

SANATANA DHARMA COLLEGE ALAPPUZHA



Minutes of IQAC Meeting 2021-22 & Action Taken report



INTERNAL QUALITY ASSURANCE CELL, S.D. COLLEGE, ALAPPUZHA

Sanatana Dharma College, Alappuzha -3	IQAC-Meeting 2021-2022	Meeting - 1
Venue – IQAC room Offline	Date : 16-07-2021	Time: 10.30 am

Agenda for the Meeting		
Sl.No	Points of Discussion	Discussion by
1	Review on previous IQAC meeting held on 23-03-2021 & Discussion on previous year's (20-21) activities.	IQAC Coordinator
2	Remarks on present new academic year activities	Principal
3	Discussion on present year's activities	
	a. Webinar on NAAC accreditation methodology	IQAC Coordinator
	b. 19-20 AQAR consolidation and submission	IQAC Coordinator
	c. 20-21 data collection	IQAC Coordinator
	d. Proposals to present the department activities for present academic year by HoDs.	Principal
	e. Coordinators of clubs, forums, NSS, NCC etc to present the plan of the present year's activity.	Principal
	f. MIS Final implementation decision- status report	Dr. M. Krishnan
	g. Academic calendar- Declaration of CE of S2PG, S2UG and S5UG by CLMC.	Principal
	h. Policy document preparation	Dr. V. N. Sanjai
	i. Fourth Accreditation process	Dr. G. N. Prabhu
4	Meeting of statutory bodies – Anti Ragging, Anti Sexual Harassment Cell, SC/ST cell, “Collegiate Student Grievance Redressal Committee” (CSGRC), Ethics Committee, Anti Narcotic cell	Principal
5	Budget and Annual Financial Statement – 21-22 present year budget and previous year statement	Principal
6	Annual report of IQAC 20-21 Annual report of College 20-21	IQAC Coordinator Principal
7	MIS SDC team- Nomination of ERP coordinators	Principal



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8	Visit to colleges which completed 4 th cycle of accreditation.	IQAC coordinator
9	Result improvement strategies	Vice Principal
10	Network providers for college with high bandwidth	Dr. M. Krishnan
11	Any other points with the permission of the chair	
Members Present		
1	Er. P. Krishnakumar, Manager	Sd/-
2.	Prof. S. Ramanand, SDV Trustees Representative	Sd/-
3.	Dr. P. R. Unnikrishna Pillai, Principal	Sd/-
4.	Dr. E. Krishnan Nampoothiri, Vice Principal	Sd/-
5.	Dr. P. S. Parameswaran, IQAC Coordinator	Sd/-
6.	Dr. V. N. Sanjai, Jt. Coordinator, IQAC	Sd/-
7.	Dr. M. Krishnan, Jt. Coordinator, IQAC	Sd/-
8	Dr. G. Nagendra Prabhu, Member	Sd/-
9,	Dr. K. H. Prema, Member	Sd/-
10.	Dr, M. G. Ashok Kumar, Member	Sd/-
11.	Dr. S. Lakshmi, Member	Sd/-
12.	Dr. Sindhu Antherjanam, Member	Sd/-
13.	Dr. Prasanth S Pai, Member	Sd/-
14.	Sri. Santhosh Kumar, Member	Sd/-

Apologies: Sarita. M & Aravind K Mohan

MINUTES

The meeting started with a silent prayer and welcome by the IQAC Coordinator. He observed that this is the first meeting during the current academic year which was delayed due to COVID 19 related lockdown and travel restrictions. Only one more year is left for the 4th cycle of A & A and there are several challenges to be overcome before the targets are achieved. Afterwards, the Principal made his opening remarks.

The important points mentioned and discussed are noted below:

Minutes of Meeting			
Sl.No.	Points of Discussion	Action By	Target date & Action taken
1	Review on previous IQAC meeting held on 23-03-2021 & Discussion on previous year's (20-21) activities.	IQAC Coordinator	



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The minutes of previous meeting held on 23rd March 2021 was read, updates were presented and passed.

Recent major events include:

The college is awaiting the NIRF ranking results. Some updates on publications were submitted by Dr. Sreekanth and IQAC Coordinator Application for DBT-STAR College has been submitted on June 1 by Dr. Jose Mathew and Dr. Sreekanth. They were congratulated for their efforts.

Two staff members Dr. G. Nagendra Prabhu & Dr. Sreekanth Varma have been included in the Global Ranking by A D Scientific Index. More staff members to be encouraged to make their online presence in Google Scholar and similar online platforms to get more visibility.

