

# **SREE AYYAPPA COLLEGE**

**ERAMALLIKKARA, CHENGANNUR, ALAPPUZHA DISTRICT  
KERALA**

**(GOVT. AIDED COLLEGE AFFILIATED TO THE UNIVERSITY OF KERALA)**

**NAAC Accredited**



**Internal Quality Assurance Cell(IQAC)**

**Academic Year 2022-2023**

**Meeting Minutes and Action Taken Report(ATR)**

## **PART A IQAC Minutes**

# **Sree Ayyappa College, Eramallikkara**



## **Internal Quality Assurance Cell(IQAC) Academic Year 2022-2023 Meeting Minutes**

### **Meeting No : 1**

**Date : 15.06.2022**

**Venue: Principal's Chamber**

#### **Agenda**

1. AQAR 2020-21 Submission
2. IIQA & SSR Preparation
3. Action Plan for 2022-23 Academic Year
4. Any other Matters of importance

#### **Members present**

1. Prof.(Dr.)K.C.Prakash Principal
2. Dr.Rejiya.C.S
3. Dr.Madhavan.N
4. Dr.Nitha.B
5. Dr.Remya.L
6. Ms.Lavanya.M
7. Sreelekshmi.A.N
8. Dr.Sreelekshmi.C.warrier
9. Dr.Vidhya.N
10. Dr.Sreeraj.M
11. Dr.RT Ananth Kumar
12. Ms Jisha Nair.B.J
13. Ms Sobha.P.K
14. Dr.Deepu.G P
15. Prof.(Dr)Suresh.S

#### **Minutes:**

The meeting was chaired by Prof(Dr.)K.C.Prakash Principal. The agenda items were presented and approved by the members. Following decisions were taken after discussion.

- (1) Part-A of AQAR 2021 is completed date collection and compilation for Part-B is to be completed. It is decided to complete part-B by 15th July 2022. All criteria conveners are asked to complete the same before the stipulated time provide.
- (2) It is decided to submit the IIQA by 12th August 2022 and SSR submission by 30th September 2022
- (3) Newsletter for the academic year 2021-2022 will be prepared by Dr. Ananth Kumar.R.T
- (4) All Club conveners are asked to prepare and submit an Action plan for the Academic year 2022-2023.
- (5) Various Sub committees' converse and members are listed below:

### **Criteria – 1**

Dr.Rejiya.C.S Dept. of BC&IMB, Convener  
Mrs. Sreelekshmi.A.N, Dept.Of CS, member

### **Criteria-II**

Dr. Vidya.N, Dept. Of mathematics Convener  
Mrs. Sobha .P.K, Dept. of C.S, Members  
Dr. Athira Sasidharan, Dept of English & MS

### **Criteria-III**

Dr.Ganga.G, Dept. of BC&IMB , Convener  
Dr.Sreeraj.M, Dept. of C.S, Members  
Dr.Remya.L, Dept. of Hindi

### **Criteria 1V**

Mrs.K.L.Ushakumari .Dept of Electronics Convener  
Dr.Ananth Kumar R.T, Dept of Physics, Members

### **Criteria V.**

Dr.Nitha.B, Dept.of BC&IMB , Convener  
Dr.Jisha Nair B.J, Dept. of C.S, Member

### **Criteria VI**

Dr.Madhavan.N. Dept. of Physical Edu. Convener  
Dr.Sreelekshmi.C.warrier,Dept. of Maths, Members

### **CriteriaVII**

Mr.Deepu.G.P, Dept.of Electronics, Convener  
Mrs.Lavanya. M, Dept. of Eng. & M.S, member



**Prof.(Dr.)Suresh.S**  
**IQAC Convener**



**Prof.(Dr) K C Prakash**  
**PRINCIPAL**

## **Meeting No : 2**

**Date : 29.06.2022**

**Venue: III BSc CS Smart Class Room**

### **Agenda**

1. AQAR 2020-21 Submission- Review of criteria
2. Placement and promotion of Assistant Professor-PBAS report and screening committee

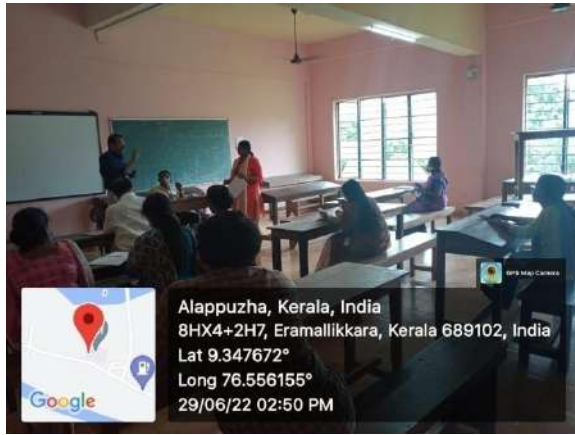
### **Members present**

1. Prof.Dr.Prakash.KC
2. Prof.(Dr)Suresh.S
- 3.Mr Biju Kumar.P
4. Dr.Deepu.GP
5. Ms.Lavanya.M
6. Dr.Ganga.G
7. Dr.Remya.L
8. Dr.RT Ananth Kumar
- 9.Dr.Sreeraj.M
10. Dr.Sreelekshmi.C.warrier
11. Dr.Vidya.N
12. Dr.Nitha.B
13. K.L.Ushakumari
14. Sobha .P.K
15. Dr.Madhavan.N

### **Minutes:**

1. Discussion on Criteria VI. Done. All criteria convener presented the status of their date collection. It is decided to complete the date by July 15<sup>th</sup>. It is also decided to begin document uploading by July 25<sup>th</sup>. Criteria wise review meeting will be conducted online mode until the AQAR Submission. All faculty members are asked to provide the relevant date required for AQAR submission without fail.
2. The following teachers submitted their performance based appraised system (PBAS) report for their promotion under CAS (Career Advancement Scheme) from stage 11 to 12 [Academic level 11 to 12].It is decided to request the university to form a screening committee in this regard. The faculties are
  1. Dr.Nitha.B, Assistant Professor & HoD, Dept. of Biochemistry and Industrial Microbiology(B.C & IMB)
  2. Dr.Ganga.G. Assistant Professor, Dept. B.C & IMB
  3. Dr.Rejiya.C.S, Assistant Professor, Dept. B.C & IMB
  4. Dr.Remya.L, Assistant Professor, Dept. of Hind

### Meeting Photos:



**Prof.(Dr.)Suresh.S**  
**IQAC Convener**

**Prof.(Dr) K C Prakash**  
**PRINCIPAL**

## **Meeting No : 3**

**Date : 30.07.2022**

**Plat form: Google meet**

**Time: 7.pm to 9.45.pm**

Link: <https://meet.google.com/owe-qctc-hucz>

### **Agenda**

1. AQAR 2020-2021 Submission

### **Members Present**

1. Principal - Prof.(Dr.)K.C.Prakash
2. IQAC Convener- Prof.(Dr.)Suresh.S
3. Dr.Deepu.GP
4. Dr.Nitha.B
5. Dr.Sreelekshmi.C.warrier
6. Dr. Madhavan.N
7. Dr .Ganga .G

### **Minutes:**

The prepared AQAR for the academic year 2020-21 is discussed in detail. After incorporating the modification suggested by the criteria conveners, the committee decided to approve the AQAR .The convener of IQAC is entrusted to upload the completed AQAR.



