2018-19, which is framed already, in the subsequent meeting of College Council.

The meeting came to an end at 5 pm.

Sd/-
IQAC Convener

Sd/-
Principal

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MINUTES OF MEETINGS, 2018-2019

MINUTES OF THE MEETING No. 02

Date: 15.09.2018, Time: 2.30 pm

Agenda:

01. Strategies to overcome the hardships caused by flood
02. Help the students who are flood affected.
03. Seminars/Workshops.
04. 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. Sobha P.K.
- 05.Dr.Nitha B
- 06.Dr.Sreedevi S
- 07.Dr.Vidya N
08. Dr. N.Madhavan
09. Binu K.Balan(Stake holder)
10. M.Unnikrishna Pillai, Head Accountant

Members absent:

01. The Secretary, Travancore Devaswom Board
02. Dr. Madhusoodanan Pillai
03. Sri.Renjith S , Panchayath member Ward I
04. Prof.Jisha Nair B.J (Staff member)
05. Dr.S.Suresh(Staff member)
06. Sri. Satheesh S.Potty (Alumni)
07. Sri. Lalkishore G (Industrialist)
08. Students Union Chairman

The meeting started 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 take all necessary measures to rectify the hazards and hardships caused by flood.
2. It is decided to help the needy students whose houses and belongings are severely affected by flood
3. It is decided to conduct seminars and workshops in accordance with the proposal submitted already.
4. It is decided to conduct special classes and practical to compensate the lost working days due to flood.
5. Coordinators of Walk with Scholar and Scholar support Programme are directed to chalk out plan to help the students in their studies. the following activities in this academic year.
6. It is decided to conduct a survey on effectiveness of CBCSS system in the University.

The meeting came to an end at 3.30 pm.

Sd/-
IQAC Convener

Sd/-
Principal

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MINUTES OF MEETINGS, 2018-2019

MINUTES OF THE MEETING No. 03

Date: 11.12.2018, Time: 4 pm

Agenda:

01. National Conference in Computer Science
02. INFOFEST 2019
03. CBCSS Survey
04. 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. Prof. Jisha Nair B.J
06. Dr. N.Madhavan
07. Dr. Vidya N
08. Anandu Jayakumar (Students Union Chairman)
09. Renjith S
10. Binu K.Balan
11. Dr. R.T. Ananthakumar (Invitee)
12. Praveen Raj (For H.O.D , Commerce)

Members absent:

01. The Secretary, Travancore Devaswom Board
02. Dr. Madhusoodanan Pillai
03. Satheesh S.Potty
04. Lalkishore G
05. Sobha P.K
06. M.Unnikrishna Pillai
07. Dr.Nitha B.

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

Decisions

1. It is decided to conduct a National Conference in Computer Science in Association with IETE Kochi Centre and Kerala State IT Mission, in the month of January.
2. It is decided to conduct Annual Interdisciplinary Seminar INFOFEST 2019 in Collaboration with Kerala State Dept. of Climate Change. Theme of the Conference is selected to be Energy and Environment. Dr. Suresh S is selected to be the Convener.
3. CBCSS survey is analysed and report is prepared. Effectiveness of the system is discussed.
The meeting came to an end at 5.00 pm.

Sd/-
IQAC Convener

Sd/-
Principal

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MINUTES OF MEETINGS, 2018-2019

MINUTES OF THE MEETING No. 04

Date: 22.01.2019, Time: 3.00 pm

Agenda:

01. Exhibition “ Energerium 2019”
02. INFOFEST 2019
03. CBCSS Survey
04. 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. Jisha Nair B.J
05. Dr. N.Madhavan
06. Dr. Nitha B
07. Prof. Sreedevi S
08. Dr. Ganga G
09. Renjith S
10. Binu K.Balan
11. Anandu Jayakumar

Members absent:

01. The Secretary, Travancore Devaswom Board
02. Dr. Vidya N
03. Dr. Madhusoodanan Pillai
04. Prof. Suresh S
05. Satheesh S.Potty
06. Lalkishore G
07. Students Union Chairman

The meeting commenced 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 conduct an Exhibition on the theme “Energy and Environment” Association with IETE Kochi Centre on February 14,2019. Prof. Prakash K.C is selected to be the Convener.
2. It is decided to establish NPTEL SWAYAM Local Chapter in the College. Prakash K.C is selected to the Convener.