The meeting congratulated:

- The Principal, Dr. P. R. Unnikrishna Pillai for being elected to the Academic Council of the University of Kerala from Principals Constituency.
- Dr. E. Krishnan Nampoothiri on assuming charge as Vice Principal.
- Dr. K.H. Prema for receiving the first Patent from Sanatana Dharma College.
- Dr. M. Krishnan and Dr. S. Lakshmi have assumed charge as HoDs of Commerce and Physics.
- Dr. M. G. Ashok Kumar for securing Ph. D in Mathematics from Univ. of



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	<p>Kerala.</p> <ul style="list-style-type: none"> • Dr. Sindhu Antharjanam as Chief Superintendent of Examinations. 		
2	<p>Remarks on present academic year activities:</p> <p>Principal delivered general remarks on the present academic year. He stressed to give importance to academic activities as the present academic year is very crucial due to the lag of university examinations. He also pointed out the role of IQAC for the overall development of the college.</p>		
3	Discussion on present year's activities		
	<p>a. Webinar on NAAC accreditation methodology: A workshop on new methodology is to be organized at a convenient date with experts like Dr. Simon George Thattil, Dr. S. V. Sudheer and others from already accredited colleges.</p>	<p>IQAC Coordinator</p>	<p>1st week of September 2021 (Not organized due to busy schedule of academic activities after the COVID-19 Pandemic)</p>
	<p>b. 19-20 AQAR consolidation and submission IQAC will be speed up and finalise.</p>	<p>IQAC Coordinator</p>	<p>7th August (Submitted on 30th August)</p>
	<p>c. 20-21 data collection Under processing</p>	<p>IQAC Coordinator</p>	<p>15-10-2021 (Started)</p>
	<p>d. HoDs to present the department activities of present academic year. Presentation by HoDs on the current year's activities by each Department was suggested. IQAC will provide common guidelines for the presentation. Principal will inform all HoDs.</p>	<p>IQAC & Principal</p>	<p>14-8-2021 (IQAC initiated the process but only a few departments submitted the activities)</p>
	<p>e. Coordinators of clubs, forums, NSS, NCC etc to present the plan of the present year's activity.</p>	<p>Principal</p>	<p>29-07-2021 Not implemented successfully</p>



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	Meeting of Coordinators of Clubs and Forums is to be organized to streamline the current year's activities.		
	<p>f. MIS Final implementation decision- status report Adoption of MIS (ERP) – status report</p> <p>Based on the decision of the College Council on the suggestions by IQAC, a trial run is currently being carried out. More than 50 % of the staff are using the programme offered by M/S Campus Genie. Several rounds of trainings have been provided to staff collectively and Department wise. Full utilization is yet to be achieved. Manager & Prof. S. Ramanand suggested organizing more technical sessions to clear the doubts of staff. Authorised IQAC to negotiate with Campus Genie and adopt MIS from August 1, 2021. Principal will report this to the College Council in its next meeting.</p>	<p>IQAC</p> <p>Principal</p>	<p>1-8-2021 (Implemented) SDC Campus Genie was officially launched after the trial on 17th August 2021 (Chingam 1)</p>
	<p>j. Academic calendar- Declaration of CE of S2PG, S2UG and S5UG by CLMC.</p> <p>The meeting suggested the CLMC to draft a college specific academic calendar and fix tentative dates for the internal examinations.</p>	<p>Principal to inform CLMC Convenor</p>	<p>7-8-2021</p> <p>Academic calendar prepared. But due to the threat of COVID and lag of semesters it is decided to conduct the internal exams according to the convenience of the departments. The date should be intimated to CLMC.</p>
	<p>k. Policy document preparation</p> <p>The plans and policies of the College are being drafted and will</p>	<p>Dr. V. N. Sanjai</p>	<p>Target date: 15-8-2021 (Not</p>



	be presented within 3 weeks		completed) Policy document preparation started
	<p>1. Fourth Accreditation process Dr. Prabhu presented a brief methodology for the 4th cycle. It will be very difficult process and requested cooperation of all members and staff to complete the process.</p> <p>3 more faculty members can be identified to support each IQAC members in charge of the Criterion. They can be trained to take over the responsibility in the next cycle. The IQAC members can suggest their team.</p>	<p>Dr. G. N Prabhu</p> <p>IQAC</p>	<p>(not implemented)</p> <p>Principal will suggest more members under each criterion-in-charge.</p>
4	Meeting of statutory bodies – Anti Ragging, Anti Sexual Harassment Cell, SC/ST cell, “Student Grievance Redressal Committee” (SGRC), Ethics Committee, Antinarcotic cell		
	NAAC mandates the formation of the above committees. Existing committees on related areas can be modified as per UGC guidelines.	Principal to take necessary steps	
5	Budget and Annual Financial Statement – 21-22 present year budget and previous year account statement		
	Audited annual financial statements and institutional budget is to be uploaded along with Budget of Alumni Association.	Aravind from Office and Ms. Aswathi from Commerce will coordinate this	31-08-2021 Audited. Budget of Alumni association not prepared.
6	Annual report of IQAC 20-21 & Annual report of College 20-21		
	The IQAC will draft a report on its activities and present it. 17 webinars were organized by IQAC alone and in collaboration with others.	<p>IQAC coordinator</p> <p>Principal</p>	<p>31-8-2021</p> <p>Report of 20-21 prepared.</p>