**Prof.(Dr.)Suresh.S**  
**IQAC Convener**



**Prof.(Dr) K C Prakash**  
**PRINCIPAL**

## **Meeting No : 4**

**Date : 01.11.2022**

**Venue: Principal's Chamber**

### **Agenda:**

1. AQAR
2. AAA
3. SSR
4. Any other relevant matter

### **Members Present:**

1. Prof. (Dr.) Suresh S(Principal)
2. Ms Sobha P K(IQAC Convener)
3. Dr Rejiya C S(Convener Criteria I)
4. Dr Athira Saidharan(For Convener Criteria II)
5. Dr Ganga G(Convener Criteria III)
6. Dr Usha Kumary K L(Convener Criteria IV)
7. Dr Nitha B(Convener Criteria V)
8. Dr N Madhavan(Convener Criteria VI)
9. Dr Deepu G P(Convener Criteria VII)

### **Minutes:**

The meeting of the college NAAC criteria conveners commenced at 2.15 PM which was presided over by Principal Prof. (Dr.) Suresh S.

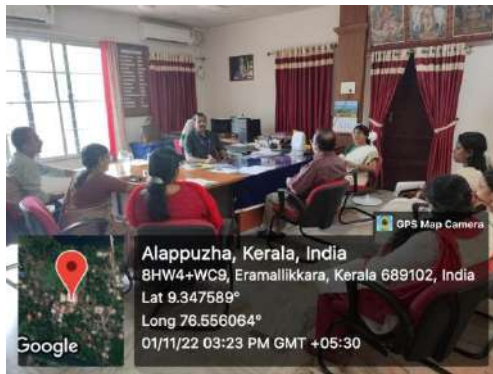
The plan for the NAAC visit for Cycle II was discussed in the meeting. It was decided to prepare the SSR and submit by Jan 2023. The expected date of visit would be in June 2023. Following decisions were taken in view of the Cycle II accreditation of the college.

1. The Academic and Administration Audit(AAA) would be completed for the preparation of SSR. First phase of AAA would be completed in Nov 2022. An internal team was constituted in the meeting with Ms Sobha P K(IQAC Convener) and Dr Ganga G(NAAC Coordinator) as members for conducting internal AAA on Nov 15<sup>th</sup> 2022 in every department. A review meeting on AAA report would be held on Nov 18<sup>th</sup> 2022 in this regard.
2. It was also decided to submit the AQAR 2021-2022 by uploading the documents by the criteria convener in a parallel manner.
3. The SSR would be prepared soon after the AAA.
4. It was also decided to collect the email ids of students, alumni members and stake holders in each department for the feedback collection by NAAC
5. Ms Sobha P K(IQAC Convener) was entrusted to refer the SSRs submitted recently by colleges with A+ and above grades.
6. It was decided to provide registers, files and print out papers to each department for the preparation of supporting documents of NAAC accreditation
7. Principal was entrusted to take necessary steps for the campus beautification prior to the NAAC visit.
8. Dr Usha Kumary K L(Alumni Association, Faculty in Charge) was entrusted for the registration of College Alumni Association.
9. Dr Deepu G P would prepare a detailed project report(DPR) to the solar grid connection project by ANERT in the campus. He was entrusted to submit the DPR by Nov 10<sup>th</sup>, 2022

The meeting concluded at 3.25 PM.




### Meeting Photos:



  
Ms Sobha P K  
IQAC Convener



  
Prof(Dr) Suresh S  
PRINCIPAL

## Meeting No : 5

Date : 24.11.2022

Venue: College Auditorium

### Agenda:

1. Review of Administrative and Academic Auditing (Internal) 2021-22
2. Preparation and submission of AQAR 2021-22 and SSR (Cycle II)
3. Any other relevant matters

### Minutes:

The Review of Administrative and Academic Auditing (Internal) 2021-22 of the teaching, non teaching and technical staff, Head Accountant and Librarian commenced at 3.15 PM which was presided over by Principal Prof. (Dr.) Suresh S.

Mrs Sobha P K (Convener, IQAC) presented a detailed report of the Academic and Administration Audit (AAA)-2021-22 conducted by the internal auditing team with members Mrs Sobha P K and Dr Ganga G. The auditing was conducted for 6 departments and for the college library. The strength and weakness of each section were discussed in detail. The auditing report was accepted in the meeting.

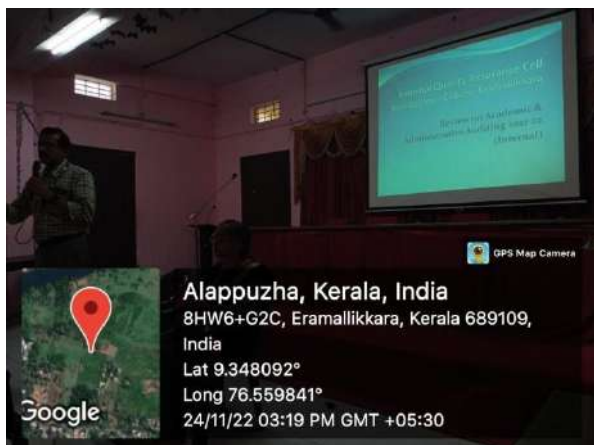
It was decided to conduct the auditing of the administrative office and Ladies Hostel in due course. It was also decided to start the preparation for uploading AQAR 2021-22 and SSR (Cycle II) at the earliest. The criteria wise and department wise meetings would also be conducted for the preparation of the data for AQAR and SSR.

The meeting concluded at 5.30 PM.

### List of Members Present

<u>Members Present:</u>	
1. Prof (Dr) Suresh S (Principal)	<i>[Signature]</i>
2. Sobha PK (IQAC Convener)	<i>[Signature]</i>
3. Dr. Madhavan. V	<i>[Signature]</i>
4. Dr. Ananth Kumar RT	<i>[Signature]</i>
5. P. Bijukumar	<i>[Signature]</i>
6. Dr. Shreeg. M	<i>[Signature]</i>
7. Dr. Romya L.	<i>[Signature]</i>
8. Dr. Sreelekshmi. V	<i>[Signature]</i>
9. Dr. Vidhya. N	<i>[Signature]</i>
10. Sumantha Sumanth	<i>[Signature]</i>
11. Gayatri S	<i>[Signature]</i>
12. Rashmi Rajendran B	<i>[Signature]</i>
13. Rashmi K. Rajan	<i>[Signature]</i>
14. Gowri. V. Nair	<i>[Signature]</i>
15. Aswathy. P	<i>[Signature]</i>
16. Johnson Jose	<i>[Signature]</i>
17. Shabas Ashraf	<i>[Signature]</i>
18. Parveen Raj	<i>[Signature]</i>
19. Ishani Nampoori. P.S	<i>[Signature]</i>
20. Raghav Kumar. V	<i>[Signature]</i>
21. Dr DEEPA P	<i>[Signature]</i>
22. Swathi Lekshmi B	<i>[Signature]</i>
23. Athira A	<i>[Signature]</i>
24. Dr. Athira Davidhasan	<i>[Signature]</i>
25. Lavanya M.	<i>[Signature]</i>
26. Sreelekshmi. AN	<i>[Signature]</i>
27. Nithya Mohan	<i>[Signature]</i>
28. Saranya PM	<i>[Signature]</i>
29. Bajisha. P.S.	<i>[Signature]</i>
30. Santhya Viswam	<i>[Signature]</i>
31. Elanga. R	<i>[Signature]</i>
32. Dr. Rajiya. CS	<i>[Signature]</i>
33. Dr. Nithya. B	<i>[Signature]</i>
34. Geethu. N	<i>[Signature]</i>
35. Dr. Lish. Kumy. K. L.	<i>[Signature]</i>

## Meeting Photos:



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**Ms Sobha P K**  
**IQAC Convener**



