

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

Sanatana Dharma College, Alappuzha - 3	IQAC-Meeting 2021-2022	Meeting - 4
Venue – IQAC room Offline	Date : 25 -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
	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 needed to be looked into and resolved. He also reported the solid waste sorting plant and compost plant funded by the Alappuzha Municipality has been inaugurated by Municipal Chairman on 24th April. Principal and Chairman of IQAC made remarks and message to IQAC members on the occasion of his retirement.

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

The important points mentioned and discussed are noted below:

Minutes of Meeting		
SL.N	Points of Discussion	Action By Target Date
1	Review of 2021-2022 academic year activities. The minutes of previous meeting held on 21st December 2021 was read, updates were presented and passed. IQAC Coordinator presented the major activities of 2021-22 academic year. • 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.	

	• 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.		The process of procuring the Visual Display units was started at the end of May 2022. Directions from the District Collector were given to BDO, Ambalappuzha (Implementing Officer) to furnish the detailed estimate of the work. One day FDP on MS Excel and 9 day online FDP on "The Essence and Essentials of Teaching" were conducted by STLC Dr. Priya P.S., Assistant Professor, Dept. of Commerce Coordinated the activities.
2	Remarks by Chairman		
	Remarks by Sri. P. Krishnakumar, Manager, SDC		



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Sri. Ramanad, Management Committee member Both Sri. P. Krishnakumar and Prof. Ramanad made their remark at the end of the meeting Remarks by Sri. P. Krishnakumar: 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. 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. Remarks by Prof. Ramanad: All the shortcomings need to be addressed. He appreciated the team work of IQAC. Both Sri. P. Krishnakumar and Prof. Ramanad offered their farewell message to Dr. P. R. Unnikrishna Pillai and Dr. E. Krishanan Nambhootheri		
3 Discussion on a. PBAS Submission All faculty members had been instructed to submit PBAS. Appraisal from office staffs also to be collected from this academic year.	Principal	The collective Self Appraisal non-teaching was not finalized
b. TC/CC Applications – Through departments. 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	Dept. HODs	Instructed departments collect the TC CC application for presentation day



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alumni registration fee – 50% of the fee may be given to College Alumni and 50% to Dept. Alumni.		
c. 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. Ramanad 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.	Coordinator, SDC Campus Genie	Decision: Feedback through SDC Campus Genie to be continued. Reliability of TC and CC issue through SDC Campus Genie needs to be ensured
d. Website updation www.sdccollege.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	Sri. Arun Kishore, Librarian	Decision: Website charge given to Sri. Arun Kishore



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Kishore, Librarian in the website Committee. 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.			floor of the APJ Abdul Kalam Research Center. 3. Auditorium Construction – Approval by Municipality is pending. Formal stone laying ceremony may be conducted immediately after approval is received. 4. Numerous activities were organised by all departments in connection with Platinum Jubilee Celebrations of the college.		
d. 4th Cycle accreditation - IIQA(Institutional Information for Quality Assessment) & SSR. The process can be started only after submitting the AQAR 2020-2021. Coordinator suggested to get advices from IQAC Coordinator NAAC A++ institutions. IQAC Coordinator informed the in-charges of the criteria about the changes in the AQAR format.		Decided to s AQAR 2020 on 15 th May 2	f. Any other matter with the permission of the chair 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 6 th May at IQAC room. Farewell to Principal & Vice principal IQAC felicitated the retiring Principal and Vice principal with Ponnadai.		The Project team visited SD college and an interaction meeting was held on 6 th May 2022.
e. Updates on Platinum Jubilee celebrations 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. 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	Dr.G.Nagendra Prabhu.	Tender proces done through portal. Iden the class roo seminar hall install the projectors podiums. A meeting arranged with representatives the Manage and Officials o Ambalapuzha Block Development Office.	The meeting ended at 1.30 pm with a vote of thanks by Dr. K. H. Prema. Dr. P. R. Unnikrishna Pillai Principal & Chairman, IQAC Dr. P. R. UNNIKRISHNA PILLAI PRINCIPAL S.D. College, Alappuzha		