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	The Principal informed that no annual report had been prepared for the last 2 years due to various reasons.		
7	MIS SDC team-ERP coordinators		
	ERP Coordinators and other technical details to be discussed and finalized. IQAC Coordinator suggested names like Dr. Sreekanth, Mr. Amal etc. Principal will suggest ERP Coordinators in consultation with others.	Principal	1-8-2021 (Implemented)
8	Visit to colleges completed 4th cycle of accreditation.		
	Coordinator stressed the need to visit nearby colleges that have gone through the 4 th cycle of A & A. The request was approved by the Manager.	IQAC coordinator	15-9-2021 (No action taken)
9	Result improvement strategies		
	The Vice Principal introduced the need for specific action plan to improve the results. Dr. M. Krishnan shared his experience at the Dept. of Commerce by a focused approach. The Manager suggested a "Platinum Jubilee Challenge" to achieve the goal of 0 % failure. Dr. K. H. Prema suggested that an analysis is to be carried out after the internal examination also. Dr. Prabhu suggested a holistic approach from the time of admission onwards. The Vice Principal volunteered to discuss with others and suggest and action plan soon.	Vice Principal	A report submitted to IQAC. IQAC requested to some modifications and requested Vice Principal to convene Academic Reforms committee meeting
10	Network providers for college with high bandwidth		
	Dr. M. Krishnan, in-charge of criterion IV, presented a comparative table on quotations	Dr. M. Krishnan	15-8-2021 (Implemented)



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	received. The meeting directed him to consult the Technical Committee and suggest a final plan.		
11	<p>Any other points with the permission of the chair</p> <p>Platinum Jubilee Celebrations – Dr. G. Nagendra Prabhu, Coordinator reported the activities organized so far about the Platinum Jubilee Celebrations. The Governor’s decision is awaited for the formal launch.</p> <p>New IP Cell – Dr. K. H. Prema suggested that an IP Cell may be constituted in association with KSCSTE. She volunteered to liaise with KSCSTE to achieve this.</p> <p>The visit of Manager to all Departments has not materialized due to COVID.</p> <p>IQAC Coordinator requested a dedicated part-time assistant for carrying out the compilation and other work related to NAAC. The Manager will discuss about the possibility and inform.</p>		

The meeting ended at 1.45 pm with a vote of thanks by the Vice-Principal.



Dr. P. S. Parameswaran
(IQAC Coordinator)



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

16/7/2021

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



INTERNAL QUALITY ASSURANCE CELL, S.D. COLLEGE, ALAPPUZHA

Sanatana Dharma College, Alappuzha-3	IQAC-Meeting 2021-2022	Meeting - 2
Venue – IQAC room Offline	Date : 03-11-2021	Time: 3.30 pm


Agenda for the Meeting		
Sl.No	Points of Discussion	Discussion by
1	Orientation programme for recently joined faculty members	IQAC Coordinator
2	Preparation of AQAR 2020-2021	IQAC Coordinator
3	NIRF registration	IQAC Coordinator

Members Present		
1.	Dr. P. R. Unnikrishna Pillai, Chairman & Principal	Sd/-
2.	Dr. P. S. Parameswaran, IQAC Coordinator	Sd/-
3.	Dr. M. Krishnan, Jt. Coordinator, IQAC	Sd/-
4.	Dr. G. Nagendra Prabhu, Member	Sd/-
5.	Dr. K. H. Prema, Member	Sd/-
6.	Dr, M. G. Ashok Kumar, Member	Sd/-
7.	Dr. Prasanth S Pai, Member	Sd/-

The meeting started with a silent prayer and welcome by the IQAC Coordinator

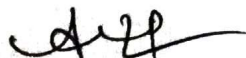
Minutes of the Meeting		
Points of Discussion	Action By	Target date & Action taken
Orientation programme for recently joined faculty members: Decided to organize orientation programme for the newly joined 23 faculty members. Principal suggested a three day FDP. After discussion it is decided to conduct the programme from 18 th November to 20 th November. Principal entrusted IQAC coordinator to organize the	IQAC Coordinator	Organised the programme from 18 th November to 20 th November as decided in the IQAC meeting





Principal
S.D. College, Alappuzha

<p>programme. The decided technical sessions in the programme are:</p> <ol style="list-style-type: none"> 1. SDC – Past, Present & Future 2. Get to know each other - Ice Breaking Session (PANACEA - a 360 degree solution programme) 3. IQAC & College Extension Programmes 4. Human Values, Professional Ethics & Team Work 5. Outcome Based Education 6. Teachers as Mentors 7. Teaching – an Art or Science 8. Special Session on Y-Break 		
<p>Preparation of AQAR 2020-2021: The data collection of 2020-2021 has started. Criterion-wise groups for data collection, processing and improvements were decided and informed to the Criterion-in-charges.</p>	<p>IQAC coordinators and IQAC members</p>	<p>AQAR 2020-2021 preparation started</p>
<p>NIRF registration Data collection for the preparation of NIRF was started by IQAC and necessary documents were given to NIRF Coordinator. IQAC coordinator requested all members to help NIRF Coordinator to secure all data from the depts/faculty/principal office.</p>	<p>NIRF Coordinator Dr. Sreekanth J. Varma</p>	<p>Data collection for the preparation of NIRF was started by IQAC and necessary documents were provided to NIRF Coordinator. The data for NIRF 2022 was uploaded on 17th February 2022.</p>

The meeting ended at 4.30 pm with a vote of thanks by IQAC Coordinator


Dr. P. S. Parameswaran
(IQAC Coordinator)


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

03-11-2021

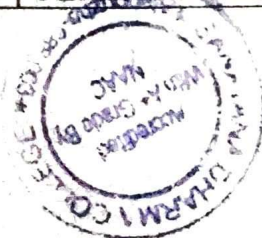
Dr. P.R. UNNIKRISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha



INTERNAL QUALITY ASSURANCE CELL, S.D. COLLEGE, ALAPPUZHA

Sanatana Dharma College, Alappuzha - 3	IQAC-Meeting 2021-2022	Meeting - 3
Venue – IQAC room Offline	Date : 21-12-2021	Time: 10.30 am

Agenda for the Meeting		
Sl.No	Points for Discussion	Discussion by
1	Review on previous IQAC meeting held on 16.07.2021 & 3.11.2021.	IQAC Coordinator
2	Remarks on present academic year's activities	Principal
3	Discussion on present year's activities	
	a. Webinar on NAAC accreditation methodology	IQAC Coordinator
	b. 20-21 data collection	IQAC Coordinator
	c. SAAS (MIS/ERP) implementation - status	IQAC Coordinator
	d. CE of S3PG, S1 PG, S1 UG, S3UG and S6UG by CLMC.	Principal
	e. Policy document preparation	Dr. V. N. Sanjai
	f. Fourth Accreditation process, SSR preparation	Dr. G. N. Prabhu
	g. Submission of AQAR 20-21	IQAC Coordinator
	h. Nomination of AISHE Coordinator	IQAC Coordinator
	Best Practice 2021-2022	IQAC Coordinator
	i. Formation of Sanatanam Teaching Learning Center (STLC)	
	ii. SDC Campus Genie (MIS/ERP)	
	j. Starting of Certificate Courses- DCA & Logistics of CCEK	IQAC Coordinator
	k. MoUs with other institutions – Need to discuss in dept level, approval from IQAC/College Council & written request to Manager through Principal.	
4	Meeting of statutory bodies – Anti-ragging, Anti Sexual Harassment Cell (Internal Complaints)	Principal



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	Committee), SC/ST cell, "Collegiate Student Grievance Redressal Committee" (CSGRC), Ethics Committee, Anti-narcotic cell	
5	Budget and Annual Financial Statement	Principal
6	Annual report of IQAC & Annual report of College	IQAC coordinator
7	Result improvement strategies	Vice Principal
8	CAS – role of IQAC	IQAC coordinator
9	Platinum Jubilee Celebrations	
10	Any other points with the permission of the chair	
MEMBERS PRESENT		
1	Er. P. Krishnakumar, Manager	Sd/-
2	Prof. S. Ramanand, SDV Trustees Representative	Sd/-
3	Dr. P. R. Unnikrishna Pillai, Principal	Sd/-
4	Dr. E. Krishnan Nampoothiri, Vice Principal	Sd/-
5	Dr. P. S. Parameswaran, IQAC Coordinator	Sd/-
6	Dr. M. Krishnan, Jt. Coordinator, IQAC	Sd/-
7	Dr. G. Nagendra Prabhu, Member	Sd/-
8	Dr. K. H. Prema, Member	Sd/-
9	Dr. S. Lakshmi, Member	Sd/-
10.	Dr. Sindhu Antherjanam, Member	Sd/-
11.	Dr. Prasanth S Pai, Member	Sd/-
12.	Ms.Saritha M., Member	Sd/-

Apologies: Dr. V. N. Sanjai, Dr. M. G. Ashok Kumar, Sri. Santhosh Kumar & Sri. Aravind K Mohan

The meeting started with a silent prayer and welcome by the IQAC Coordinator. Afterwards, the Chair of IQAC & Principal made his opening remarks.

Principal briefed the present infrastructural development in the campus. He congratulated the Physical Education Department for the outstanding performance of SD College in the University Athletic Meet. He also appreciated the team IQAC for coordinating the Faculty Development and Orientation Programme – 2021 for the newly recruited faculty members. The pre Academic & Administrative Audit visit by IQAC was successful. He also mentioned the need of spending extra one



hour in the college by all faculty members to assist IQAC in view of the fourth cycle accreditation.

After the Principal introductory remarks IQAC Coordinator initiated the discussion by presenting agenda.

The important points mentioned and discussed are noted below:

Minutes of Meeting			
Sl.No.	Points of Discussion	Action By	Target date & Action taken
1	<p>Review on previous IQAC meetings held on 16.07.2021 & 3.11.2021. Discussion on previous year's (20-21) activities.</p> <p>The minutes of previous meeting held on 16th July and 3rd November were read, updates were presented and passed. IQAC coordinator mentioned his concern over the pending actions of the previous decisions.</p> <p>The implementation of ERP-'SDC Campus Genie' and Improvement of WiFi connectivity & enhancement of WiFi bandwidth were the two major actions undertaken by IQAC. He also mentioned about the continuous conduct of the pending University examinations and evaluation of answer scripts after the reopening (due to COVID) of the institution has become a major hurdle for the implementation of quality enhancement activities in the college.</p>	IQAC Coordinator	
2	Remarks on present new academic year activities: Already mentioned in the presidential address.	Principal	
3	Discussion on present year's activities		
	<p>a. Webinar on NAAC accreditation methodology: A workshop on new methodology is to be organized at a convenient date.</p>	IQAC Coordinator	By last week of January 2022 or 1 st week of