*[Handwritten signature]*

**Prof(Dr) Suresh S**  
**PRINCIPAL**

## Meeting No : 6

**Date : 17.12.2022**

**Platform: Google Meet**

**Google Meet joining info:**

**Saturday, 17 December · 8:00 – 9:00pm**

**Video call link: <https://meet.google.com/zha>**

### **Agenda:**

1. Preparation of SSR
2. INFOFEST 2023
3. Any other relevant matter

### **Members Present:**

- |                                    |                              |
|------------------------------------|------------------------------|
| 1. Prof. (Dr.) Suresh S(Principal) | 10. Ms Jisha Nair B J        |
| 2. Ms Sobha P K(IQAC Convener)     | 11. Dr Athira Sasidharan     |
| 3. Dr Rejiya C S                   | 12. Dr Ajayan Thankayan      |
| 4. Dr Vidhya N                     | 13. Dr Remya L               |
| 5. Dr Ganga G                      | 14. Dr Ananth Kumar R T      |
| 6. Dr Usha Kumary K L              | 15. Dr Sreeraj M             |
| 7. Dr Nitha B                      | 16. Ms Sreelekshmi A N       |
| 8. Dr N Madhavan                   | 17. Dr Sreelekshmi C Warriar |
| 9. Dr Deepu G P                    | 18. Ms Lavanya M             |

### **Minutes:**

The meeting started with an introductory remarks by IQAC convener Mrs Sobha PK on AAA audit and SSR preparation. Principal Prof (Dr) Suresh S explained the different steps to be carried out for Cycle II accreditation. Different criteria conveners and HoDs explained the difficulties in getting the data like scholarship details, student progression documents, faculty documents etc in a short span of time. After a detailed discussion following dates were finalized for further steps regarding SSR uploading:

- 19.12.2022 Criteria wise Meeting and Department wise meeting
- 30.01.2023 Completion of Department level Data Preparation
- 01.02.2023 Submission of IIQA
- 15.03.2023 Submission of SSR

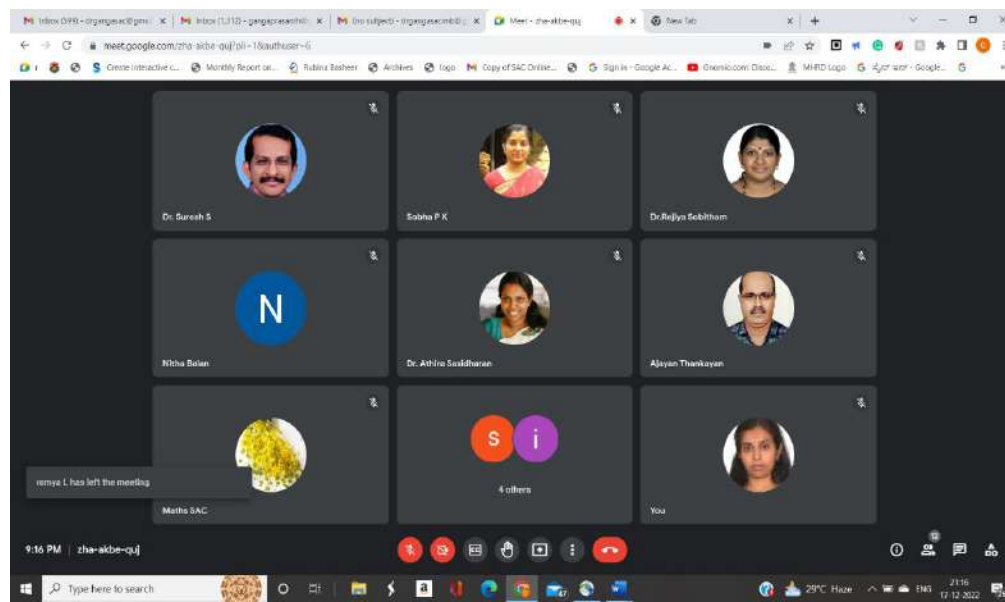
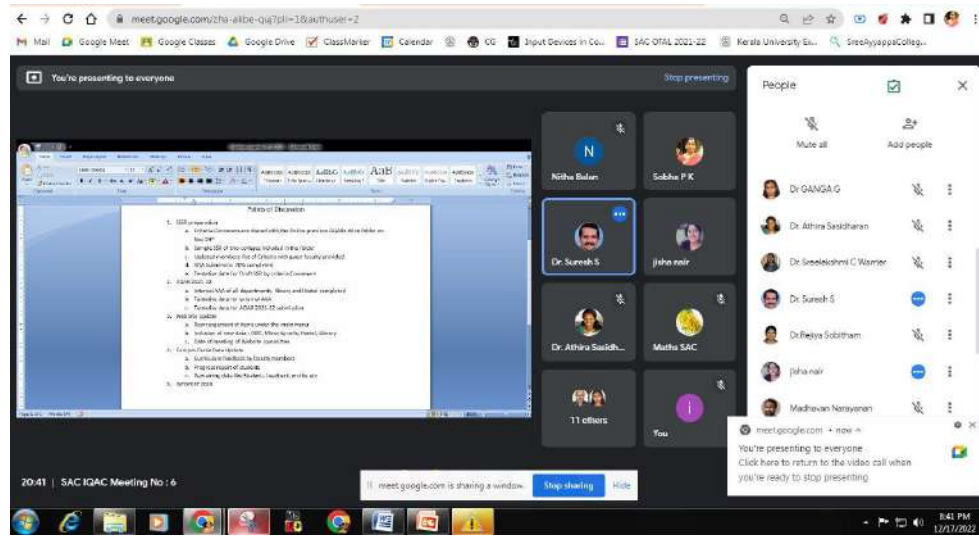
IQAC Convener pointed out the revamp of the website and hence Principal suggested convening a website committee meeting by 19.12.2022.

Convener of SAC LMS Campus Genie Dr Sreelekshmi C Warriar reported that the feedback of faculty on Curriculum except that of Dr Chithra K R and first year profile uploading were completed. It was also reported that information had been passed to all class in charges regarding the preparation of Students' Progress Report. It was decided to upload the internal marks of final year students on or before Dec 22<sup>nd</sup> 2022.

Regarding the conduct of INFOFEST 2023, following decisions were taken:

- During Christmas vacation: Finalizing the Invited speaker's List
- First week of Jan, 2023: Publication of Brochure
- 24.02.2023 Tentative date of Inauguration

## Screen Shots



The meeting concluded at 9.15 PM

  
**Ms Sobha P K**  
 IQAC Convener

  
**Prof(Dr) Suresh S**  
 PRINCIPAL

## **Meeting No : 7**

**Date : 04.01.2023**

**Platform: Google Meet**

**SAC IQAC Meeting : 7**

**Wednesday, January 4 · 8:00 – 9:00pm**

**Google Meet joining info**

**Video call link: <https://meet.google.com/hxa-ygfr-ygb>**

### **Agenda:**

1. AQAR 2021-22
2. Preparation of SSR Cycle II
3. External AAA
4. Reporting of Various Committees/Cub members regarding their activities
5. Any other relevant matter

### **Members Present:**

- |                                    |                              |
|------------------------------------|------------------------------|
| 1. Prof. (Dr.) Suresh S(Principal) | 16. Ms Sreelekshmi A N       |
| 2. Ms Sobha P K(IQAC Convener)     | 17. Dr Sreelekshmi C Warriar |
| 3. Dr Rejiya C S                   | 18. Ms Lavanya M             |
| 4. Dr Vidhya N                     | 19. Ms Vidhya R Shekhar      |
| 5. Dr Ganga G                      | 20. Ms Gowri Nair            |
| 6. Dr Usha Kumary K L              | 21. Ms Gayathri S            |
| 7. Dr Nitha B                      | 22. Mr Jishnu P J            |
| 8. Dr N Madhavan                   | 23. Mr Johnson Jose          |
| 9. Dr Deepu G P                    | 24. Ms Nithya Mohan          |
| 10. Ms Jisha Nair B J              | 25. Ms Rashmi Rajendran B    |
| 11. Dr Athira Sasidharan           | 26. Ms Reshma K Rajan        |
| 12. Dr Ajayan Thankayan            | 27. Ms Sajisha P S           |
| 13. Dr Remya L                     | 28. Ms Santhy Syam           |
| 14. Dr Ananth Kumar R T            | 29. Ms Susmitha Surendran    |
| 15. Dr Sreeraj M                   | 30. Ms Swathi lekshmi B Nair |

