

SANATANA DHARMA COLLEGE ALAPPUZHA



AQAR 2020-21

MINUTES OF IQAC MEETINGS 2020-21



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 22nd June 2020

MINUTES OF THE IQAC MEETING HELD ON 22-06-2020 AT 10.00 AM

AGENDA: AQAR uploading, selection of new coordinator etc.

MEMBERS PRESENT:

1. Dr. P R Unnikrishna Pillai, Principal & Chairman IQAC
2. Prof. S Ramanand, Management representative
3. Dr. C. Krishnakumar, IQAC Coordinator
4. Dr. Leena Pai, Member IQAC
5. Dr. R Sreekumar, Member IQAC
6. Dr. G Nagendra Prabhu, Member IQAC
7. Dr. C Dileep, Member IQAC
8. Dr. S Lekshmi, Member IQAC
9. Dr. Krishnan M, Member IQAC
10. Sri. Arun Kishore, Member IQAC
11. Sri. Santhosh Kumar S, Member IQAC

The meeting started with a silent prayer. At the onset, Principal introduced the agenda of the meeting – discussion regarding AQAR uploading of the year 2018-19. Apart from this he also announced the following things.

- a. Librarian will be a permanent member of the college council as per the decisions of the University syndicate and university order in this regard is now in place.
- b. Inauguration of the solid waste management system will be done soon as per the convenience of the management.
- c. A ladies waiting room worth fifteen lakhs is offered by Kerala State Construction Corporation and the project will be undertaken once the consent of the management is received.
- d. PD fund of 6.9 lakhs is utilised and presented by May 31st with the timely efforts of Dr C Krishnakumar and Dr Sreejith K Pisharady.



e. Duties must be divided among the members for the successful uploading of AQAR.

f. Dr. C Krishnakumar informed that due to the pandemic situations UGC has extended the date of uploading the AQAR to October 31st. All requirements were mailed to the respective departments several times. Details needed were asked to be filled and returned as an excel sheet provided. As a reminder, these were sent again on March 1st, to all department mail ids. The data received is very less so far and so the format remains partially filled. Unlike the previous years, supporting documents and reports need to be submitted along with the AQAR. So it is a herculean task ahead to complete the mission. A collective effort is needed to fill the AQAR on time. He also added that he does not wish to continue in this position again and insisted the Principal to find a new substitute immediately so that the AQAR filing can be done on time. He assured his whole hearted support in this regard.

Shri. Arun Kishore, UGC Librarian highlighted the absence of library email id in the group and requested to be added at the earliest.

Having heard the coordinator, Prof. S Ramanand opined that as no department has yet given the complete data, the task may be divided to the new committee which will be reconstituted soon. Hence there is no significance of discussing the matter in the present meeting.

Dr. R Sreekumar added that unlike several other colleges, the IQAC of our college has not yet taken any step towards documentation and hence that would lead to repetitive enquiries from many parts of the administrative system. There must be a system to make all data of all faculty available in IQAC and failure in this respect has made it difficult for the coordinator to fill the data needed. According to him any person other than HoD may be allotted to IQAC, otherwise it will be difficult to manage both the department and college level matters simultaneously. He expressed his willingness to move out from the present position and suggested Sri. M G Ashok Kumar as a substitute.

Dr. G. Nagendra Prabhu informed that IQAC is an advisory body and that does not mean the member alone should do the assigned duty. He / She may seek the help of a group outside the core group and hence it is advisable that senior teachers may continue in the present positions. There must be an IQAC representative from each department and the Head of the department must be responsible to see that things are done as per the need.



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Dr. C Dileep expressed his wish to discontinue from the present position and suggested Dr. Sreeranjini in his place from the department. He added that a great team work is necessary for the completion of the AQAR.

Dr. Krishnan M said that in his department each segment in AQAR is divided among the faculty members and if a combined effort is not in place there won't be any result irrespective of the coordinator. He suggested that Google Forms may be circulated in the departments under each head separately so that data collection and tabulation will be more effective and easy.

IQAC coordinator then announced that mail ids of all faculty and office may now be shifted to G-suite. With the help of Dr. Sreekanth J Varma, every possibilities in the new system is studied and it is now ready to have mail ids with institution name attached, which is very necessary for many purposes. All faculty members will be met soon to get their suggestions regarding the mail ids.

Dr. Nagendra Prabhu suggested to check with other colleges and to make a usage policy which has to be approved by the management. Regarding AQAR, there must be a continuity from the last uploaded one and so we must be aware of what is added in the last AQAR. A core team of IQAC must be sent to other colleges to study and understand the new methodology of AQAR data filing and uploading.

Dr. Krishnan suggested that since the new mailed is in the name of the institution, there must be a common pattern followed. Moreover the IQAC must decide how it must be made and used, and what has to be done once the particular person leaves the institution by retirement or otherwise.

Prof. S Ramanand opined that once a faculty or other person who uses this mail id is out from the job, the admin must take care to change the id. He also suggested a uniform pattern to be followed for creating g-suite accounts. He authorised Dr. Krishnan to draft a usage policy for the same. Regarding the IQAC coordinator, he suggested that whoever be the coordinator there must be a good rapport between the coordinator and the members. He also added that the Principal must take strict steps to get data from every individual as well as the department.

Principal said that the IQAC room must be open on all working days and at least one member of IQAC or otherwise must be there with some duty related to AQAR / NAAC. His presence also will be there and he can take more care in the needs of IQAC in such a case. Reconstitution of the IQAC with new members replacing



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those who are willing to change including the coordinator will be done soon. A notice regarding the same was already circulated. Representation from Student community, Alumni etc can also be added as per the norms of NAAC.

Principal then announced the webinar/ training session jointly organised by IQAC and FIST on 23rd June, where sessions on usage of new technologies for online teaching, Google teams and Moodle is organised. Suggestions to record the classes and post in YouTube channel came up in the meeting.

Prof. S Ramanand asked the Principal, if the college has any decision regarding the increase of seats for all the courses/ addition of new courses and enquired about how things would be if we are compelled to do so. The committee suggested that the Principal may convene a meeting of the Heads of the Department to discuss this matter in detail. He informed the group that issues regarding the appointment of faculty have been brought into the notice of the Management and they have decided to make a move in this issue by the first week of July.