	<p>IQAC coordinator approached Dr. Gabriel Simon Thattil, Director, IQAC, University of Kerala and requested for a convenient date. Offline meeting will be organized for all staff and a separate meeting for IQAC and DIQAC members.</p>		<p>February 2022. (Not organized as the resource person was busy with NAAC accreditation of the University of Kerala)</p>
	<p>b. 20-21 data collection Under processing & AQAR 2021 will be submitted by 20th January</p>	<p>IQAC Coordinator</p>	<p>15-1-2022 & 20-01-2022 Data collection process started.</p>
	<p>c. Sanatanam Academic and Administrative System[SAAS/SDC Campus Genie] (MIS/ERP) Final implementation decision- status</p> <ul style="list-style-type: none"> • Lesson planning not being fully utilized by faculty members. • Attendance entry being done through SAAS/SDC Campus Genie • Departmental level training on SAAS/SDC Campus Genie may be provided before 15th January. • Work diary to be replaced by the reports generated through SAAS/SDC Campus Genie. • One or two faculty per department may be provided advanced training in the use of SAAS/SDC Campus Genie. That faculty may help/guide others. (Suggested by Dr. E. Krishnan Nampoothiri) • The present system of the use of attendance registers should be followed for UG classes, but the attendance of PG classes should be done in SAAS/SDC Campus Genie without the conventional student attendance register. (Suggested by Dr. M. Krishnan). 	<p>SAAS coordinators - Dr. Meena Janardhanan Sri. Amalraj</p>	<p>Not submitted 15th January 2022. Necessary hands on training were given to departments on the usage of ERP Core group was formed for the timely communication of the actions/queries that have to be rectified as early as possible.</p>



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	<ul style="list-style-type: none"> • A deadline to be given for the completion of lesson plans, regular attendance marking through SAAS/SDC Campus Genie. HoDs should strictly monitor the use of SAAS for all academic purposes by faculty members. (Suggested by Manager, Sri. P. Krishnakumar). • Frequent changes in time-table, shift from online to offline classes, derailed semester plans due to pending examinations acted as barriers to the full-fledged use of SAAS/SDC Campus Genie. 		
	<p>d. Common time table based internal examination to all S3 PG, S1 PG, S1 UG, S3 UG and S6 UG.</p> <ul style="list-style-type: none"> • Decision to conduct internal exams in the afternoon session between 15th February to 28th February. 	CLMC Convenor	15 th February to 28 th February Exams were conducted as per the schedule by the departments
	<p>e. Policy document preparation. Policy document to be prepared by Dr.V.N.Sanjai. Dr.Vishnu Sreevalsan of Dept. of History will assist him for the preparation.</p>	Dr. V. N. Sanjai	31 st January Policy document prepared and approved by the Principal
	<p>f. Fourth Accreditation process</p> <ul style="list-style-type: none"> • Approved the list of criterion wise group submitted by IQAC coordinator. • Need to visit recently accredited college with A++ 	Dr. G. N Prabhu	Visit A++ grade institution by 20 th February (Not materialized)
	<p>g. Nomination of AISHE Coordinator & a team for AISHE data collection and uploading</p> <ul style="list-style-type: none"> • Decided to nominate Dr. Jose Mathew, Assistant Professor, Dept of Botany as AISHE Coordinator. • Both the NIRF and AISHE related matters should be carried out by a single team. Hence the NIRF team is decided to expand with 4 more faculty members to overall 		



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	<p>processing of NIRF and AISHE related works.</p> <p>Newly nominated teachers- Ms. Gopikrishna (History), Dr. Roshmi Thomas (Microbiology), Dr. Chinmay (English) & Dr. Chithra Sekhar (Chemistry)</p>		
	<p>h. Best Practices 2021-2022</p> <ul style="list-style-type: none"> • Formation of Sanatanam Teaching Learning Center (STLC) & SDC Campus Genie • IQAC decided to launch Sanatanam Teaching Learning Center (STLC). The official launching will be on 15th January with an FDP on Excel jointly with Commerce department. <p>• The newly launched SDC Campus Genie, an Enterprise Resource Planning/Management Information System. This is new practice started in the campus both for the Academic and Administrative purpose.</p>	<p>Principal to take necessary steps</p> <p>IQAC Coordinator</p>	<p>15-1-2022</p> <p>Sanatanam Teaching Learning Center was officially inaugurated by Sri. P. Krishnakumar, Manager, SD College. A keynote address was delivered by Dr. Edamana Prasad, former Head, TLC, IIT Madras.</p> <p>Already launched in the month of August 2021 and running successfully.</p>
	<p>1. Starting of Certificate Courses- DCA & Logistics of CCEK</p> <ul style="list-style-type: none"> • Decided to start Certificate courses offered by Center for Continuing Education Kerala (CCEK) on Diploma in Computer Applications (DCA) - 6 months and Professional 	<p>IQAC</p>	<p>31-1-2022</p> <p>Initial discussion with CCEK was started. Since the academic year is nearing</p>