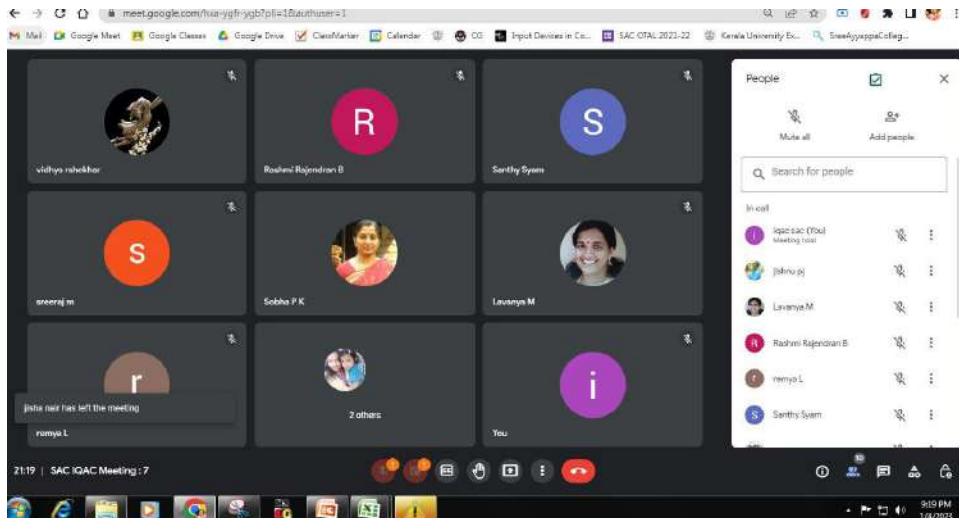
### **Minutes:**

The meeting started with an introductory remarks by IQAC convener Mrs Sobha PK about the steps to be urgently carried out for uploading AQAR 2021-22 and SSR preparation. The brief action plan of IQAC for January 2023 also was presented in the meeting. Principal Prof (Dr) Suresh S informed the criteria conveners to present a brief report on the activities carried out for uploading AQAR 2021-22 and SSR. Different criteria conveners and HoDs gave a briefing regarding the data collection done so far for AQAR and SSR. After a detailed discussion following decisions were taken:

1. IQAC convener was entrusted to conduct the Criteria wise Meeting and Club conveners meeting on 5.01.2023
2. It was decided to add office automation part to College LMS platform Campus Genie Software
3. It was decided to collect student feedback for academic year 2021-22.
4. Principal informed that the Scholarship data from office were made ready for uploading in AQAR.


5. Principal reported that it was decided to revamp the college website in the college council meeting.
6. It was decided to conduct College office internal auditing on Jan 21<sup>st</sup>.
7. Dr Usha Kumary K L reported that the alumni registration was halfway through and the general body meeting of Alumni to be scheduled in April 2023.

### Screen Shots



The meeting concluded at 9.20 PM

  
**Ms Sobha P K**  
IQAC Convener

  
**Prof(Dr) Suresh S**  
PRINCIPAL



Meeting No. 8  
Criteria wise Meeting

Date: 05.01.2023

Venue: Electronics Department

Time: 10.30 AM - 2.30 PM

Agenda: AGAR 2021-22 QSR Data Collection.

Members Present:

1. Sobha P K IQAC Convener SPK

Criteria I

2. Dr. Rajiya C

3. Mr. Johnson Jose

Criteria II

4. Dr. Vidhya N VDN

5. Dr. Ajayan Thankayan

6. Ms Gayathri S

7. Ms. Samitha Suresh

8. Ms Gowri V Nair

Criteria III

9. Dr. Gangga G GG

10. Dr. Remya L.

11. Mr. Praveen Raj

Criteria IV

12. Dr. Ananth Kumar RT

13. Ms. Geetha N

14. M. Manisha E

15. Ms. Vidya R Sekhar

Criteria V

16. Ms. Reshmi Rajendran

Criteria VI

17. Dr. Madhavan N Man

18. Dr. Sreelekshmi C Warriar

19. Ms. Reshma K Rajan

20. Ms. Swathi/lekshmi B.

Criteria VII

18. Dr. Deepu G P

19. Mr. Shobas Ashraf



20. Ms. Athira A.

### Minutes:

The meeting commenced at 10.30 AM. It was conducted as per the following schedule:

Criteria I - 10.30 AM

Criteria II - 11.15 AM

Criteria III - 12 Noon

Criteria IV - 12.45 PM


Criteria V - 1 PM

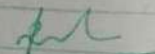
Criteria VI - 1.30 PM

Criteria VII - 2 PM.

The work division strategy of each criteria was monitored. Criteria III and VI conveners informed that 40% of their data collection work was completed. Other criteria members were directed to start the documentation immediately after conducting a meeting on 06.01.2023. Next Review meeting of the IQAC was scheduled on 10/1/2023. Club and Committee conveners were directed to forward their review report of activity for academic year 2022-23, to IQAC mail.

The meeting concluded at 2.30 PM

  
IQAC Convener

  
PRINCIPAL

**PRINCIPAL**  
Sree Ayyappa College (T.D.B)  
Eramallikkara - 689 109  
Thiruvananthapuram, Changanassur  
Alappuzha Dist, Kerala

## Meeting No: 7 Criteria Conveners Meeting

Date: 16.01.2023

Time: 12 Noon

Venue: Principal's chamber

### Agenda:

1. A&R 2021-22 & SSR cycle II Data Collection & uploading
2. Any other relevant matters

### Members Present:

1. Principal Prof (Dr) Suresh S
2. IQAC Convener Sabhu P K
3. Criteria I Convener Dr. Rejitha C S
4. Criteria II Convener Dr. Vidhya A
5. Criteria III Convener Dr. Ganga G
6. Criteria IV Convener Dr. K L Ushakumary
7. Criteria V Convener Dr. Nitha B
8. Criteria VI Convener Dr. Madhavan N
9. Criteria VII Convener (in) Mrs Lavanya M.

*Dr. Rejitha C S*  
16/01/2023

*Dr. Nitha B*

*Dr. Madhavan N*

*Mrs Lavanya M.*


### Minutes

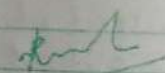
The meeting commenced at 12 noon with a reporting of IQAC Convener regarding the decisions and decisions carried out in the Criteria wise meeting held on 5.1.23. The Criteria members were informed to report the improvement in the data collection and uploading work of A&R 2021-22. Principal Prof (Dr) Suresh S addressed the criteria conveners and directed to speed up the uploading work to complete by Jan.

Dr. Rejitha C S reported that the copy of the timetable of departments duly signed by Principal is needed for uploading. It was decided to upload master time table of the college instead.

of department timetables. Principal was authorised to communicate with website creators and Campus Guide officials for update of the content in view of the data required for accreditation. Orientation programme report 2021 Admin urgently required. Add on/skill / certificate programmes conducted by different departments needed to be made available immediately for uploading. All HOD's were to provide the students progression and student participation data to Criteria V. All faculty members needed to submit the research publications data to the department and to criteria III. Placement officer should provide the report regarding on/off campus recruitment drives, placement details with offer letter to the concerned departments and to criteria V. Extracurricular activities of different department especially Commerce were urgently needed for Criteria III. Scholarship committee had to act immediately for the distribution of PTA/Alumni/Teachers scholarships for 2021-22. Alumni report needed for Criteria V.

The meeting concluded at 4 pm.

