

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

Sanatana Dharma College, Alappuzha -688003	IQAC-Meeting 2022-2023	Meeting - 2
Venue – IQAC room Offline	Date : 17-02-2023	Time: 10.30am

Agenda for the Meeting		
Sl.No	Points of Discussion	Discussion by
1	Welcome	IQAC Coordinator
2	Remarks by Chairman	Principal
	Remarks by Sri. Krishnakumar, Manager, SDC Sri. Ramanad, Management Committee member	
3	Discussion on	
	a. Discussion of pending AQAR 2020-2021 and AQAR 2021-2022 academic year.	IQAC Coordinator
	b. New strategy of collecting the required data for 2021-2022 AQAR	IQAC Coordinator
	c. Sanatanam Academic and Administrative System (SAAS) SDC Campus genie	IQAC Coordinator
	d. Challenges of IQAC/IQAC Coordinator	IQAC Coordinator
	e. Need of Reconstitution of IQAC	IQAC Coordinator
4	Any other matter with the permission of the chair	
	Members Present	
1	Er. P. Krishnakumar, Manager	Sd/-
2.	Prof. S. Ramanand, SDV Trustees Representative	Sd/-
3.	Prof. (Dr.) K.H.Prema, Principal	Sd/-
4.	Dr. P. S. Parameswaran, IQAC Coordinator	Sd/-
5.	Dr. Prasanth S Pai, Member	Sd/-



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6.	Dr. V. N. Sanjai, Jt. Coordinator, IQAC	Sd/-
7.	Dr. M. Krishnan, Jt. Coordinator, IQAC	Sd/-
8.	Dr. M. G. Ashok Kumar, Member	Sd/-
9.	Dr. S. Lakshmi, Member	Sd/-
10.	Dr. Sindhu Antherjanam, Member	Sd/-

Apologies: Mrs. Sarita M, Dr.G.Nagendra Prabhu, Sri. Santhosh Kumar & S Aravind K Mohan

The meeting started with a silent prayer and welcome by the IQAC Coordinator. IQAC coordinator invited the newly appointed Principal, Prof.(Dr.). K.H.Prem preside the meeting.

Agenda for the Meeting		
Sl.No	Points of Discussion	Action By
2	Remarks by Chairperson Prof.(Dr.). K.H.Prema Prof.(Dr.)K.H.Prema offered full support to IQAC and encouraged all members to work together in all endeavors of IQAC	
	Remarks by Sri. Krishnakumar, Manager, SDC Sri. Ramanad, Management Committee member	
3	Discussion on	
	a. Discussion of pending AQAR 2020-2021 and AQAR 2021-2022 academic year. IQAC Coordinator requested all members to focus on their criterion and act with a plan to improve both the academic and other environment for overall development of the students. He also pointed out the filing of AQAR 2020-2021 and AQAR	IQAC Coordinator
		31-03-2022
		Couldn't file the AQAR 2020-2021 31-03-2022

2021-2022. It is decided to file the AQAR 2020-2021 before 31 st March. Coordinator suggested that IQAC may take help from professionals as mentors, who are involved in the accreditation processes, for successfully handling issues before the next accreditation process.		
b. New strategy of collecting the required data AQAR IQAC coordinator explained the method of collecting data from the departments through google forms during the COVID pandemic time. But the collected data and supporting documents were partial. Hence adopting the same strategy is not practical. IQAC decided to use the AQAR-Data templates for affiliated/constituent PG Colleges for the purpose of data collection from the departments. The data and supporting documents have to be kept in google drive and allow IQAC to access both data and supporting documents. IQAC will check the data physically as a part of auditing. Dr.Lakshmi suggested that a time slot may be fixed for NAAC preparation henceforth. Staff will have to find time outside working hours to complete AQAR/Accreditation related works. A team of teachers may be allotted to mentoring NAAC related works	IQAC Coordinator	New strategy implemented



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A team consisting of the Principal, IQAC Coordinator and IQAC members should visit the departments to oversee the accreditation related preparations and give guidelines.		
c. Sanatanam Academic and Administrative System (SAAS) - SDC Campus genie It is noticed that the complete utilization of SDC Campus Genie (MIS) is not being done. Sri.Krishnakumar, Manager SDC suggested that if it is not utilized properly it is better to stop the usage of the software and it will reduce the financial burden of PTA. Principal assured that she will take necessary steps to implement MIS/ERP completely from March onwards Manager directed Principal for the complete use of MIS next academic year onwards. Ascertain the use of MIS for one whole academic year.	Principal	Directed sit to use all functions o MIS/ERP effectively
d. Challenges of IQAC/IQAC Coordinator IQAC Coordinator reported his difficulty to get the data from departments, office and clubs and forums. Some of the members of IQAC are not actively supporting whole heartedly. Lack of financial transparency. IQAC coordinator suggested that financial committee should be formed and all financial dealing should happen through this. Principal must oversee the financial dealings.	Principal	

Constitution of cells/clubs without the endorsement of IQAC is not advisable. Necessity of timely submission of PBAS by staff. Some of the faculty members are not providing data to IQAC but claiming the same for placement/promotion only.		
e. Need of Reconstitution of IQAC IQAC Coordinator suggested the reconstitution of IQAC as the present team will complete 3 years in this academic year. He expressed his willingness to stepdown from the coordinatorship. Dr.Krishnan pointed out that many of the current members in IQAC have become HoDs. During IQAC reconstitution faculty without other responsibilities may be preferred.	Principal	Decided to reconstitute IQAC
4 Any other matter with the permission of the chair: Dr. Sanjai suggested to reschedule the general timetable to improve discipline in the campus Dr. Krishnan suggested to start self-financing courses in the campus	Principal	Reschedule of the general timetable will be considered after taking opinion from teaching staff.

the meeting ended at 1pm


R. P. S. Parameswaran
IQAC Coordinator


Prof. (Dr.) Prema K.H.
Principal & Chairperson
PRINCIPAL
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S.D. COLLEGE ALAPPUZHA