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	Diploma in Shipping and Logistics- 1 year for the regular student in the campus.		to an end, it was decided to start the DCA and Logistics course from the next academic year.
	<p>j. MoUs with other institutions – Need to discuss in Dept level, approval from IQAC / College Council & written request to Manager through Principal.</p> <ul style="list-style-type: none"> • Uniform procedure to be followed by all departments. Discussion on collaboration with any institute/industry should be properly minuted in the department level meeting. The request from the HoD / Coordinator to Manager should be forwarded through Principal. A copy of the request & signed MoU shall be filed in IQAC. • Received consent from the Management to the request of TKM College, Kollam for MoU with SD College. 		<p>MoU with one industry, Center for Continuing Education Kerala (CCEK) and a few institutions were signed.</p> <p>Signed the MoU with TKM College, Kollam.</p>
4	Meeting of statutory bodies – Anti-ragging, Anti Sexual Harassment Cell (Internal Complaints Committee), SC/ST cell, “Collegiate Student Grievance Redressal Committee” (CSGRC), Ethics Committee, Antinarcotic cell		
	<ul style="list-style-type: none"> • Regular meeting of the Statutory bodies should be monitored. In this regard IQAC decided to give charge to Dr. Lekshmi S (Coordinator – Antinarcotic cell) who is in charge of Criterion VI to monitor the same. 	Principal & Dr. Lekshmi S	
5	Annual Financial Statement –Previous year account statement		
	The overall charge of annual financial statement related duties given to Dr.	Dr. Krishnan	Executed

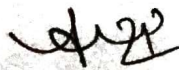


	M. Krishnan. Sri. Aravind (Office) and Ms. Aswathy S (Commerce Dept) will assist Dr. Krishnan in this matter.		
6	Annual report of IQAC & College		
	Dr. E. Krishnan Namboothiri, Vice Principal volunteered to prepare the Annual report of the college and Dr. Prasanth S Pai, who is the charge of the event register, expressed his readiness to prepare the Annual report of IQAC.	Dr. E. Krishnan Namboothiri & Dr. Prasanth S Pai	Executed
7	Result improvement strategies		
	Dr. E. Krishnan Namboothiri in-charge of Result improvement strategies explained the strategies adopted in the college. <ul style="list-style-type: none"> • Induction programme for newly admitted students. • Examination orientation for the students. • Previous question paper discussion • Remedial sessions for weak students etc were planned 	Dr.E.Krishana Namboothiri	Both the induction and examination orientation were provided to the first year students.
8	Career Advancement Scheme & Annual Self-Appraisal Report		
	<ul style="list-style-type: none"> • Principal directed IQAC that PBAS for CAS promotions need not be check and counter signed by IQAC. • Copy of the PBAS to be given to the IQAC after screening/selection committee. • Discussed the need of filing the Annual Self-Appraisal Report. A proper collection and compulsory filing of Annual Self-Appraisal Report from faculty members are not taken up seriously. It is decided to collect the Annual Self-Appraisal Report of 20-21 from all faculty members before 28th February. The report of 21-22 on or before 30th June 2022. • IQAC requested Principal to circulate a notice regarding the 	Principal	28-2-2022 Notice related to the filing of Annual Self-Appraisal Report was circulated among faculty members.



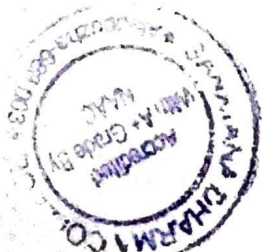
	<p>submission of Annual Self-Appraisal Report annually.</p> <ul style="list-style-type: none"> • Manager Sri. P. Krishnakumar directed Principal to submit the list of teachers who haven't applied for the promotion through CAS 		
9	Platinum Jubilee Celebrations		
	<ul style="list-style-type: none"> • Construction of Platinum Jubilee Auditorium – Initiation expected in January 2022. Governor is expected to the Stone Laying Ceremony of the proposed auditorium. • Dr. G. N. Prabhu, Coordinator of Platinum Jubilee Celebrations, expressed his happiness in organizing of several Department level programmes in connection with the Platinum Jubilee celebrations. 		<p>All departments were organized seminars/work shops/other programmes in connection with Platinum Jubilee Celebration of the college.</p>
10	<p>Any other points with the permission of the chair</p> <ul style="list-style-type: none"> • A Green Army Concept was introduced by IQAC to maintain the campus neat and clean. • Take necessary action to speed up the process for sanctioning the accumulated PD fund from Deputy Director's Office, Ernakulam. • Suggested to conduct a college level "Adalat" to clear the pending service matters of teaching staff. • Appreciated the SDC student teams who received the Kerala University Innovation and Incubation Centre's Assistance and the students start-up Eichho Tech for participating in Rural Innovators' Meet. • Appreciated English department for extending support in content writing for College Website updation 		

The meeting ended at 1.30 pm with a vote of thanks by Dr. K. H. Prema.