3. Action plan 2019-20 is framed as follows
1. Being the Silver Jubilee year, Celebrations are to be conducted. In this regard broad committees may be constituted.
 2. To rectify the shortage of transport facilities, a College bus may be bought.
 3. Measures may be taken to purchase land to expand the campus and play ground.
 4. A house may be constructed for the most deserved family under the “Home for the homeless” scheme
 5. The rural library, which has been established may be developed
 6. Officiate the process of getting sanctioned from the Govt., a new course.
 7. Officiate the process of appointing permanent teachers in the existing vacancies.
 8. Establish Incubation Centre
 9. Establish Centre for Outreach Society Activities in each Department.
 10. Establish Centre for Teaching Learning
 11. Conduct an International Conference.
 12. Conduct International Cultural fest.
 13. Enhance Ladies Hostel facilities
 14. Build a Guest room in the Ladies Hostel
 15. Enhance Laboratory facilities
 16. Conduct a Medical Camp
 17. Conduct seminars and workshops on various topics.
 18. Conduct bridge course in each Dept.
 19. Conduct Value added, Add-on Courses in each Dept.
 20. Establish Research Centre in Computer Science.
 21. To promote Professional ethics among staff, separate programmes may be organised.
 22. To promote moral and ethical values a Club may be constituted.
 23. Committees entrusted with seven different criteria may plan and organise various activities to enhance the quality of education in the college.
4. It is decided to place the Action plan 2019-20 for approval in the subsequent meeting of College Council.

The meeting came to an end at 5.00 pm.

Sd/-
IQAC Convener

Sd/-
Principal

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MINUTES OF MEETINGS, 2018-2019

MINUTES OF THE MEETING No. 05

Date: 28.01.2019, Time: 3.30 pm

Agenda:

01. NPTEL Courses
02. Exhibition 2019
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. Jisha Nair B.J
05. Dr. N.Madhavan
06. Dr. Nitha B
07. Dr. Sreedevi S
08. Prof. Sobha P.K
09. Anandu Jayakumar (Students Union Chairman)
10. Renjith S
11. Binu K.Balan
12. Praveen Raj (Invitee)
13. Sruthy S.Nair (Invitee)
14. Sreelekshmi A.N (Invitee)
15. Reghu R (Invitee)
16. Jithin P (Invitee)
17. Surjimol R (Invitee)
18. Deepu G.P (Invitee)
19. Priya (Invitee)
20. Arya (Invitee)
21. Vysakhi Suresh (Invitee)
22. Dr. Sandeep S (Invitee)
23. Gayathri Mohan (Invitee)
24. Karthika R. Krishnan (Invitee)
25. Dr. Ganga G (Invitee)
26. Dr. Rejiya C.S (Invitee)
27. Dr. R.T. Ananthakumar (Invitee)

Members absent:

01. The Secretary, Travancore Devaswom Board
02. Dr. Vidya N
03. Dr. Madhusoodanan Pillai
04. Prof.Suresh S
05. Satheesh S.Potty
06. Lalkishore G

The meeting commenced with a silent prayer. Principal Dr.K.S. Anilkumar was the chair. IQAC Co=Ordinator updated the preparation for the conduct of Exhibition. Members actively participated in the discussion and following decisions were taken.

Decisions

1. Dr.N.Madhavan is nominated as the Joint Co-Ordinator of “Energerium” Sri.Praveen, Lecturer in Commerece is assigned the duty of registration.
2. Various Committees are formed for the conduct of the Exhibition as follows.

Registration: Praveen R, Sruthy S.Nair,Sreelekshmi A.N

Technical help : Reghu R, Jithin P, Surjimol R

Food: Deepu G.P, Priya , Arya, Vysakhi Suresh

Stalls: Dr. Madhavan N, Dr.Sandeep S, Gayathri Mohan,Karthika R.Krishnan

3. Dr.N.Madhavan is nominated as the Single Point of Contact of “ NPTEL, SWAYAM “ Local Chapter, in lieu of Prakash K.C. This Local Chapter established w.e.from 29.01.2019 , with College ID No. 2514.
4. Enrolment to various NPTEL Courses may be done through Local Chapter.

The meeting came to an end at 4.30 pm.