Suggestions came up in the meeting to inform the engineers of Kerala state construction corporation about the fact that there existed a pond in the proposed place of the new toilet block, to inform the municipality to take some measure to properly maintain the waste management system etc. Principal added that Michael is assigned the duty to take care of the waste management system. Meeting concluded with the announcement from Dr. Prabhu regarding the sanctioning of a rural technology project of KSCSTE on value addition of water hyacinth. Meeting disbursed on a positive note to meet on the next Monday.

Dr.P.R.UnnikrishnaPillai

Principal & Chairman, IQAC

Dr. P.R. UNNIKRISHNA PILLAI

PRINCIPAL

B.D. College, Alappuzha



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 9th July 2020

A meeting of the IQAC was held on **9th July 2020** at **10.30AM** in the IQAC room.

Agenda: Meeting of existing & newly reconstituted members of IQAC

Members Present:

- 1) Sri.P.Krishnakumar - Manager
- 2) Dr.P.R.Unnikrishna Pillai – Principal & Chair, IQAC
- 3) Prof.S.Ramanand – Management committee Member
- 4) Dr.C.Krishnakumar – Coordinator, IQAC
- 5) Dr.G.Nagendra Prabhu, Member IQAC
- 6) Dr.R.Sreekumar, Member IQAC
- 7) Dr.C.Dileep, Member IQAC
- 8) Sri.Arunkishore, Member IQAC
- 9) Dr.Lekshmi S., Member IQAC
- 10) Sri.Santhosh kumar, Member IQAC
- 11) Dr.Krishnan M, Member IQAC
- 12) Dr.Leena P Pai, Member IQAC
- 13) Dr.Prasanth S Pai
- 14) Dr.V.N.Sanjai
- 15) Dr.P.S.Parameswaran, IQAC Coordinator
- 16) Smt.Saritha M
- 17) Dr.Sindu Antharjanam
- 18) Sri.Ashok Kumar M.G.
- 19) Sri.Aravind K.M.
- 20) Dr.Prema K.H.

The meeting started with a silent prayer. Principal welcomed the Manager Sri. P. Krishnakumar, Prof. S. Ramanand and all other existing as well as new committee members. He introduced the agenda of the meeting . Principal thanked the existing coordinator for the support and also welcomed the new coordinator Dr. P. S. Parameswaran to steer the IQAC ahead.

Hon. Manager, Sri. P. Krishnakumar expressed that the re-constituted committee must continue till the next NAAC visit. He added that IQAC must think and work for quality enhancement and maintenance which would be beneficial for the student community. He wished the best for a fruitful team work of IQAC.



Dr. C. Krishnakumar, the existing coordinator also expressed his thanks to all the members who worked with him. He also wished the new team the best ahead. He added that the coordinator must be given proper support.

Principal announced the new office bearers of IQAC. With Principal as the Chairman of IQAC & Dr. P. S. Parameswaran, Associate Professor, Dept of Chemistry as the Coordinator.

Reconstituted IQAC members:

Dr.P.R.Unnikrishna Pillai – **Chairman** (Principal)

Management Representatives

Sri.P. Krishna Kumar, Manager

Prof. S. Ramanand, SDV Trust Member & Former Vice Principal and Head, Dept of Physics, SD College

Teaching

1. Dr. T .R. Anilkumar – Member (Vice Principal)
2. Dr. P. S. Parameswaran – **Co-ordinator** (Asso. Professor, PG & Research Dept. of Chemistry)
3. Dr. V. N. Sanjai - **Joint Co-ordinator** (Asst.Professor, PG & Research Dept. of Botany)
4. Dr. Krishnan M. – **Joint Co-ordinator** (Asst.Professor, PG & Research Dept. of Commerce)
5. Dr. G. Nagendra Prabhu – Member (Asso.Professor, PG & Research Dept. of Zoology)
6. Dr. K. H. Prema - Member (Asso.Professor, PG & Research Dept. of Chemistry)
7. Dr. S. Lekshmi - Member (Asst.Professor, PG & Research Dept. of Physics)
8. Sri.M. G. Ashok Kumar- Member (Asst.Professor, PG & Research Dept. of Mathematics)
9. Dr. Sindhu Antharjanam - Member (Asst.Professor, PG Dept. of Malayalam & Sanskrit)
- 10.Smt. Saritha M.- Member (Asst.Professor, PG Dept. of English)



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11.Sri. Prasanth S.Pai - Member (Asst.Professor, PG & Research Dept. of Commerce)

Administrative Officers

12.Sri.S. Santhosh Kumar, Senior Superintendent.

13.Sri. Aravind K.M., Office staff


New IQAC coordinator announced that the committee formed is only from among the members of the college. As per the regulations external experts, industrialists, a nominee from local society, alumni, student representative etc have to be included. He expressed that great teamwork is necessary and the same is expected from all.

A core committee comprising of the Principal, Vice principal, IQAC coordinator, 2 senior IQAC members, joint coordinators and Senior Superintendent is to be formed for immediate liaison with management.

From the discussions regarding the other external members to be added, Prof.S.Ramanand was authorised to request Sri. S. D. Shibulal, former CEO, Infosys, his willingness to join as an industrialist or employer. Former Deputy Collector, Narayana Iyer, Educationalists Dr. B. Meenakumari, Dr. G. M. Nair, Dr. Subramanyam etc were also suggested.


Prof. S.Ramanand asked the Principal to make a request to all such dignitaries with a brief profile of our institution. Hon. Manager suggested the reconstitution of the website committee with the consent of the management and requested to complete the pending AQAR by 30th September. Dr. Krishnan M, Joint coordinator-IQAC handed over the usage policy of the G-suite email ids under the *sdcollge domain* to the Principal for approval.

The meeting came to an end at 12.30 pm.


Dr. P.S. Parameswaran
IQAC Coordinator

Co-ordinator
Internal Quality Assurance Cell
S D College
Alappuzha - 688 003




Dr. P. R. Unnikrishna Pillai
Principal & Chairman, IQAC

Dr. P.R. UNNIKRISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 13th July 2020

A meeting of the IQAC was held on 13th July 2020 at 10.30AM in the IQAC room.