  
IQAC Convener

  
PRINCIPAL  
PRINCIPAL  
Sree Ayyappa College (T.D.B)  
Erumalikkara - 689 204  
Thiruvananthapuram, Cheruvannur  
Alappuzha Dist, Kerala



## Meeting No: 10

### Student IQAC Meeting

Date: 25.01.2023

Time: 12:30 PM

Venue: S6 BSc CS classroom

### Agenda:

1. Planning for Accreditation work from student iac
2. Assignment of activities for student iac members.

### Members Present:

1. Sobhe P K (IQAC Convener) DPB
2. Aravind K S (S6 BSc Electronics) Aravind
3. Namitha M S (S6 BSc Mathematics) Namitha
4. Adithya Sajeev (S6 BSc Mathematics) Adithya
5. Porfir S (S6 BSc Maths) Porfir
6. Meenu Mohan (S6 BSc CS) Meenu
7. Manju T M (S6 BSc CS) Manju
8. Ananya Arth AT (S6 BSc CS) Ananya
9. Shajana S Shajana
10. Aravind Inpal (S6 BSc CS) Aravind
11. Athira K (S6 BSc CS) Athira
12. Samudra Prasad (S6 BSc Maths) Samudra
13. Anshray Ray (S6 BSc CS) Anshray
14. Ananya Arth AT (S6 BSc CS) Ananya
15. Ananya Arth AT (S6 BSc Maths) Ananya
16. Parameswar S (S6 EMS) Parameswar
17. Sreelaksha Sabu (S6 EMS) Sreelaksha
18. Deepthy K M (S6 EMS) Deepthy
19. Akash S (S6 BSc Maths) Akash
20. Ananya Arth AT (S6 BSc Maths) Ananya

### Minutes:


Student IQAC meeting commenced at 12:30 PM on

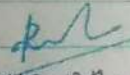
Third year BSc computer Science classroom.

The importance of accreditation work and the duty of Student IQAC members in accordance to NAAC team visit were explained to the members by the college IQAC coordinator. Ms. Sobha P.K. Importance of Student participation in various activities of the institution was also discussed in the meeting.

Ms. Parameswari (Third Year BA EMS) was selected as Student IQAC coordinator for 2022-2023. Student IQAC members were allotted to different criteria of NAAC work. Criteria-wise list of Student IQAC members were also prepared. The work come under each criteria was also discussed in the meeting.

The meeting concluded at 1.30 PM

  
IQAC coordinator

  
PRINCIPAL

PRINCIPAL  
Sree Ayyappa College (T.D.S)  
Eramalikkara - 689 109  
Thiruvananthapuram, Changanassery  
Alappuzha Dist, Kerala

Meeting Photos



## Meeting No : 11

Date : 25.01.2023

Platform: Google Meet

Google Meet joining info:

IQAC Meeting No : 11

Wednesday, 25 January · 8:00 – 9:00pm

Video call link: <https://meet.google.com/xhk-gkbb-xfp>

### Agenda:

1. Presentation of Criteria I for AQAR 2021-22
2. Any other relevant matter

### Members Present:

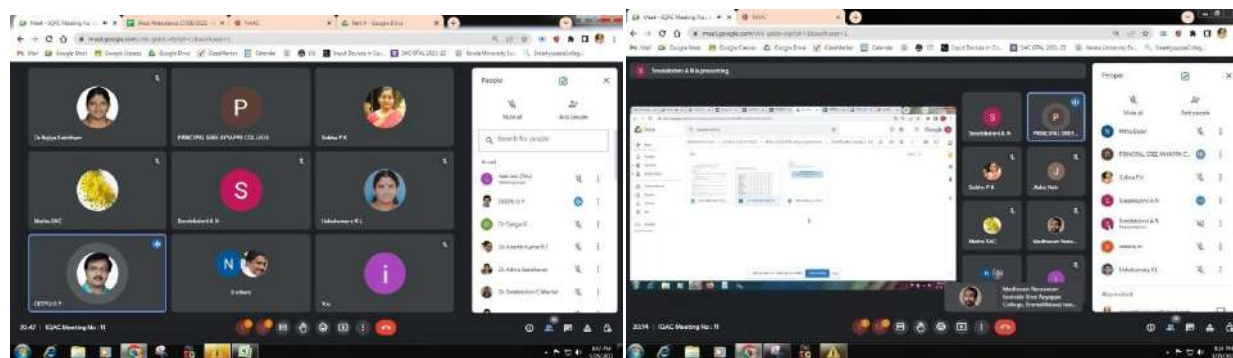
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|------------------------------------|------------------------------|
| 1. Prof. (Dr.) Suresh S(Principal) | 9. Dr Deepu G P              |
| 2. Ms Sobha P K(IQAC Convener)     | 10. Ms Jisha Nair B J        |
| 3. Dr Rejiya C S                   | 11. Dr Athira Sasidharan     |
| 4. Dr Vidhya N                     | 12. Dr Ananth Kumar R T      |
| 5. Dr Ganga G                      | 13. Dr Sreeraj M             |
| 6. Dr Usha Kumary K L              | 14. Ms Sreelekshmi A N       |
| 7. Dr Nitha B                      | 15. Dr Sreelekshmi C Warriar |
| 8. Dr N Madhavan                   | 16. Ms Lavanya M             |

### Minutes:

The meeting started with an introductory remarks by IQAC convener Mrs Sobha PK on AQAR 2021-22 uploading. Principal Prof (Dr) Suresh S intimated to speed up the uploading process of AQAR 2021-22 as the deadline kept for completion of uploading is January 31<sup>st</sup> 2023. Ms Sreelekshmi A N, Member Criteria I, presented the documentation and supporting data collected. It was monitored that the data collection was almost complete except that of add on courses of Commerce Department. The meeting ended with a summary of the discussions. The next meeting will focus on IQAC Criteria II and scheduled to be on January 28th.

The meeting was adjourned at 9:00 PM.

### Screen Shots



  
Ms Sobha P K  
IQAC Convener

  
Prof(Dr) Suresh S  
PRINCIPAL



## Meeting No: 11 AQR Submission meeting

Date: 15.02.2023

Time: 1.15 PM

Venue: College Auditorium

### Agenda

1. External AAA audit 2021-22 Suggestions and Summary in the report
2. Proposal for the requirement for the NAAC cycle II
3. IQAC and SSR preparation & submission schedule
4. ~~AQR~~ ~~2021~~ IQAC action plan & ATR
5. AQR 2021-22 Discussion and approval
6. Any other relevant matter.

### Members Present

1. Prof (Dr) Suresh S Principal *[Signature]*
2. Ms Sobha PK IQAC coordinator *[Signature]*
3. Dr. Nitra B *[Signature] 15/2/2023*
4. Dr. Remya L. *[Signature] 15/2/23*
5. Sreelekshmi A N *[Signature] 15/2/23*
6. Lavanya H. *[Signature] 15/2/23*
7. Dr. Sreelekshmi C. Waseed *[Signature] 15/2/2023*
8. Jishanair B J *[Signature] 15/2/2023*
9. Dr. Ajayan Thankayan *[Signature]*
10. Dr. Sreesaj M *[Signature] 15/2/2023*
11. Dr. Vidhya N *[Signature]*
12. Dr. Alkhia Sazidhasan *[Signature]*
13. Dr. Madhavan N *[Signature]*
14. Dr. Ananth Kumar *[Signature] 15/2/23*
15. Dr. Latha Kumary K L *[Signature]*
16. Dr. Hanga *[Signature]*
17. Reshma R *[Signature]*
18. Dr. Deepa GP *[Signature] 15/2/2023*

### Minutes of the meeting

The meeting commenced at 1.15 PM.

The report summary and suggestions of the external audit conducted for Academic and Administrative (AAA-External) were discussed in the meeting. The action ~~to be taken~~ to take for achieving the suggestions were formulated in the meeting.

Several departments and criteria conveners submitted the proposals for the infrastructural and stationery items purchase and maintenance. The proposals were consolidated and discussions were carried out on it. IQAC coordinator was entrusted to consolidate the requirements and submit to Principal for further action.

The plan for the submission schedule of IQA and SSR (cycle II) was also discussed in the meeting. IQAC coordinator was entrusted to prepare the detailed plan and publish the same.


IQAC action plan and ATR completed so far for the academic year 2022-23 was presented in the meeting by the IQAC coordinator. It was decided to complete the plans by the end of May 2023.

