

**INTERNAL QUALITY ASSURANCE CELL, SANATANA DHARMA
COLLEGE, ALAPPUZHA-3**

Sanatana Dharma College, Alappuzha -688003	IQAC-Meeting 2022-2023	Meeting - 1
Venue – IQAC room	Date : 10-08-2022	Time: 10.30 am

Agenda for the Meeting

Sl.No	Points for Discussion	Discussion by
1	Review on previous years activities	IQAC Coordinator
2	Remarks on academic year 2022-2023 activities	Principal
3	Discussion on Previous year's activities and Strategies for present year's activities	
	a. 20-21 AQAR Submission.	IQAC Coordinator
	b. Curriculum implementation, Implementing strategies to follow academic calender published by University. Follow up of % subject coverge from faculty. Involvement of faculty in syllabus revision. Starting of Certificate Courses- DCA & Logistics of CCEK and other certificate courses.	Dr.V.N.Sanjai
	c. Result Analysis of UG Programmes (2019-2022) & Result Improvement Strategies. Effective implementation OBE Effective tutorial and mentoring strategies	Smt. Saritha M.
	d. MoUs with Institutions/Industries for internships and collaborative research works, funding for research activities 2022-2023	Dr.G.Nagendra Prabhu
	e. Technical upgradations in the campus, Library Usage Strategies, LMS Usage, Annual Financial Statement 2021-2022	Dr.M.Krishnan



[Handwritten Signature]

	f. Admission process for 2022-2023 academic year. Department level Alumni meeting coordination, Capacity building and skill development strategies Career Counseling, Counseling Center activities	Dr.M.G. Ashok Kumar
	g. SAAS (MIS/ERP) status and Academic & Administrative Audit 2021-2022. Skill development programmes for Teaching and non-teaching staff	Dr. Lekshmi
	h. Best Practices, Outreach Programmes, Environmental friendly Campus, Energy audit 2022-2023, Activities related to constitutional obligations, values, rights, duties and responsibilities of citizens.	Dr.Prema K.H.
	i. Reconstitution & Meeting of statutory bodies before 1st UG admission – Anti-ragging, Anti Sexual Harassment Cell (Internal Complaints Committee), SC/ST cell, “Collegiate Student Grievance Redressal Committee” (CSGRC), Ethics Committee, Antinarcotic cell, Admission Committee.	Principal
	j. Fourth Accreditation process	IQAC Coordin
4	Collection of PBAS 2021-2022	IQAC coordina
5	Admission process, Students’ related matters in office	Sri. Santhoshku
6	Collection of documents for AQAR 2021-22	IQAC Coordin
7	Student representative suggestions	Mr. Tibin
8	Remarks, Suggestions and Directions	Manager
9	Any other points with the permission of the chair	
Members Present		
1	Sri. P.Krishna Kumar, Manager	Sd/-
2	Dr. N.Saraswathy Antharjanam, Principal-in-Charge	Sd/-

3	D.P.S.Parameswaran, IQAC Co-ordinator	Sd/-
4	Sri. Santhosh Kumar, Member, IQAC	Sd/-
5	Dr. M. Krishnan, Jr. Coordinator, IQAC	Sd/-
6	Ms.Sarisha M., Member	Sd/-
7	Dr. M. G. Ashok Kumar, Member	Sd/-
8	Dr. Prasanth S Pai, Member	Sd/-
9	Prof.(Dr).Prema K.H., Member	Sd/-
10	Dr. Lekshmi S, Member	Sd/-
11	Dr. G.Nagendra Prabhu, Member	Sd/-
12	Sri. Tibin Varghese, Student Representative	Sd/-