Agenda: AQAR preparation and assigning criteria to members of IQAC

Members Present:

1. Dr.P.R.Unnikrishna Pillai, Principal & Chairman of IQAC
2. Dr.P.S.Pameswaran, IQAC Coordinator
3. Dr.G.Nagendra Prabhu, IQAC Member
4. Dr.K.H.Prema, IQAC Member
5. Dr. Lekshmi S, IQAC Member
6. Dr. Sindu Antharjananm, IQAC Member
7. Dr.V.N.Sanjai, Joint Coordinator, IQAC
8. Dr.Krishnan M, Joint Coordinator, IQAC
9. Dr.Prasanth S Pai, IQAC Member
10. Sri.Santhosh Kumar S., IQAC Member
11. Sri.Aravind K.M., IQAC Member

Meeting started with a silent prayer.

The meeting was intended to delegate and assign duties to the members. The coordinator explained the NAAC criteria and the whole team was given a motivational introduction.

Curricular aspects was assigned to Dr. V. N. Sanjai. The team discussed about implementing and conducting various enrichment/value added courses. Those programme may be chargeable and certificates can be issued. Decided to submit a proposal to the management and get approval.

Teaching Learning Evaluation part was entrusted with Ms.Saritha and Dr. N. Sindu Antharjanam. Dr. Sindu Antharjanam was also given charge of filing of documents in IQAC. Data needed from the office may be collected through Sri. Aravind.

Dr. G. Nagendra Prabhu will be the charge of Criterion 3- Research, Innovation and Extension. Suggestions came up to ask every department to publish at least



a book on any course every year. Also decided to revive/renew the collaborations/MoUs.

Infrastructure and Learning Resources was assigned to Dr. M. Krishnan. Sri.Santhosh Kumar was asked to help in preparing a budget for the year.

Criterion 5, Student Support and Progression was allotted to Sri. M. G. Ashok Kumar and Dr. Prasanth S. Pai. Details regarding scholarship and financial support will be obtained from the office. Grievance redressal cell and counselling cell need to be revamped.

Governance and Leadership section will be handled by Dr. S. Lekshmi. Need of preparation of an academic calender was discussed. Moreover the need for adopting MIS was raised by every member. Implementation of the same may be done using Moodle/teams etc. There must be an online based system for attendance. It was suggested to constitute a new Admission Committee. The various support programmes can be briefed to all students at entry level. A planning forum can be formalised. Development of strategies for faculty development need to be done. Introducing a soft copy of the work diary was suggested. Academic and Administrative Audit needs to be done before 15th April of every year.

Institutional Values and Best Practices will be handled by Dr. K. H. Prema. Details regarding differently abled students including scribes is to be sorted out. The activities of the Equal Opportunity Cell needs to be made as a report.

Dr.Sindu Antherjanam was assigned the responsibility of all files kept in IQAC. Dr. Prasanth S Pai was asked to maintain a logbook. All details can be collected using Google forms in the COVID 19 pandemic time. Links can be given as a proof and brief reports can also be collected. Action plan for the present year was also discussed. All departments/faculty who are offering online classes must do it under the banner of SD College.

Infrastructure development needs to be done in a phased manner. There can be an Alumni Webinar Series as well as an international level Alumni Meet. Dr. G. Nagendra Prabhu, Platinum Jubilee Coordinator mentioned that all activities must be carried out with careful planning for Platinum Jubilee with recommendations from all departments. Moreover there must be a 'VISION 2046' in every step ahead. A panel of internationally known alumni can be



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made from all departments. All departments/faculty must try for national/international fundings and Student Start-ups must be encouraged. Special Sanatanam Empowerment Programme can be done. New courses (Short term) can be arranged by all language departments. As an outreach programme Community Radio can be started.

IQAC requested the Principal to make a general timetable for the classes in this pandemic situation. 45 minutes duration online classes with 2 classes/day may be assigned. In case of departments with inadequate staff members PTA/Management may appoint a Guest Faculty. Necessary arrangements may be made to have uninterrupted data usage.

A council/staff meeting may be called to discuss AQAR submission and handling of the classes and its evaluation. The meeting ended at 1pm with the idea of meeting on Friday with necessary preparedness in each section.



Dr. P. S. Paramaeswaran
IQAC Coordinator
Co-ordinator
Internal Quality Assurance Cell
S.D. College
Alappuzha - 688 007



Dr. P. R. Unnikrishna Pillai
Principal & Chairman, IQAC

Dr. P.R. UNNIKISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 11th September 2020

A meeting of the IQAC was held on **11th September 2020** at **10.30am** in the IQAC room.

- Agenda:**
1. Review of preparation of AQAR
 2. Any other matter

Members Present:

1. Dr.P.R.Unnikrishna Pillai, Principal & Chairman, IQAC
2. Sri. P Krishnakumar (Manager)
3. Prof. S.Ramanand (Management Committee Member)
4. Dr.P.S.Parameswaran, Coordinator, IQAC
5. Dr.G.Nagendra Prabhu, Member, IQAC.
6. Sri.Ashok Kumar, Member IQAC
7. Ms. Saritha M, Member IQAC
8. Dr. Lekshmi S, Member IQAC
9. Aravind K.M., Member IQAC
10. Dr.V.N.Sanjai, Joint-coordinator, IQAC
11. Dr. Sindu Antharjanam, Member IQAC

Co-ordinator
Internal Quality Assurance Cell
Sanatana Dharma College
Alappuzha - 688 003

Meeting started with a silent prayer.

1. Review of IQAC work : Briefed by IQAC Coordinator. Preparation of google forms, sorting and analysis of data, 15th September is taken as the tentative date for data collection.
2. Principal addressed the meeting. Principal asked IQAC to speed up the data collection process and suggested fixing 15th October as a tentative date for data compilation.
3. Sri.P.Krishnakumar (Manager) appreciated the current IQAC team for its work. He noted that low staff strength affects data collection.
4. Professor S. Ramanand suggested there should not be any laxity in data collection and analysis. Deadlines must be adhered to. 25th September 2020 can be the deadline for the data submission if there are difficulties due to pandemic.
5. Principal suggested convening a meeting of the DIQAC Coordinators for coordinating data submission to IQAC. Teachers' work diary can be



maintained. Records of online classes given as statements are also acceptable.