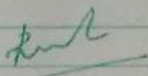
Various criteria conveners presented the criteria wise AQAR 2021-22 and supporting documents in the meeting. Corrections were also made in the AQAR content as per the suggestions of various faculty members. The AQAR 2021-22 was accepted in the



meeting and IQAC coordinator was entrusted to upload the completed AEAR 2021-22.

Student Satisfaction Survey Report 2021-22 was presented in the meeting. As the report showed a fair evaluation on statistical analysis it was decided to accept the report and upload the same on website. The meeting concluded at 6.00 PM.


  
IQAC Coordinator

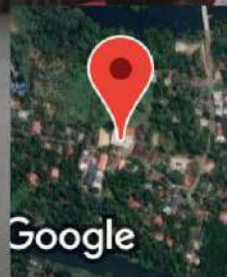
  
PRINCIPAL



**PRINCIPAL**  
Seva Ayyappa College (T.D.B.)  
Eramalikkara - 689 109  
Thiruvananthapuram, Changanassery  
Alappuzha Dist, Kerala



 GPS Map Camera



Google

**Alappuzha, Kerala, India**

8HW4+WC9, Eramalikkara, Kerala 689102,  
India

Lat 9.347643°

Long 76.556055°

15/02/23 01:43 PM GMT +05:30

## Meeting No : 13

Date :03.05.2023

Platform: Google Meet

Google Meet joining info:

IQAC Meeting No : 13

SSR submission

Wednesday, 3 May • 19:30–20:30

Google Meet joining info

Video call link: <https://meet.google.com/yto-pcoz-sua>

### Agenda:

1. Schedule of SSR work
2. Any Other Matters

### Members Present:

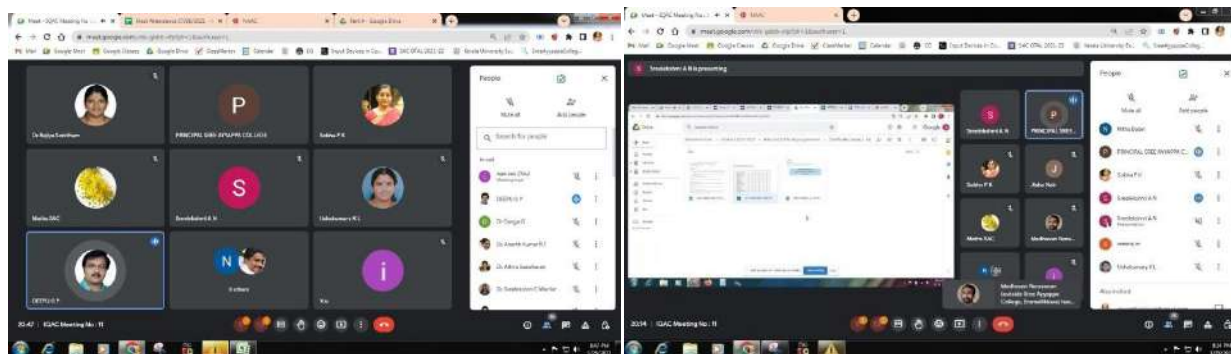
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|-------------------------------------|------------------------------|
| 1. Prof. (Dr.) Suresh S (Principal) | 9. Dr Athira Sasidharan      |
| 2. Ms Sobha P K (IQAC Convener)     | 10. Dr Ananth Kumar R T      |
| 3. Dr Rejiya C S                    | 11. Ms Sreelekshmi A N       |
| 4. Dr Vidhya N                      | 12. Dr Sreelekshmi C Warriar |
| 5. Dr Ganga G                       | 13. Ms Lavanya M             |
| 6. Dr Usha Kumary K L               | 14. Dr Remya L               |
| 7. Dr N Madhavan                    | 15. Dr Ajayan Thankayan      |
| 8. Dr Deepu G P                     |                              |

### Minutes:


The meeting started with introductory remarks by Principal Prof (Dr) Suresh S regarding the data collection for SSR submission. He explained various steps initiated so far for the improvement of the infrastructure and other facilities in the campus including construction of new class rooms, semi-permanent roofing of the main building, renovation of bath rooms etc. IQAC convener Mrs Sobha P K presented the IQAC action plan for SSR submission and the same was accepted in the meeting. It was also decided to conduct criteria wise preparatory meetings from May 8<sup>th</sup> 2023. The HoDs and Club/committee members were entrusted to prepare and mail the reports for the academic year 2022-23 to IQAC mail on or before May 20<sup>th</sup>. The committee members were agreed to refer to the SSRs recently submitted by other colleges before attending the preparatory meetings.

The meeting was adjourned at 9:00 PM.

### Screen Shots



  
Ms Sobha P K  
IQAC Convener

  
Prof (Dr) Suresh S  
PRINCIPAL

## Meeting No : 14

Date : 08.05.2023

Platform: Google Meet

Google Meet joining info:

IQAC Meeting No : 14

SSR Submission Preparatory Meeting for Criteria II

Monday, 8 May • 8:30 – 9:00pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/sym-phtj-wbo>

### Agenda:

1. Discussion on data collection
2. Work division among members
3. Any Other Matters

### Members Present:

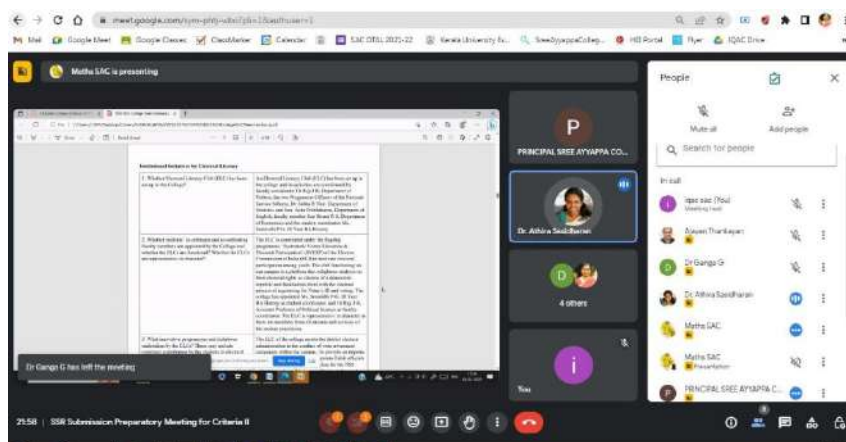
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|------------------------------------|-----------------------|
| 1. Prof. (Dr.) Suresh S(Principal) | 4. Dr Ganga G         |
| 2. Ms Sobha P K(IQAC Convener)     | 5. Dr AjayanThankayan |
| 3. Dr Vidhya N                     |                       |

### Minutes:


Dr Vidhya N made a presentation of the plan for the data collection for Criteria II in SSR. All questions which come under Criteria II were discussed in detail. The format of the data to be uploaded also was finalized. The work division among the members of criteria II were also finalized. The members expressed their confidence to upload the data within the stipulated period

The meeting was adjourned at 9:00 PM.