Apologies: Dr. V. N. Sanjai, Dr. Sindu Antharjanam & Sri. Aravind K Mohan

INTERNAL QUALITY ASSURANCE CELL, SANATANA DHARMA COLLEGE, ALAPPUZHA-3

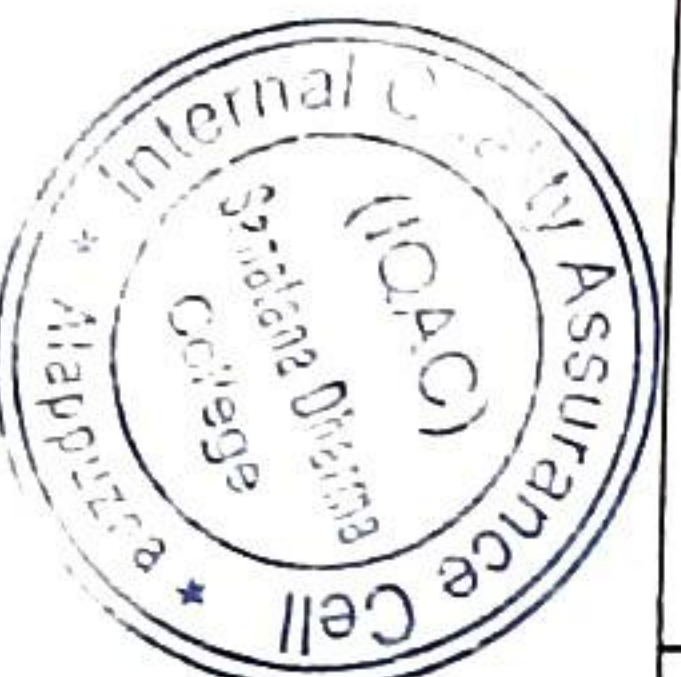
Date of meeting: 10/08/2022 Time: 10.30 am Venue: IQAC room

The meeting started with a silent prayer and welcome by the IQAC Coordinator. Afterwards, IQAC Coordinator made a review on previous years activity of the Cell. He remarked the complete implementation of Management Information System in the campus, Green Army formation and establishment of Sanatanam Teaching Learning Center were some of the great achievements of IQAC. The involvement and initiation of IQAC in participating all India Ranking such as NIRF, ARIIA etc , timely submission of AQAR 2019-2020 and first time proposal submission for DBT Star College fund were also reported.

Dr. Saraswathy Antharjanam, Principal-in-Charge and Chair of IQAC congratulated IQAC members for their committed involvement in quality enhancement activities and expecting IQAC as a role model of Team Work. She appreciated IQAC for taking the lead to organize the intercollege “Orientation for University Answer Script Evaluation” for faculty members. She also specially mentioned the teachers handling a burdensome workload, with University valuation, Exam Invigilation duty and regular classes happening simultaneously. Teachers must do their best for the college, she said.



Minutes of Meeting			
Sl.No.	Points of Discussion	Action By	Target date/Action taken
3	a. 20-21 AQAR Submission. The process is underway. Decided to submit the AQAR 20-21 by 30th August 2022. IQAC Coordinator requested all Criteria-in-charges to expedite the process. b. Curriculum implementation. Implementing strategies to follow academic calendar published by the university. Follow up of % subject coverage from faculty. Involvement of faculty in syllabus revision. Starting of Certificate Courses-DCA & Logistics of CCEK and other certificate courses. Decided to direct CLMC to develop and academic calendar to be followed in the college. Directed CLMC to conduct SEM 3 and SEM 5 internal examination. All members opined to follow up of % subject coverage from faculty. Faculty semester report has to be collected from teachers. Lost working days/hours to be compensated through extra classes. PG S2 to be completed by 30th September Open course admission for 5th semester UG to be initiated at the earlies. Council meeting to be convened for discussing and taking decisions on portion completion strategy UG – S2, S5 UG and S2 PG.	IQAC Coordinator Principal	30-08-2022 Not submitted Conducted SEM 3 and SEM 5 internal exams to CLMC Directed faculty members to submit subject coverage report Open course admission completed