Dr.G.Nagendra Prabhu, charge of criterion III, reviewed the progress of data collection of this criterion.

Dr. V.N.Sanjai presented the review of criterion I. Add-on courses are planned to be implemented.

Mr. Ashok Kumar M.G. (Criterion V in-charge), Smt. Sarith M (Criterion II in-charge), and Dr. Lakshmi S (Criterion VI in-charge) reviewed the progress of data collection of respective criteria.

The IQAC coordinator requested all faculty members in charge of specific criteria to formulate criteria wise quality enhancement plans.

Dr. G. Nagendra Prabhu delivered the vote of thanks and the meeting came to an end at 12.30 pm.



Dr. P. S. Paramaeswaran
IQAC Coordinator

Co-ordinator
Internal Quality Assurance Cell
S D College
Alappuzha - 688 003



Dr. P. R. Unnikrishna Pillai
Principal & Chairman, IQAC

Dr. P.R.UNNIKRISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 28th December 2020

A meeting of the IQAC was held on **28th December 2020** at **10.30 AM** in the IQAC room.

Agenda: Arrangement of offline classes from 4th January 2021.

Members Present:

1. Dr.P.R.Unnikrishna Pillai (Principal & Chairman, IQAC)
2. Dr.P.S.Parameswaran (Coordinator, IQAC)
3. Dr.R.Sreekumar (HoD, Dept of Mathematics)
4. Dr.E,Krishnan Namboothiri (HoD, Dept of English)
5. Dr. C.Dileep (HoD, Dept of Botany)
6. Sri. V.C.Asokan (HoD, Dept of Economics)
7. Dr. K.H.Prema (IQAC Member)
8. Dr. T.R.Sherly (HoD, Dept of Physics)
9. Dr. Lakshmi S. (IQAC Member)
10. Dr. Meena Janardhanan (HoD, Dept of Zoology)
11. Dr. Veena J (HoD, Dept of Hindi)
12. Dr. V.N.Sanjai (Joint Coordinator)
13. Dr. C.Krishnakumar (HoD, Dept of Chemistry)
14. Sri. Ashok Kumar M.G. (IQAC Member)
15. Dr.Krishnan M (Joint Coordinator)
16. Dr.G.Nagendra Prabhu (IQAC Member)
17. Dr.S.Ajaya Kumar (HoD, Dept of Malayalam)
18. Smt. Arya S. (HoD, Dept of Physical Education)
19. Dr. Roshmi Thomas. (Faculty, Dept. of Microbiology)
20. Ms. Manjusha, (Faculty, Dept. of History)

Meeting started with a silent prayer. Principal addressed the meeting. Principal mentioned about the new Govt. Order and the timing of college from 8.30 am to 5 pm from 4th January 2021 onwards. He also pointed out no to violate the government rule of timing from 8.30am to 5 pm.



Dr. Lakshmi S, Chief Supdt of Exams pointed that 4th, 6th and 11th January 2021 are hectic examination days and expressed her concern over offline classes in these days.

Most of the HoDs expressed their difficulty in taking online classes while in college. They opined the need of adequate Internet facility in the departments.

Conducting offline classes with 50% students in a class makes the teachers repeat the topics and all HoDs expressed the difficulty in completing the syllabus in time.

It is suggested that the pending semester 5 practicals for Science subjects should be completed as early as possible.

Additional guest faculty may be provided whenever and wherever it is necessary from the PTA fund. Most of the HoDs suggested the flexibility in timing of taking classes (maximum 5 hours per day). Also asked for clarity of the timetable of Saturday classes.

Principal also pointed out that the vagueness in the present order and it may be cleared in few days and hence the college council meeting is postponed to 1st January 2021.

The meeting also discussed providing WiFi Routers to all departments except Commerce. Principal instructed Mr. Sarath to check the availability of the Router in all departments.

The meeting comes to an end at 12.30pm.


Dr.P.S.Paramaeswaran
IQAC Coordinator
Co-ordinator
Internal Quality Assurance Cell
S D College
Alappuzha - 688 003




Dr.P.R.Unnikrishna Pillai
Principal & Chairman, IQAC

Dr. P.R.UNNIKRISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 15th January 2021

A meeting of the IQAC was held on 15th January 2021 at 10.30 AM in the IQAC room.

Agenda

1. AQAR 18-19
2. Revamping of College Website
3. Quality Enhancement Suggestions from IQAC

Members Present

1. Sri. P. Krishna Kumar (Manager)
2. Prof. Ramanand (Management representative)
3. Dr. P.R. Unnikrishna Pillai – Principal & Chairperson
4. Dr. T.R. Anil Kumar, Vice-Principal
5. Dr. P.S. Parameswaran - IQAC Coordinator
6. Dr. Prema K.H, IQAC Member
7. Dr. G. Nagendra Prabhu, IQAC Member
8. Mr. Ashok Kumar M.G, IQAC Member
9. Dr. Lekshmi S., IQAC Member
10. Dr. Krishnan M.
11. Mr. Prasanth S. Pai
12. Ms. Saritha M.
13. Mr. Santhosh Kumar S.
14. Mr. Aravind K.M.

Discussion

1. **Presidential Address – Principal**

Briefing on the conduct of classes on-campus since January 4, 2021. Offline classes resumed for final year UG and all PG students. Online classes are continuing for I Year and II Year UG classes. Campus cleaning procedures in preparation for on-campus classes are in progress.