### Screen Shots



  
Ms Sobha P K  
IQAC Convener

  
Prof(Dr) Suresh S  
PRINCIPAL

## Meeting No : 15

Date :15.05.2023

Platform: Google Meet

Google Meet joining info:

IQAC Meeting No : 15

SSR Preparatory Meeting 2(Criteria I & III)

Monday, 15 May · 8:30 – 9:30pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/mtm-fftx-nok>

**Agenda:**

8.30 - 9.00 PM Criteria III 9.00 - 9.30 PM Criteria I

**Members Present:**

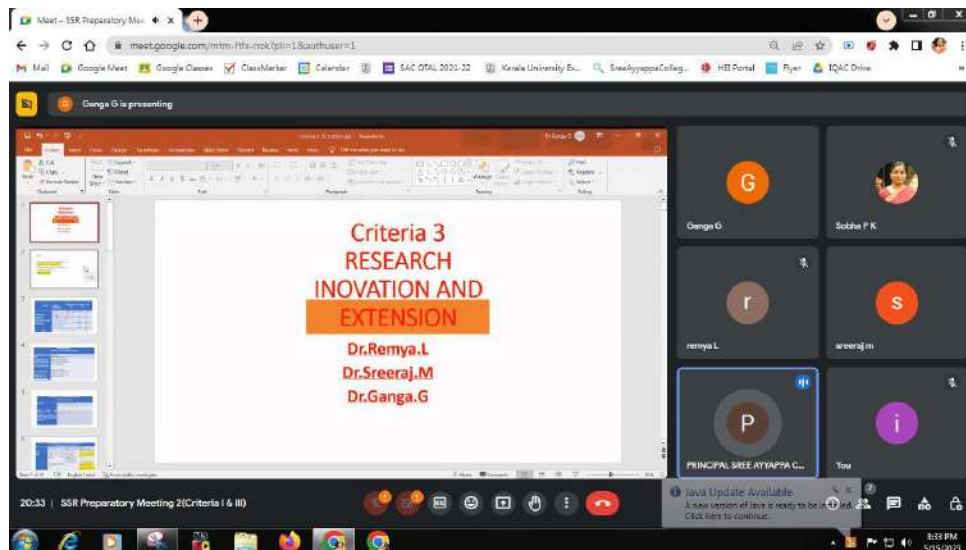
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|------------------------------------|-----------------------|
| 1. Prof. (Dr.) Suresh S(Principal) | 6. Ms Sreelekshmi A N |
| 2. Ms Sobha P K(IQAC Convener)     | 7. Dr Sreeraj M       |
| 3. Dr Deepu G P                    | 8. Dr Remya L         |
| 4. Dr Ganga G                      |                       |
| 5. Dr Rejiya C S                   |                       |

**Minutes:**

Dr Ganga G and Ms Sreelekshmi A N made a presentation of the plan for the data collection for Criteria III and I respectively in SSR. All questions which come under Criteria III and I were discussed in detail. The format of the data to be uploaded also was finalized. It was decided to verify the links associated with student feedbacks in college website for the previous years. Non availability of certain documents also was discussed in detail.

The meeting was adjourned at 9:00 PM.

**Screen Shots**



  
Ms Sobha P K  
IQAC Convener

  
Prof(Dr) Suresh S  
PRINCIPAL

## Meeting No : 16

Date :16.05.2023

Platform: Google Meet

Google Meet joining info:

IQAC Meeting No : 16

SSR Preparatory Meeting 3(Criteria IV & V)

Tuesday, 16 May · 8:00 – 9:00pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/afy-pshu-rnv>

Agenda:

8.00 - 8.30 PM Criteria IV 8.30 - 9.30 PM Criteria V

Members Present:

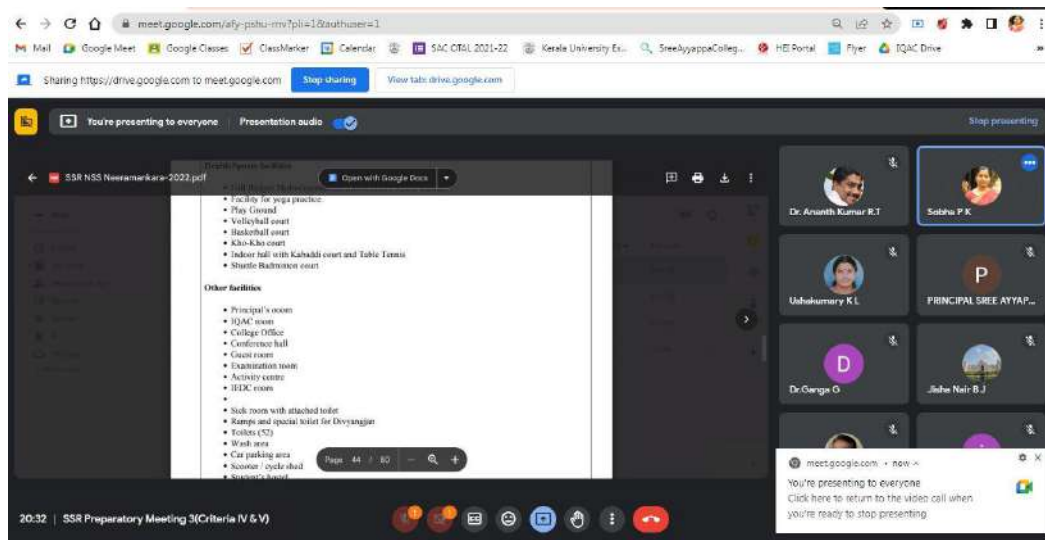
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|------------------------------------|----------------------|
| 1. Prof. (Dr.) Suresh S(Principal) | 5. Dr Nitha B        |
| 2. Ms Sobha P K(IQAC Convener)     | 6. Ms Jisha Nair B J |
| 3. Dr UshaKumary K L               | 7. Dr Ananth Kumar T |
| 4. Dr Ganga G                      |                      |

Minutes:


Dr UshaKumary K L and Dr NithaB made a presentation of the plan for the data collection for Criteria IV and V respectively in SSR. The difficulty to collect the scholarship data from the office was discussed. Principal informed that arrangements will be made to consolidate the year wise scholarship data from the office.

The meeting was adjourned at 9:00 PM.

Screen Shots



  
Ms Sobha P K  
IQAC Convener

  
Prof(Dr) Suresh S  
PRINCIPAL

## Meeting No : 17

Date :17.05.2023

Platform: Google Meet

Google Meet joining info:

IQAC Meeting No : 17

SSR Preparatory Meeting 4(Criteria VI & VII)

Wednesday, 17 May · 8:00 – 9:00pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/rbv-cajd-xem>

Agenda:

8.00 - 8.30 PM Criteria VI 8.30 - 9.30 PM Criteria VII

Members Present:

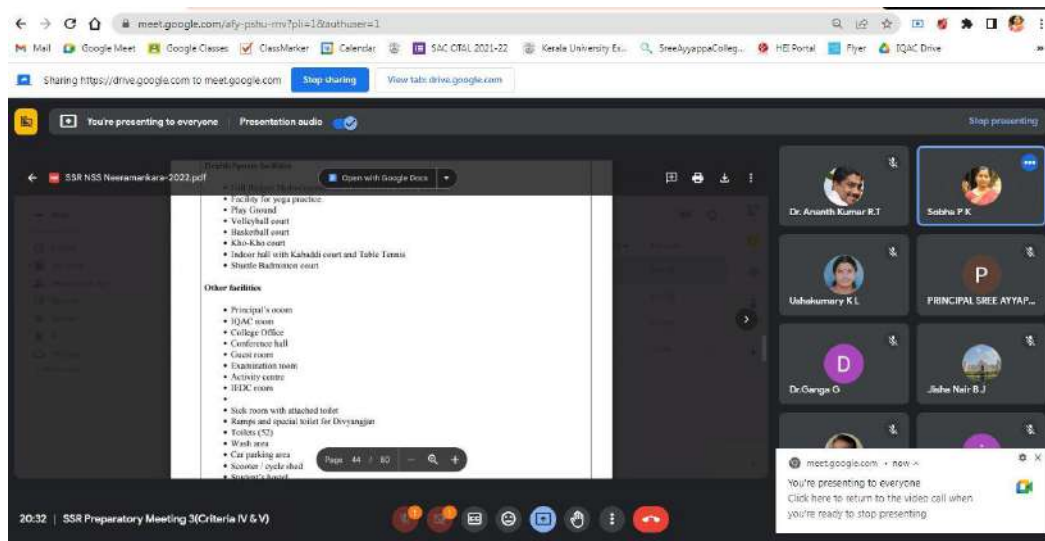
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|------------------------------------|-----------------------------|
| 1. Prof. (Dr.) Suresh S(Principal) | 5. Dr Sreelekshmi C Warriar |
| 2. Ms Sobha P K(IQAC Convener)     | 6. Ms Lavanya M             |
| 3. Madhavan N                      | 7. Dr Deepu G P             |
| 4. Dr Ganga G                      |                             |

Minutes:


Both VI and VII presented their work division and documentation. Criteria VII came up with many ideas and points.It was a good discussion.Even 6 also fairly done their duties entrusted with them.