Sd/-
IQAC Convener

Sd/-
Principal

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MINUTES OF MEETINGS, 2018-2019

MINUTES OF THE MEETING No. 06

Date: 06.03.2019, Time: 12.30 pm

Agenda:

01. NEWS LETTER 2018-19
02. Workshop on Teaching Learning
03. Merit day

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)
02. Prof. Prakash K.C (IQAC Co-ordinator)
03. Prof. Ushakumary K.L
04. Dr. Suresh S
05. Dr. N.Madhavan
06. Dr. Nitha B
07. Prof. Jisha Nair B.J
08. Dr. Vidya N
09. Renjith S
10. Anandu Jayakumar
11. Dr. Loise Jose (Invitee)
12. Dr. Sandeep S (Invitee)
13. Deepu G.P (Invitee)

Members absent:

01. The Secretary, Travancore Devaswom Board
02. Dr. Madhusoodanan Pillai
03. Satheesh S. Potty
04. Lalkishore G
05. Binu K. Balan
06. Sobha P.K
07. Dr. Sreedevi S
08. M. Unnikrishna Pillai

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

Decisions

1. It has been decided to publish the annual News Letter 2018-19 encompassing all achievements and activities.
2. News Letter 2018-19 Editorial Board is constituted as follows
Dr.Anilkumar K.S (Chief Editor), Dr. Ananthakumar R.T(Editor),
Dr.Loïs Jose (Editor), Dr.N.Madhavan (Member), Prakash K.C (Member)
3. It is decided to conduct a workshop on “ Active Learning Strategies” on 4.4. 2019.
4. It has been decided to conduct “ Merit Day” , to congratulate various Teachers who have meritorious achievements, in connection with Silver Jubilee celebrations.

The meeting came to an end at 2.00 pm.

Sd/-
IQAC Convener

Sd/-
Principal

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MINUTES OF MEETINGS, 2018-2019

MINUTES OF THE MEETING No. 07

Date: 13.03.2019, Time: 3.30 pm

Agenda:

01. Seminar at University HQ
02. AQAR data Collection
03. Other important matters

Members present:

01. Dr. K.S. Anilkumar, Principal (Chairman)
02. Prof. Prakash K.C (IQAC Co-ordinator)
03. Prof. Ushakumary K.L
04. Prof. Jisha Nair B.J
05. Dr. Sreedevi S
06. Dr. Ganga G (Invitee)
07. Dr. Vidya N
08. Renjith S
09. Binu K. Balan
10. Anandu Jayakumar
11. Dr. R.T. Ananthakumar (Invitee)
12. M. Unnikrishna Pillai

Members absent:

01. The Secretary, Travancore Devaswom Board
02. Dr. Madhusoodanan Pillai
03. Satheesh S. Potty
04. Lalkishore G
05. Prof. Sobha P.K
06. Dr. Nitha B
07. Dr. Suresh S
08. Dr. N. Madhavan

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

Decisions

1. It is decided that UG/PG students of this College will be directed to attend Seminars organised by University of Kerala directly at its Head Quarters next academic year onwards.
2. It has been decided to collect data by various Conveners for the preparation of AQAR 2018-19
3. Dr. Ananthakumar R.T is nominated as the SPOC of NPTEL SWAYAM Local Chapter due to certain personal inconveniences of Dr.N.Madhavan
4. Dr. Ananthakumar R.T is advised to collect data for News Letter publication immediately

The meeting came to an end at 4.30 pm.

Sd/-
IQAC Convener

Sd/-
Principal

ACTION TAKEN REPORT 2018-19

| Sl. No | Date of Meeting | Decision | Concerned body for action | Status |
|--------|-----------------|---|---------------------------------------|---|
| 01 | 01.06.2018 | It is decided to place the draft copy of AQAR 2017-18 presented by IQAC Co-ordinator for approval in the subsequent meeting of College Council. | IQAC, College Council | Placed and got approved in the Council meeting held on 04.06.2018 |
| 02 | 01.06.2018 | It is decided to adopt innovative Teaching Learning strategies to cop up with the new scenario. A workshop is planned to be organised in this regard. | IQAC | Conducted the workshop on Active Learning Strategies on 05.04.2019 |
| 03 | 01.06.2018 | It is decided offer a Certificate course in Library and Information Science under the Centre for Adult Continuing education, a Centre affiliated to the University of Kerala. The Co Ordinator Dr. Suresh S is directed to take up the procedure. | Centre for Adult Continuing education | Course was successfully conducted by CACE |
| 04 | 01.06.2018 | It is decided to establish ASPIC Club (Antibiotic Stature and Prevention of Infection in Communities), which is an Initiative of Re Act Asia Pacific, University of Uppsala, in the month of October 2018. Dr. Ganga G in the Co-ordinator. | ASPIC Club | The club was established and activities were conducted. |
| 05 | 01.06.2018 | It is decided to conduct a seminar on Wetland friendly solar energy sources for Climate Change in this academic year. | Sree Ayyappa College and STEC | Seminar was conducted on January 31 st , 2019.150 delegates attended. |
| 06 | 01.06.2018 | It is decided to place the plan of action 2018-19, which is framed already, in the subsequent meeting of College Council. | IQAC, College Council | Placed and approved in the College Council meeting on 04.06.2018 |
| 07 | 15.09.2018 | It is decided to take all necessary measures to rectify the hazards and hardships caused by flood. | IQAC, College Council etc | Estimate of repairing to be done in Labs, Buildings, Library and Hostel was taken and informed the Management. The Management took appropriate action in this regard. |