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2. **Briefing by IQAC Coordinator**—All points brought forth by the IQAC coordinator are discussed in detail. Suggestions and additions are made by other members of IQAC and duly recorded in the Minutes.
- a. **Appreciation to Rank Holders** - IQAC and PTA appreciate the departments that have produced commendable results in PG and UG examinations 2020. It is decided that students who have achieved top ten positions at the University level in PG and UG examinations will be congratulated by the PTA through a public notice.
 - b. **AQAR 18-19** -The tentative date for uploading AQAR 2018-19 is fixed as January 31, 2021.
 - c. **AQAR 19-20** - Result analysis and student progression analysis for academic year 2019-20 are to be completed at the earliest for the preparation of AQAR 2019-20.
 - d. **Conduct of Seminars/Webinars** - Briefing on seminars/webinars conducted by IQAC and by various departments in association with IQAC.
 - e. **Quality Enhancement** - The pandemic has had a detrimental impact on the overall functioning of the College. Initiatives for academic and administrative quality enhancement are to be geared up under the leadership of IQAC.
 - f. **College Website Updation** - Website updation has been initiated under the able leadership of Mr. Ashok Kumar M.G (Website Committee Coordinator). Website design and content outline have been developed. Department profiles and faculty data to be updated. Content development updation has been assigned to faculty members.
 - g. **Publications of Research Scholars.** Many faculty members outside S. D. College are currently affiliated to the Research Departments of S. D. College as research supervisors. IQAC suggests that all research scholars (including those working under the aforementioned research supervisors) should mention their Research Centre affiliation in publications.
 - h. **Filing System** - The filing system of IQAC is to be updated. It is suggested that the whole College should follow a uniform, synchronized filing system. IQAC and the various DIQACs should work in coordination for the same. IQAC and DIQAC members are to be addressed, and trained in the proposed filing system.
 - i. **Academic Calendar IQAC**- proposes the preparation of academic calendar at the College level. The College has so far been following the



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academic calendar of the University of Kerala. The College must plan its own academic calendar in tune with the schedule of the University of Kerala. Possibilities of sharing the responsibility the College CLMC are also mooted.

- j. **Teaching Learning Centre – IQAC** emphasizes the need for a Teaching-Learning Centre on campus. The centre should organize programmes/workshops/seminars etc. for students and teachers in order to ensure good academic output. Orientation (induction) programme for Guest Faculty to be conducted in Jan-Feb 2021. An approved Learning Management System is to be adopted for the College and E-Content development on that system should be promoted.
- k. **Regular Auditing** - Academic and administrative audit must be conducted for every academic year.
- l. **Toilet facilities for the Physically Challenged** - Toilet facilities for physically challenged students to be improved.
- m. **Membership in College Level Committees** - The usual tenure of membership in College level committees is two years. Principal suggests that the minimum period of College committee membership be enhanced to 3 years. No decision taken on the matter.

Performance appraisal of College level committees is suggested by some members. It is suggested that inactive members should not be retained in College level committees. Reconstitution of College level committees is to be done at the beginning of the respective academic year. Governance and Committee constitution should be conducted strictly as per the guidelines of the University and the UGC.

- n. **Constitution and Functioning of CLMC** - The constitution and functioning of CLMC is to be regulated as per CBCSS guidelines. Elected members of the College Council must be members of CLMC. Extension activities of students must be coordinated by a single overall coordinator. The Manager directs the Principal to take necessary steps.
- o. **Functioning of DLMC** - All departments should conduct DLMC meetings on a regular basis. DLMC minutes should be duly recorded and to be countersigned by the Principal periodically.
- p. **Induction programme for I Year students**– Induction programme for I Year



students was conducted by the PTA during 2019-20. The programme could not be conducted during 2020-21. IQAC suggests the conduct of induction programme at the Department level. A viable model for Department level student induction programme suggested by Dr. Krishnan M., Dept. of Commerce.

q. **Bridge Courses** -Bridge courses are to be introduced in various departments for the benefit of learners.

r. **Activities of Clubs and Forums** - All clubs and forums are to file their activity details – brochures, geo-tagged photographs, reports, attendance etc.

s. **Campus cleaning and maintenance** – Campus cleaning and maintenance is to be made a continuous process. Plastic bottles are to be phased out from the campus. Porch, stairs etc. to be cleaned regularly.

Campus cleaning process is found to be incurring a huge cost. Campus cleaning cost may be reduced through regular cleaning and maintenance. Dr. V. N. Sanjai and Dr. Jose Mathew from the Dept. of Botany are directed to draft a proposal for campus management and beautification.

t. **Platinum Jubilee Celebrations** – On the occasion of the Platinum Jubilee of S.D. College, measures are to be taken for quality improvement. IQAC plans to conduct a meeting on February 8, Monday (tentative date) to identify and discuss the areas for improvement. An action plan is to be formulated for the same.

u. **Improvement of Wi-Fi Network** -Technical Committee of the College should assess the efficiency of the Wi-Fi Network available in College. The Committee should consider the need to improve its efficiency and choose a suitable service provider for the same. Increasing the network speed to 30 mbps should be mooted.

Management Information System (MIS) A report is sought from The Technical Committee (headed by Dr. Krishnan M.) on the need and scope of implementing Management Information System (MIS) in the institution.

v. **Updation of Stock Registers** - Department level and College level Stock Registers are to be updated on a regular basis. It is suggested that one copy of the stock register statements be sent to the Management office also. It is



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also suggested that one working day per semester be set aside for stock and file updation. Peer team reports of all previous NAAC visits must be retained at the IQAC office.

w. **NIRF Ranking, ARIIA Ranking** – IQAC discussed the need for and possibilities of enhancing the institution's NIRF ranking.

Utilization of financial resources is to be enhanced. Funds spent for each student is to be increased.

College website is to be regularly updated to ensure good NIRF ranking. Faculty profile to be updated including the credentials of guest faculty.

A workshop may be conducted on NIRF ranking for enhancing the possibility of a higher rank. It is suggested that a representation be sent to higher education bodies requesting them to conduct workshops on NIRF ranking.

x. **Inclusion of more faculty members in the activities of IQAC** – In view of the need to train more faculty members for IQAC work, it is suggested that junior faculty members with sufficient years of service ahead, be included in the activities of IQAC on a regular basis. Faculty members can thus be trained for future leadership.



Dr.P.S.Paramaswaran
IQAC Coordinator

Co-ordinator

Internal Quality Assurance Cell

S D College

Alappuzha - 688 003



Dr.P.R.Unnikrishna Pillai
Principal & Chairman, IQAC

Dr. P.R.UNNIKRISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 3rd February 2021

A meeting of the IQAC was held on 3rd February 2021 at 2.30pm in the IQAC room.