Dr. P. S. Parameswaran
IQAC Coordinator


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

21-12-2021



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

INTERNAL QUALITY ASSURANCE CELL, S.D. COLLEGE, ALAPPUZHA

Sanatana Dharma College, Alappuzha - 3	IQAC-Meeting 2021-2022	Meeting - 4
Venue – IQAC room Offline	Date : 26-04-2022	Time: 10.30 am

Agenda for the Meeting

Sl.No	Points of Discussion	Discussion by
1	Welcome & Review of 2021-2022 academic year activities	IQAC Coordinator
2	Remarks by Chairman	Principal
3	Remarks by Sri. Krishnakumar, Manager, SDC & Sri. Ramanand, Management Committee member	
3	Discussion on	
	a. PBAS Submission	IQAC Coordinator
	b. TC/CC Applications – Through departments	IQAC Coordinator
	c. Feedbacks from students through Campus Genie	IQAC Coordinator
	d. Website updation	IQAC Coordinator
	e. 4 th Cycle accreditation – IIQA (Institutional Information for Quality Assessment) & SSR	IQAC Coordinator
	f. Updates on Platinum Jubilee celebrations	Dr.G.N.Prabhu
	g. Any other matter with the permission of the chair	
4	Farewell to Principal & Vice Principal	

Members Present

1	Er. P. Krishnakumar, Manager	Sd/-
2.	Prof. S. Ramanand, SDV Trustees Representative	Sd/-
3.	Dr. P. R. Unnikrishna Pillai, Principal	Sd/-
4.	Dr. E. Krishnan Nampoothiri, Vice Principal	Sd/-
5.	Dr. P. S. Parameswaran, IQAC Coordinator	Sd/-
6.	Dr. M. Krishnan, Jt. Coordinator, IQAC	Sd/-
7.	Dr. G. Nagendra Prabhu, Member	Sd/-



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8.	Dr. K. H. Prema, Member	Sd/-
9.	Dr. M. G. Ashok Kumar, Member	Sd/-
10.	Dr. Sindhu Antharjanam, Member	Sd/-
11.	Dr. Prasanth S Pai, Member	Sd/-
12.	Sri. Santhosh Kumar, Member	Sd/-
13.	Sri. Aravind K.M.	Sd/-

Apologies: Dr. V. N. Sanjai & Dr. S. Lekshmi

The meeting started with a silent prayer and welcome by the IQAC Coordinator. Afterwards, the Chair of IQAC & Principal made his opening remarks.

Principal remarked on the achievements of the institution during the academic year 2021-2022. He pointed out that many queries from UGC regarding fund utilization are coming to college office even though all utilized funds were settled. It needs to be looked into and resolved. He also reported the solid waste sorting plant and aerobic compost plant funded by the Alappuzha Municipality has been inaugurated by Municipal Chairman on 24th April. Principal and Chairman of IQAC made farewell remarks and message to IQAC members on the occasion of his retirement.

After the Principal's remarks, IQAC Coordinator initiated the discussion by presenting agenda.

The important points mentioned and discussed are noted below:

Minutes of Meeting			
Sl.No.	Points of Discussion	Action By	Target date and Action Taken
1	<p>Review of 2021-2022 academic year activities.</p> <p>The minutes of previous meeting held on 21st December 2021 was read, updates were presented and passed.</p> <p>IQAC Coordinator presented the major activities of 2021-22 academic year.</p> <ul style="list-style-type: none"> • DBT star college application filed first time by the college and online presentation was made by Dr. Jose Mathew. Dr. Sreekanth J. Varma also contributed to the presentations for the same. 		



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	<ul style="list-style-type: none"> • MPLAD fund of 14 Lakhs (₹.14,00,000/-) from Sri. Arif, M.P. of Alappuzha Constituency is sanctioned for the purchase and installation of Visual Display Units (LCD Projector-16 Nos. and Digital Podium – 4 Nos.) as part of Platinum Jubilee Celebration of the college. • MPLAD fund of 30 Lakhs (₹.30,00,000/-) from Sri. A. K. Antony, MP (Rajya Sabha) for the construction of First Floor of the APJ Abdul Kalam Research Center as a part of Platinum Jubilee Celebration of the college. • Successful implementation of ERP system (SDC Campus Genie) integrating both the administrative and academic activities is a quality enhancement initiative of IQAC. • The Faculty Development and Orientation programme for the newly joined faculty members and that leads to the launching of Sanatanam Teaching Learning Center (STLC) is another achievement of IQAC • A Green Army Concept was introduced by IQAC to maintain the campus neat and clean. • The mandatory AISHE data were submitted and participated in NIRF ranking process. • Achievements in Sports and University Youth Festivals were remarkable. 		<p>The process of procuring the Visual Display units was started at the end of May 2022.</p> <p>Directions from the District Collector were given to BDO, Ambalappuzha (Implementing Officer) to furnish the detailed estimate of the work.</p> <p>One day FDP on MS Excel and 9 day online FDP on “The Essence and Essentials of Teaching” were conducted by STLC</p> <p>Dr. Priya P.S., Assistant Professor, Dept. of Commerce Coordinated the activities.</p>
2	Remarks by Chairman		
	Remarks by Sri. P. Krishnakumar, Manager, SDC		