AB

Involvement of faculty in syllabus revision to be documented effectively. Suggestions to be sent to Registrar through the Principal NSQF course (Commerce) to be extended to regular students. Dr. V.N.Sanjai to be in-charge of initiating and monitoring certificate courses in various departments. Starting of Certificate Courses- DCA & Logistics of CCEK and other certificate courses.		Invited CCEK officials to college and class campaigning were conducted. But the response of the students was poor.
c. Result Analysis of UG Programmes (2019-2022) & Result Improvement Strategies. Effective implementation OBE. Effective tutorial and mentoring strategies Result analysis was read out and analysed. Comparison of result with nearby institutions to be taken. Subject wise result analysis has to be taken. Result analysis report submitted from IQAC to the management with recommendations The students do not know how to present their knowledge in exams. Hence need to be trained. Implementation of MIS/ERP to be made strict. Best performing department to be appreciated every year to ensure a healthy competition among departments Model exams to be made compulsory. Feedback to be given – mentors to	IQAC Coordinator	Compulsory usage of MIS was directed by Principal



AB

1. Pa
2. Pa
3. Pa
4. Pa
5. Pa
6. Pa
7. Pa
8. Pa
9. Pa
10. Ca
11. Pa
12. Pa
13. Pa
14. Pa
15. Pa
16. Pa
17. Pa
18. Pa
19. Pa
20. Pa
21. Pa
22. Pa
23. Pa
24. Pa
25. Pa
26. Pa
27. Pa

explain errors to mentees from first semester onwards. Needs continued mentoring upto final year by same mentors. These mentors should guide the project work in the final semester.		Mentoring system strengthened
Result analysis should be discussed in the college council also.		
d. MoUs with Institutions/Industries for internships and collaborative research works, funding for research activities 2022-2023	IQAC Coordinator	A departments initiated internships and collaborative research works
Dr. C. Dileep to follow up on MRPs. Dept of Chemistry signed MoU with Biota-Agrochemicals for internship and other activities. Research meet to be held. Research projects to be initiated. Fundings to be sought from external agencies.		
e. Technical upgrades in the campus, Library Usage Strategies, LMS Usage, Annual Financial Statement 2021-2022	Dr. M.Krishnan	Permission students grant for the direct entry to the library choose books.
Technical committee coordinator reported that 3 net connections are available on campus – BSNL, Asiantel and Reliance. Internet connectivity is ensured 24x7. Networking of classrooms considered, but not completed. Intended to complete this year. As part of Platinum Jubilee of the college MPLADS fund from Ariff M.P. (Rs.14 lakhs) utilized for purchasing short throw projectors for all departments. Digital podia also purchased.		Completed utilization MPLADS fund from Sri.Ar M.P. Paper work for technical sanction for the starting construction



MPLADS fund from Sri.A.K.Antony M.P. also sought for building a first floor (Incubation facility) above APJ Abdul Kalam Block Printing of documents to be enabled at the Golden Jubilee Auditorium. It will be helpful during admissions and for students in general QR Code facility to be enabled for fee payments (especially during admissions) Students entry to the inside of library to search books need to be considered.		Technology Business Incubation (TBI) is going on. Printing facility at Golden Jubilee auditorium during admission process was started with the help of PTA funds
f. Admission process for 2022-2023 academic year. Department level Alumni meeting coordination, Capacity building and skill development strategies. Career Counseling, Counseling Center activities Principal informed that admission commences on 16 th August. Admission committee meeting to be conducted. Admission quota wise list to be collected from office. Principal also directed to coordinate the department level alumni meeting. Alumni meeting details of present year to be collected from the departments and data to be compiled. Instructed Dr.M.G.Ashok Kumar to communicate departments to convene department level alumni meeting.	Principal	Admission committee meeting convened. Directed departments to convene department level alumni meeting
g. SAAS (MIS/ERP) status and Academic & Administrative Audit 2021-2022. Skill development programmes for Teaching and non-teaching staff	Dr.Lakshmi S.	Directed faculty to use all facility of MIS/ERP. Conducted skill development