Agenda: NIRF ranking participation

Members Present:

1. Dr.P.R.Unnikrishna Pillai, Principal & Chairman, IQAC
2. Dr.P.S.Parameswaran, Coordinator, IQAC
3. Dr. T. R. Anilkumar, Vice-Principal, IQAC member
4. Dr.Krishnan M, Joint Co-ordinator, IQAC
5. Dr.K.H.Prema, IQAC member
6. Ms. Saritha M, IQAC member
7. Dr.V.N.Sanjai, IQAC member
8. Dr. Lekshmi S, IQAC member
9. Dr. Sreekanth J.Varma, Nodal Officer (NIRF)
10. Dr. Jose Mathew, Assistant Nodal Officer (NIRF)

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Meeting started with a silent prayer.


- o Dr. P.S. Parameswaran, IQAC Coordinator, described the various parameters that will be considered for NIRF ranking. Parameters 2 and 5 will be analysed by 3rd party. Primary data of parameter 1,3 and 4 should be given by the Institute.
- o Dr. Sreekanth J Varma, Nodal Officer of NIRF of our college presented the data entered in the DCS. Dr.Sreekanth pointed out that the records of students who have been placed and student progression to higher education are less. Results of 2020 passout batches also not upto the mark. Strategies should be evolved to improve the above in all levels.
- o After verifying the data, the Principal gave consent to submit it to NIRF.




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- o Asst. nodal officer, Dr. Jose Mathew suggested for the regular updation of event register in departments, clubs and forums.

Meeting came to an end at 3.45pm.


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Principal & Chairman, IQAC
DR. P. R. UNNIKRISHNA PILLAI
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S.D. College, Alappuzha



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minutes of the meeting held on 8th February 2021

A meeting of the IQAC was held on 8th February 2021 at 10.30 am in the IQAC room.

Members Present

1. Sri. P. Krishnakumar (Manager)
2. Prof. S. Ramanand, Management Committee Member
3. Dr. P. R. Unnikrishnan Pillai, Principal & Chairperson
4. Dr.G.Nagendra Prabhu, Member, IQAC
5. Dr. Krishnan.M, Joint Coordinator, IQAC
6. Santhosh Kumar.S, Member, IQAC
7. Ashok Kumar.M.G, Member, IQAC
8. Saritha.M, Member, IQAC
9. Dr.V.N.Sanjai, Joint Coordinator, IQAC
- 10.Dr.Prema.K.H, Member, IQAC
11. Dr.Lekshmi.S, Member, IQAC
- 12.Dr.Sindhu Antharjanam, Member, IQAC
13. Dr.P.S.Parameswaran, IQAC Coordinator

Agenda

1. Approval of minutes -15/01/2020
2. Platinum Jubilee Celebrations
3. Miscellaneous Matters

Minutes

The Meeting started with a silent prayer at 10.30am. IQAC coordinator welcomed all members and the Principal presided over the meeting.

IQAC Coordinator started the discussion on the proposals of activities received from the department on the occasion of Platinum Jubilee Celebrations. Proposals collected by IQAC from each department have been compiled on the basis of Academic, Co-Curricular and extracurricular activities and discussed one by one.

a). Academic

1. Academic excellence initiatives for 100% results
2. Interdisciplinary seminars/ (International, National)
3. Nobel laureate lecture series.



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4. Student support activities like creation of book banks, question banks (digital), reading corner etc.
5. Launching certificate courses in each department, offering Sanskrit course the public etc.
6. Faculty Development Programmes

b). Non-Academic Activities

1. Film festivals, Quizzes, debates, exhibitions etc.
2. Sports and games for staff
3. Conduct of intercollegiate tournaments
4. Campus biodiversity mapping, Butterfly park
5. Guruvandanam Programme

c). Research and start up

1. Provision of seed money for student start up
2. Interdisciplinary research projects
3. Purchase of high and equipment
4. Publication of department level journals with ISBN/ISSN numbers.

d. Platinum Jubilee Scholarships/Awards

1. 75 freeships for students (waiving of college fees)
2. Platinum Jubilee Endowment scholarships for 1st and 2nd year students
3. Awards for Best Teachers – Male and Female
4. Best Department and Researcher awards
5. Awards to alumni – Academic/non-academic to be considered – a one time award
6. Distinguished alumni to be invited for Founders Day Celebrations. College level alumni association to be strengthened. Meeting of 75 year old alumni of S.D college may be conducted,

e. Institutional Branding

1. Youtube channel for college
2. Platinum Jubilee Album
3. History and landmarks of the college to be recorded.
4. Sponsoring cultural tests

f. Outreach Activities

- 1 Adoption of Villages
- 2 Tree planting for public
- 3 Trees inside the campus to be protected.

MAA



4 Platinum Jubilee Bhavanam programme

g. Other Initiatives

- 1 Office automation through MIS (Management Information System)
- 2 College auditorium complex- multipurpose
- 3 Upgradation of computers- Regular use of computers to be ensured
- 4 PG classrooms to be upgraded a smart rooms

Points discussed

-Dr.V.N.Sanjai suggested that a faculty member/staff be assigned the responsibility of the computer lab.

Mr.M.G.Ashok Kumar – Need for LAN, internet, provision for printouts, ID card printing. Camera surveillance to be ensured. Contribution of PTA should be ensured.

- A teaching staff to be given charge of the computer centre with one or two sub-staff to enable facilities like printouts, spiral binding.

II. PD fund utilization – Hon. manager entrusted Mr. Santhosh Kumar with the responsibility of utilizing PD funds in a timely manner. The funds should not to be allowed to lapse. Proper prioritization of requirements to be done.