	<p>Sri. Ramanad, Management Committee member</p> <p>Both Sri. P. Krishnakumar and Prof. Ramanand made their remark at the end of the meeting</p> <p>Remarks by Sri. P. Krishnakumar:</p> <p>HoDs may be assisted by faculty members in the completion /implementation of IQAC related activities. Use of SDC Campus Genie needs to be done compulsorily.</p> <p>Result improvement – Effort needs to be taken for 100% result. He also mentioned that faculty must address the all-round development of students and not limited to academics. He appreciated IQAC for its efforts in quality enhancement.</p> <p>Remarks by Prof. Ramanand:</p> <p>All the shortcomings need to be addressed. He appreciated the team work of IQAC.</p> <p>Both Sri. P. Krishnakumar and Prof. Ramanand offered their farewell message to Dr. P. R. Unnikrishna Pillai and Dr. E. Krishanan Nambhoothiri</p>		
3	Discussion on		
	<p>a. PBAS Submission</p> <p>All faculty members had been instructed to submit PBAS. Appraisal from office staffs also to be collected from this academic year.</p>	Principal	The collection of Self Appraisal from non-teaching staffs was not finalized.
	<p>b. TC/CC Applications – Through departments.</p> <p>TC and CC applications from all students should be collected by the department on the project presentation day. Alumni Association Form may also be issued on the same day. IQAC suggested to collect ₹. 100/- as</p>	Dept. HoDs	Instructed departments to collect the TC and CC applications on the project presentation day.



	<p>alumni registration fee – 50% of the fee may be given to College Alumni and 50% to Dept. Alumni.</p>		
c.	<p>Feedbacks from students through SDC Campus Genie. Feed back collection (Campus Satisfaction, curriculum and student feed back on teachers) was enabled through SDC Campus Genie. Dr. K.H.Prema expressed her dissent on the method of feedback collection using external agency. This needs to be done through Head of the Department to maintain confidentiality. Dr. Krishnan M commented that HoD level collection of feedback has been ineffective during previous years. It needs to be centralized either through google form or SDC Campus Genie. Processing of the feedback collected through HoD is not reliable. Dr. M.G. Ashok Kumar explained that the assessment of the collected feedback is to be done through the software like SPSS. The process at the internal level is tedious. Prof. S. Ramanand said, Dept level feed back is not feasible. It has not been effective in previous years. Dr. Nagendra Prabhu supported feedback collection through SDC Campus Genie.</p>	<p>Coordinator, SDC Campus Genie</p>	<p>Decision: Feedback through SDC Campus Genie to be continued. Reliability of TC and CC issue through SDC Campus Genie needs to be ensured</p>
d.	<p>Website updation www.sdcollege.ac.in website updation is not completed. Sri. P.Krishnakumar, Manager, suggested to convene a meeting of website committee. He also suggested to include Sri. Arun</p>	<p>Sri. Arun Kishore, Librarian</p>	<p>Decision: Website charge given to Sri. Arun Kishore</p>



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	<p>Kishore, Librarian in the website Committee.</p> <p>Dr. M.G.Ashokkumar, the present Coordinator of Website, explained the present situation. The incompetency of the technical team behind the website is causing lag. He also expressed his willingness to handover the charge to Sri. Arun Kishore.</p>		
	<p>d. 4th Cycle accreditation - IIQA(Institutional Information for Quality Assessment) & SSR.</p> <p>The process can be started only after submitting the AQAR 2020-2021. Coordinator suggested to get advices from IQAC Coordinator NAAC A++ institutions.</p> <p>IQAC Coordinator informed the in-charges of the criteria about the changes in the AQAR format.</p>		<p>Decided to submit AQAR 2020-2021 on 15th May 2022</p>
	<p>e. Updates on Platinum Jubilee celebrations</p> <p>Coordinator of Platinum Jubilee Celebrations and IQAC member, Dr. G. Nagendra Prabhu informed the management decision to extend the celebrations to 2022-2023 as well. He also mentioned about MP Fund procured in association with Platinum Jubilee Celebrations.</p> <ol style="list-style-type: none"> 1. 14 Lakhs -To purchase and install Visual Display Units from MPLAD fund of Sri. Arif M.P.- 16 LCD projectors and 4 digital podium. Purchase order placed – Total bill amount - ₹.14,24,000/- . ₹.24,000/- to be met by Management and ₹.1,97,000/- by PTA. 2. 30 Lakhs – From MPLAD fund from Sri. A. K. Antony, MP Rajya Sabha – Construction of First 	<p>Dr.G.Nagendra Prabhu.</p>	<p>Tender process was done through GEM portal. Identified the class rooms / seminar halls to install the LCD projectors and podiums.</p> <p>A meeting was arranged with the representatives of the Management and Officials of the Ambalappuzha Block Development Office.</p>



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	<p>floor of the APJ Abdul Kalam Research Center.</p> <p>3. Auditorium Construction – Approval by Municipality is pending. Formal stone laying ceremony may be conducted immediately after approval is received.</p> <p>4. Numerous activities were organised by all departments in connection with Platinum Jubilee Celebrations of the college.</p>		
	<p>f. Any other matter with the permission of the chair</p> <p>Dr. G. Nagendra Prabhu mentioned about the visit of the UK team in connection with International Project. An interaction meet on the running collaborative project with SD College will be on 6th May at IQAC room.</p>		<p>The Project team visited SD college and an interaction meeting was held on 6th May 2022.</p>
4	<p>Farewell to Principal & Vice principal IQAC felicitated the retiring Principal and Vice principal with Ponnadai.</p>		

The meeting ended at 1.30 pm with a vote of thanks by Dr. K. H. Prema.



Dr. P. S. Parameswaran
IQAC Coordinator



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

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

26/04/2022