1. Prin
 2. Dr. C
 3. Dr. C
 4. Dr. C
 5. Dr. C
 6. Dr. C
 7. Dr. C
 8. Dr. C
 9. Dr. C
 10. Capt.
 11. Dr. C
 12. Dr. C
 13. Dr. C
 14. Dr. C
 15. Dr. C
 16. Dr. C
 17. Dr. C
 18. Dr. C
 19. Dr. C
 20. Dr. C
 21. Dr. C
 22. Dr. C
 23. Dr. C
 24. Dr. C
 25. Dr. C
 26. Dr. C
 27. Dr. C

	IQAC coordinator reported that faculty members are not utilizing the complete facility of SDC Campus Genie (MIS/ERP). A continuous monitoring and direction by the Principal is needed for the effective implementation of ERP. It is decided to organize skill development programmes for teaching and non-teaching staff. MS Excel training for office use may be given to staff.		programme non-teaching staff
h. Best Practices, Outreach Programmes, Environmental friendly Campus, Energy audit 2022-2023, Activities related to constitutional obligations, values, rights, duties and responsibilities of citizens. List of best practices for the academic year were listed. SDC Green Army Concept, Student IQAC and Open Forum, SDC Palliative Care Unit etc were discussed. Dr. Jose Mathew may be given the responsibility of Energy Audit 2022-2023.	Dr. K.H.Prema	Implemented the best practices.	
i. Reconstitution & Meeting of statutory bodies before 1st UG admission – Anti-ragging, Anti Sexual Harassment Cell (Internal Complaints Committee), SC/ST cell, “Collegiate Student Grievance Redressal Committee” (CSGRC), Ethics Committee, Antinarcotic cell, Admission Committee Decided to reconstitute the statutory committees.	Principal	All committees were reconstituted	



	j. Fourth Cycle of Accreditation IQAC Coordinator reported the committee about the fourth accreditation process which is already overdue. The delay was because of the COVID Pandemic which derailed the whole academic process. Manager instructed the committee to initiate the process. But the submission of SSR may be done only after the completion of the construction of multipurpose building (Platinum Jubilee Auditorium)	Principal and IQAC Coordinator	Fourth accreditation process not started
4	Collection of PBAS 2021-2022 It is decided to circulate notice to submit PBAS of 2021-2022 academic year	IQAC	Circulated notice to submit PBAS of 2021-2022 academic year
5	Admission process, Students' related matters in office. Sri. Santhosh Kumar, Senior Supdt reported that Mr. Suresh has been appointed on a temporary basis for assisting office during admission.		
6	Collection of documents for AQAR 2021-22 IQAC coordinator updated about the progress in AQAR data collection	Principal	Started the 2021-2022 data collection from departments
7	Platinum Jubilee Celebrations Construction of Platinum Jubilee Auditorium – Stone Laying Ceremony of the proposed auditorium will be done in October 2022.	Dr. G.Nagendra Prabhu	Foundation stone laying of Platinum Jubilee Complex was done by Hon. Education Minister Dr.R.Bindu



8	Student representative suggestions Sri. Tibin suggested the need of student friendly atmosphere in library. He requested to allow students to enter the stack-room for choosing the books. The direct entry to the stack-room is restricted now. He also pointed the need of more computers in library for online search and browsing. Mr. Tibin suggested to nominate students from each department to form Student IQAC. He also pointed out the need of camera at parking facility and boy's hostel. He requested necessary steps may be taken to inform the last of date of remitting the fee for university examination. There are instances to pay fine for not remitting the fee in time. He also stressed the need of Student Counselling Cell.	Principal	Permission granted for direct entry to the stack-room for all students. Ground work for the formation of Student IQAC has been started.
---	---	-----------	---

The meeting ended at 1pm


Dr. P. S. Parameswaran
IQAC Coordinator


Dr. N. Saraswathy Antharjanam
Principal-in-charge & Chairperson, IQAC



Dr. SARASWATHY ANTHARJANAM
PEN 467769
ASSOCIATE PROFESSOR IN CHARGE OF
DRAWING & DISBURSING OFFICE
SD COLLEGE, ALAPPUZHA