Platinum Jubilee Infrastructure and Campus Development

1. General ambience of the college is to be improved. Graffiti wall can be given to students. Auditorium walls may be given to students as graffiti wall for creative work.
2. Strict measures to be taken to ensure discipline on campus. Teachers, staff and management should work together to control indiscipline. Miscreants should not be excused. Strict measures to be taken. Student volunteers should also be included in the discipline process.
3. Office space for PTA, alumni, health and counselling centre, placement cell, renovation of NSS and NCC rooms to be carried out
4. Renovation of Golden Jubilee Auditorium – roofing, flooring, air-conditioning to be done
5. **Campus beautification**
 - Repair of roads within the campus
 - Signboards and campus map
 - Renovation of entry gate and digital display board
 - Open air state to be constructed on campus



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Alappuzha 688 008

- Compound division between college campus and continuing education centre to be done
 - Dr. V. N. Sanjai suggested the construction of Platinum Jubilee Research Block
 - Public meetings in front of College gate should not be allowed. Intruders should not be allowed.
6. Campus beautification committee to be constituted with Dr.V.N. Sanjai and Dr.Jose Mathew as coordinators. Representatives from different departments to be included in the committee

Platinum Jubilee Celebrations – General Remarks


- 1 Prof. Ramanand – Committees should discuss each suggestion in terms of feasibility after receiving approval from the management for each item (idea) to be elaborated as a project.
- 2 Dr. Krishnan. M – Visibility of institutions to be ensured at the national level. Video/Audio recording facility should be upgraded for developing SWAYAM courses. The initiative can start off with creation of videos /audios in different subjects.
- 3 Suggestions made for platinum Jubilee Celebrations are in tune with NAAC, NIRF assessment criteria.
- 4 Dr. G. Nagendra Prabhu – Vision 2046 to be formulated for Centenary Year Celebrations.
- 5 Hon. Manager – Next meeting for finalizing platinum jubilee celebrations can be held without delay. Management Committee to discuss the proposal in detail.

V. Wifi Connection on Campus

Wifi routers purchase was delayed due to apprehensions of poor performance. Options like Kerala Vision, Railnet etc to be considered before fixing the service provider for the purchase of internet service for the next academic year.

Wifi Connection to computer lab. Technical committee to study and submit a report on the installation of WIFI in the computer lab. PTA also will offer assistance for the installation.

The meeting ended at 1.00 pm.


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 IQAC Coordinator

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Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 12th March 2021

A meeting of the IQAC with HODs and DIQAC coordinators was held on 12th March 2021 at 10.30AM in the IQAC room.

Members Present

1. Dr. P. S. Parameswaran (IQAC Coordinator)
2. Dr. Krishnan. M (Joint Coordinator)
3. Dr. V. N. Sanjai (Joint Coordinator)
4. Mr. Ashok Kumar. M. G, Member, IQAC
5. Saritha. M, Member, IQAC
6. Dr. C. Krishna Kumar (HOD, Chemistry)
7. Dr. Leena. P. Pai (HOD, English)
8. Dr. Asokan. V. C (HOD, Economics)
9. Dr. Sreekanth Varma
10. Capt. V. Anupama
11. Dr. Bindu. P. K
12. Dr. Bindu. P
13. Dr. R. Poornima
14. Dr. P. Girija
15. Smt. S. Arya
16. Smt. Sreelekshmi. S. Prabhu
17. Dr. R. Sreekumar

Agenda

1. Academic Audit

Minutes

1. Dr. P. S. Parameswaran, IQAC Coordinator, introduced the proposed academic audit. Proforma distributed to all HoDs. 7 criteria for audit 19-20, 20-21.

Briefed the following

File on semester plan

Departmental activity plans

DIQAC meetings and plans for next academic year- Action plans to be prepared.




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DIQAC minutes should be up to date
Department activity register to be maintained. Files on Add on course,
value added course organized by the department to be maintained.
Coverage of syllabus-Coverage of portions to be recorded and student
representatives to sign the document.

Paperwise records to be prepared on a monthly/weekly basis.

Result analysis to be included

- Revision of teacher's diary mooted for next academic year. Teacher wise semester plan
- Academic bodies-Proof of participation in academic bodies to be filed with copies of the invitation, duty certificate etc.
Participation in syllabus revision. Suggestions for syllabus revision to be filed and sent to the University through the Principal.
- Staff appointed as Question paper setters of Other Universities and Autonomous College should inform the details to IQAC with proof of appointment.
- Progress report file to be maintained, Biodata and Performance, Internal exam result analysis
- Biodata format to be recirculated for data collections
- Blood donation and other social service initiatives from all departments to be compiled and documented
- Details of library, department to be maintained. Student support activities to be recorded. Involvement of faculty in governance to be recorded.
Provision of common format and files by IQAC
Immovable and movable assets to be included in the same register (Reg-1 and 2) together.
Form for measuring student progression to be circulated.
Hon. Manager's visit to Departments tentatively fixed for last week of March
- Saturday 20, March 2021 to be devoted for file preparation.


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Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 23rd March 2021

A meeting of the IQAC was held on 23rd March 2021 at 11 AM in the IQAC room.

Members Present:

1. Dr. P. Unnikrishna Pillai – Principal & Chairperson
2. Dr.P.S. Parameswaran, IQAC Co-ordinator
3. Dr V N Sanjai, Joint Co-ordinator
4. Dr Krishnan, Joint Co-ordinator
5. Dr. G Nagendra Prabhu, Member IQAC
6. Dr Prema K H, Member IQAC
7. Dr Sindu Antharjanam, Member IQAC
8. Sri M G Ashok Kumar, Member IQAC
9. Smt. Saritha M, Member IQAC
10. Sri. Santhosh Kumar, Member IQAC
11. Sri Aravind K M, Member IQAC

AGENDA

Appraisal of IQAC Work

MINUTES

1. Briefing by IQAC Coordinator - AQAR -18-19 Uploaded. AQAR 19-20 to be prepared in a time bound manner. Implementation delay in IQAC Work due to the shortage of man-power was mentioned.
2. The report of activities of Anti Ragging Cell and Anti Sexual Harassment Cell should be promptly recorded. College Council decisions to be kept track of.
3. Action taken report- Plans for next academic year to be made
4. Upcoming programme- “Mentoring of Mentors” tentatively fixed for April 2nd week

Resource: Lakshmi Raju, Pune


Coordinator- Dr. Prasanth Pai, Department of Commerce

- 5 Office automation process (MIS) and consideration. Choice of software to be finalized. Selection of MIS- information sought from other colleges.