| | | | | |
|----|------------|--|--|---|
| 08 | 15.09.2018 | It is decided to help the needy students whose houses and belongings are severely affected by flood. | NSS and various Departments | Help by way of finance, study materials, food materials, clothes were provided. |
| 09 | 15.09.2018 | It is decided to conduct seminars and workshops in accordance with the proposal submitted already. | Depts., Various Clubs and Associations | Workshop on Network administration-11,12 March,2019 ScienceCommunication- 27.02.2019 Antibiotic Resistance Seminar-8.10.18 Literary Seminar – 25.10.2019 |
| 10 | 15.09.2018 | It is decided to conduct special classes and practical to compensate the lost working days due to flood. | Depts. | Special Classes conducted on Saturdays and holidays. |
| 11 | 15.09.2018 | Coordinators of Walk with Scholar and Scholar support Programme are directed to chalk out plan to help the students in their studies. the following activities in this academic year. | WWS and SSP | Remedial classes were conducted. |
| 12 | 15.09.2018 | It is decided to conduct a survey on effectiveness of CBCSS system in the University. | IQAC | Survey conducted on 05.12.2018 |
| 13 | 22.01.2019 | It is decided to conduct an Exhibition on the theme “Energy and Environment” Association with IETE Kochi Centre on February 14,2019. | IQAC, IETE, PTA | Exhibition was successfully conducted on 14 th Feb , 2019 and 545 students attended. |
| 14 | 22.01.2019 | It is decided to establish NPTEL SWAYAM Local Chapter in the College. Prakash K.C is selected to the Convener. | IQAC | The Local Chapter started functioning and going ahead with activities. |
| 15 | 22.01.2019 | Decided to frame Action plan 2019-20 | IQAC | Action plan framed |
| 16 | 22.01.2019 | It is decided to place the Action plan 2019-20 for approval in the subsequent meeting of College Council. | IQAC, College Council | Action plan was framed and got approved in the College Council meeting on 01.07.2019 |
| 17 | 28.01.2019 | Various Committees are formed for the conduct of the Exhibition. | IQAC | Committees were formed and successfully conducted the exhibition. |
| 18 | 28.01.2019 | Dr.N.Madhavan is nominated as the Single Point of Contact of “ NPTEL, SWAYAM “ Local Chapter, in lieu of Prakash K.C. This Local Chapter established w.e.from 29.01.2019 , with College ID No. 2514. | IQAC | Dr.N. Madhavan was nominated as SPOC and enrolment process to various courses started. |
| 19 | 06.03.2019 | It has been decided to publish the annual News Letter 2018-19 encompassing all achievements and activities. | IQAC | Annual News letter 2018-19 is published. |

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|----|------------|--|-------------|---|
| 20 | 06.03.2019 | It is decided to conduct a workshop on “ Active Learning Strategies” on 4.4. 2019. | IQAC | Workshop was conducted on 5 th April, 2019. |
| 21 | 06.03.2019 | It has been decided to conduct “Merit Day”, to congratulate various Teachers who have meritorious achievements, in connection with Silver Jubilee celebrations. | IQAC, PTA | Merit day will be conducted in connection with valedictory function of Silver Jubilee Celebrations. |
| 22 | 06.03.2019 | The nomination of Dr.Ananthakumar R.T as SPOC of NPTEL SWAYAM Local Chapter in lieu of Dr.N.Madhavan, w.e.f 01.02.2019 is approved by IQAC. | IQAC | Dr.Ananthakumar R.T is the new SPOC of NPTEL SWAYAM Local Chapter. |
| 23 | 13.03.2019 | It is decided that UG/PG students of this College will be directed to attend Seminars organised by University of Kerala directly at its Head Quarters next academic year onwards | Departments | Students will be directed on such occasions. |
| 24 | 13.03.2019 | It has been decided to collect data by various Conveners for the preparation of AQAR 2018-19 | IQAC | Draft AQAR was prepared. |

Sd/-

IQAC Convener

Sd/-

Principal