The meeting Concluded at 9 PM

Screen Shots



  
Ms Sobha P K  
IQAC Convener

  
Prof(Dr) Suresh S  
PRINCIPAL



## **PART B IQAC Action Taken Report(ATR)**



**Sree Ayyappa College, Eramallikkara**  
**Internal Quality Assurance Cell(IQAC)**  
**Academic Year 2022-2023**  
**Action Taken Reports(ATR)**

**Action Taken Report(ATR) for Meeting No : 1 on 15.06.2022**

**Date : 23.06.2022**

1. AQAR 2020-21 uploading work was in progress for completion before July 15th
2. PBAS report of the faculty members Dr Nitha B, DR Ganga G, Dr Rejiya C S, DR Remya L was submitted to Principal and forwarded to university by Principal

**Prof(Dr) Suresh S**  
**IQAC Convener**

**Action Taken Report(ATR) for Meeting No : 2 on 29.6.2022**

**Date : 28.07.2022**

1. AQAR 2020-21 uploading work was closely monitored for completion before July 15th
2. Criteria wise subcommittee list was published
3. Action plan for 2022-23 was prepared.

**Prof(Dr) Suresh S**  
**IQAC Convener**

**Action Taken Report(ATR) for Meeting No : 3 on 30.7.2022**

**Date : 30.08.2022**

1. AQAR 2020-21 was uploaded
2. Rectified all the DVV and resubmitted
3. AQAR 2020-21 was approved by NAAC

**Prof(Dr) Suresh S**  
**IQAC Convener**



## **Action Taken Report(ATR) for Meeting No : 4 on 1.11.2022**

**Date : 23.11.2022**

1. The internal team constituted with Ms Sobha P K(IQAC Convener) and Dr Ganga G(NAAC Coordinator) as members for conducting internal AAA visited all the departments as per the schedule prepared by IQAC, on Nov 4th, 2022 and audited the documents for the academic year 2021-22 in every department and College Library. A report was prepared by the team for the review meeting on Nov 24th 2022.
2. Started filling the institution status data for AQAR 2021-2022 in the HEI portal of NAAC.
3. The SSR would be prepared soon after the AAA.
4. IQAC intimated the HoDs to collect the email ids of students, alumni members, parents and stake holders in each department for the feedback collection by NAAC
5. Ms Sobha P K(IQAC Convener) prepared a plan of action for IQAC for the Months November and December 2022. The SSRs submitted recently by colleges with A+ and above grades were referred.
6. Registers, files and print out papers were handed over to each department for the preparation of supporting documents of NAAC accreditation.
7. The campus was cleaned by utilizing the Staff Fund.
8. The executive committee meeting of the College Alumni Association was called for the registration of College Alumni Association.
9. One more company had given their proposal for implementing Solar Grid Project in the campus. The proposal of Anert and the new company would be consolidated



**Ms Sobha P K  
IQAC Convener**

## **Action Taken Report(ATR) for Meeting No : 5 on 24.11.2022**

**Date : 01.01.2023**

1. Internal Auditing of College library and hostel were completed
2. The suggestions in the internal auditing were discussed with Principal
3. Intimated College librarian to update all the registers maintained in the library



**Ms Sobha P K  
IQAC Convener**

### **Action Taken Report(ATR) for Meeting No : 6 on 17.12.2022**

**Date : 01.01.2023**

1. Arrangements for the conduct of INFOFEST 2023 was initiated by the committee
2. Informed Principal to add Office automation part to the Campus Genie LMS
3. Student feedback collection process was initiated



**Ms Sobha P K  
IQAC Convener**

### **Action Taken Report(ATR) for Meeting No : 7 on 04.01.2023**

**Date : 04.01.2023**

1. Criteria wise meeting schedule prepared and published
2. Conduct of External AAA was scheduled to be on Feb 13<sup>th</sup>, 2023.



**Ms Sobha P K  
IQAC Convener**

### **Action Taken Report(ATR) for Meeting No : 8 on 05.01.2023**

**Date : 12.01.2023**

1. Criteria wise meeting report was mailed to Principal for further steps
2. Reports and documents received from different departments and committees/clubs were arranged in IQAC google folder and shared among all criteria members.
3. AQAR 2021-22 uploading work was ensured to be completed before Jan 31<sup>st</sup>.



**Ms Sobha P K  
IQAC Convener**

### **Action Taken Report(ATR) for Meeting No : 9 on 16.01.2023**

Date : 24.01.2023

1. Master time table of the college was forwarded to Criteria I
2. The links in the College website were started revising.
3. The reports on different skill development and add on courses of different departments for 2021-22 were collected.
4. Scholarship distribution function was scheduled.



**Ms Sobha P K**  
**IQAC Convener**

### **Action Taken Report(ATR) for Meeting No : 10 on 25.01.2023**

Date : 10.02.2023

1. Student IQAC list was published in the college website.
2. Criteria wise list of students were forwarded to different criteria conveners to accommodate them into the plan of action.
3. Students were actively involved in the data collection work.

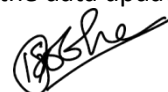


**Ms Sobha P K**  
**IQAC Convener**

### **Action Taken Report(ATR) for Meeting No : 11 on 25.01.2023**

Date : 10.02.2023

1. Criteria wise meeting were conducted by conveners and AQAR 2021-22 preparations monitored
2. AAA was conducted for different departments, college library and ladies hostel on 13.02.2023.
3. Academic and administrative auditing report was uploaded in college website 16.02.2023.
4. Proposal was submitted to Principal for the conduct of webinars/workshops on NEP, ABC and OBE
5. Scholarship report 2021-22 was published in the college website.
6. The RTI link of the college website was revised to accommodate the data update.



**Ms Sobha P K**  
**IQAC Convener**

## **Action Taken Report(ATR) for Meeting No : 12 on 15.02.2023**

**Date : 01.05.2023**

1. The proposal for stationary item purchase was submitted to Principal for approval and action.
2. Department wise request for lab maintenances and equipment purchase was also consolidated and forwarded to Principal
3. Schedule of IIQA and SSR submission was prepared and published.
4. AQAR 2021-22 was submitted and was approved by NAAC without DVV.
5. SSS for 2021-22 was uploaded in the college website



**Ms Sobha P K  
IQAC Convener**

## **Action Taken Report(ATR) for Meeting No : 13 on 03.05.2023**

**Date : 07.05.2023**

1. Model SSRs of recently accredited colleges were shared among the criterion members.
2. Schedule of the preparatory meetings was published.
3. Requested Principal for the arrangements of printing Feedback forms for students.
4. IQAC started collecting reports from clubs and committees for the academic year 2022-23
5. IIQA data uploading work completed.



**Ms Sobha P K  
IQAC Convener**

**Action Taken Report(ATR) for Meeting No : 14 to 17 on 8.05.2023, 15.05.2023,  
16.05.2023 and 17.05.2023**

**Date : 28.05.2023**

1. SSR data collection work for Criteria I to VII was found to be in progress as per the work allotment for each member.
2. Principal informed the administrative office to consolidate the scholarship data
3. The difficulty in data collection for SSR was sorted out for each criterion.
4. IQAC coordinator communicated with each faculty member and ensured the progress of the work.
5. IIQA was submitted and DVV was received.
6. Started resolving the each item in the DVV provided by NAAC



**Ms Sobha P K  
IQAC Convener**



**PRINCIPAL**