- 6 Implementation of IQAC decisions - Decisions taken by IQAC need to be discussed in staff meetings- Dr. V. N. Sanjai
Feedback of staff regarding matters like LMS may be collected through DIQAC co-ordinators -Dr. Krishnan. M
Selection of suitable MIS - A team consisting of office staff and faculty may conduct visits to other colleges (SB College, Mar Ivanios College) where MIS software is already under use. The team can examine the features of softwares make comparisons and choose one that is suitable as per institutional needs
- 7 Students feedback from final year students to be collected through Google Forms before March 31.
Names of faculty members engaging final year classes to be collected from various departments for the preparation of forms.
Separate forms for core subjects and open course to be prepared.
- 8 Training programmes for administrative staff-suggestions sought from staff. Programme on Lab safety to be given to laboratory support staff.
- 9 Suggestions sought on bulk collection and processing of TC forms for final year students. IQAC members offered positive suggestions and it was decided to suggest the strategy for bulk processing of TC forms to the next meeting of the college council for approval.
Registration of students to the alumni association may also be completed during the final week of the academic year. Nominal amount may be collected as fee for alumni association membership. The option of deducting alumni fee from caution deposit may also be considered.
- 10 Platinum jubilee celebrations. Feedback on IQAC's suggestions not yet received from the Management. IQAC to request the management for their feedback.


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Dr. P. R. Unnikrishna Pillai
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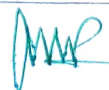
Dr. P. R. UNNIKRISHNA PILLAI
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Internal Quality Assurance Cell
Sanatana Dharma College, Alappuzha-688003

Action Taken Report on the decisions of the IQAC meeting (2020-2021)


Sl.No	Date of Meeting	Decisions	Action taken
1	22-06-2020	Comprehensive solid waste management system in the campus for managing organic and other solid wastes generated in the campus	Completed organic waste management plan (Aerobic compost system) in association with Alappuzha Municipality
2	22-06-2020	Establish special facility for women in the campus to cater to the increasing number of female faculty and students	Proposal submitted by Kerala State Construction Corporation is earmarked for this purpose
3	22-06-2020	AQAR data collection through Google forms.	Collected data using google forms
4	22-06-2020	Discussion & initial formalities from institution side with Google had been done	Implemented dedicated G-Suite account for the college.
5	22-06-2020	Proposed to reconstitute IQAC	Reconstituted IQAC.
6	22-06-2020	Draft a usage policy for the G-Suite account and official e-mail id	Drafted and implemented polity for G-Suite account
7	09-07-2020	Constitute a core committee for regular liaison with Management	Constituted 8 Member Committee
8	09-07-2020	Suggestion to include Expert members to IQAC as per norms	Included 5 expert members
9	13-07-2020	Delegation of duties to the newly nominated members	Duty assigned to the IQAC members
10	13-07-2020	Conduct Academic Administrative Audit by internal and external agencies	Internal audit carried out by IQAC
11	13-07-2020	Encourage national and international research projects and student startups	One international research project and student startup launched
12	13-07-2020	Convene a meeting of staff regarding AQAR submission	Convened all staff meeting on 13 th August, 2020



		and handling of classes during the COVID Pandemic.	
12	11-09-2020	Convene a meeting of the coordinators of newly constituted DIQACs	Convened a meeting of DIQAC coordinators.
13	11-09-2020	Starting of Add-on & Certificate Courses.	Certificate course on GST (NSQF approved) launched in February 2021.
14	28-12-2020	Conduct of online and offline classes.	Decided to conduct offline classes as per Govt. direction.
15	28-12-2020	Provide WiFi routers to all departments	WiFi routers installed in all departments
16	15-01-2021	Submission of AQAR 2018-2019	AQAR 2018-2019 submitted on 20-03-2021.
17	15-01-2021	College website upgradation	Website committee constituted and started revamping the college site. Migration to ac.in domain initiated.
18	15-01-2021	Decided to organize orientation programmes and workshops for faculty members leading to establishment of Teaching Learning Center.	Organized induction programme for guest faculty, Mentoring the mentors etc
19	15-01-2021	Reconstitution and streamlining of College Level Monitoring Committee (CLMC) functioning.	Reconstituted CLMC as per University guidelines.
20	15-01-2021	Improvement of toilet facility for Physically Challenged	New toilet for physically challenged students constructed in the north east corner of the main building.
21	15-01-2021	Induction Programme for first year UG students	Induction Programme for the first Year UG students conducted.
22	15-01-2021	Formulation action plan for Platinum Jubilee Celebrations. Decided to conduct a meeting on 8th February 2021.	Compiled the proposals received from all departments and staff members and present in the meeting on 8 th February 2021.

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23	15-01-2021	Implement MIS for the administrative and academic activities	Presentations and quotations from various service providers were called for. Suitable service provider (Campus Genie) was selected and trial run initiated in the month of May 2021.
24	15-01-2021	Updation of stock registers at the department and college level.	Directions were given to all departments and office.
25	15-01-2021	Take steps to improve ranking of the college in NIRF & ARIIA	Nominated Dr.Sreekanth Varma as Nodal Officer and Dr.Jose Mathew for NIRF. A dedicated meeting was held on 3 rd February 2021
24	03-02-2021	Finalised data for submission to NIRF.	Submitted data to NIRF portal.
25	08-02-2021	Finalised proposals on Platinum Jubilee Celebrations	Discussed the consolidated proposal in the meeting and submitted to Management for approval. Many proposals were approved and implemented.
26	12-03-2021	Discussions on modalities on Academic Audit	Proforma for audit distributed and directions were given to all department.
27	23-03-2021	Decided to organise the programme "Mentoring of Mentors" in the second week of April	Online programme on "Mentoring of Mentor" was organized on 12 th and 13 th April
28	23-03-2021	Selection of suitable MIS	Selected a MIS provider – Campus Genie and started the trial run in the month of May 2021.
29	23.03.2021	Bulk collection of TC forms and Collection of student feedback from final year students	Collected feedback forms from final year students and TC forms of all students were collected on the day of the project viva-voce


Dr. P. S. Parameswaran
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