

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

Sanatana Dharma College, Alappuzha - 3	IQAC-Meeting 2022-2023	Meeting - 3
Venue – IQAC room Offline	Date : 25-04-2023	Time: 10.30 am

Agenda for the Meeting		
Sl.No	Points of Discussion	Discussion by
1	Welcome & Review of 2022-2023 academic year activities	IQAC Coordinator
2	Remarks by Chairman	Principal
3	Discussion on	
	a. AQAR 2020-2021 & 2021-2022 filing	IQAC Coordinator
	b. Students' IQAC and student open forum – Constitution SIQAC & SOF and farewell to First International student	IQAC Coordinator
	c. Academic activities of next academic year 2023-2024	IQAC Coordinator
	d. Reconstitution of IQAC	IQAC Coordinator
	e. Certificate courses by departments	IQAC Coordinator
	f. Orientation to teaching and non-teaching staff	IQAC Coordinator
	g. Any other matter with the permission of the chair	
Members Present		
1	Prof. (Dr.) Prema K.H.	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, M. G. Ashok Kumar, Member	Sd/-
6.	Dr. Prasanth S Pai, Member	Sd/-
7.	Dr. Lakshmi S.	Sd/-
8.	Sri. Aravind K.M.	Sd/-
9.	Dr. Bindu Nair (Invitee, CLMC Coordinator)	Sd/-



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The meeting started with a silent prayer.
Dr. P.S. Parameswaran, IQAC Coordinator welcomed the gathering. He specially welcomed Dr. Bindu, CLMC Coordinator to the meeting.
Prof. (Dr.) Prema K.H., Principal gave the Presidential Address. She requested the participation of all members for uploading the files.

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

The important points mentioned and discussed are noted below:

Minutes of Meeting		
SL.N	Points of Discussion	Action By
o.		Target date
3	a. AQAR 2020-2021 & 2021-2022 filing: Dr. Parameswaran discussed about the visit to be made in the departments for inspecting the files of AQAR filing for the academic years – 2020 - 21 & 2021 – 22. Dr. Krishnan M. opined that the visit is an actual necessity for encouraging the staff to work for it. Using Google Drive is easy and would help in all in effecting the changes then and there. The date for the visit is fixed as 27.04.2023 Draft of AQAR 2020-2021 was placed in the meeting for approval. It was noticed the scholarship details, e-grants for students etc to be checked. The meeting approved the AQAR 2020-2021 with the necessary corrections and incorporation of some missing data. Dr. Sindu Anthertjanam was given the charge of Criterion – 7 – handed over	IQAC and all departments 31.05.2023 AQAR 2020-21 was submitted on 01-07-2023

from Prof.(Dr.) Prema K.H., Principal & Chairperson of IQAC		
b. Students' IQAC and student open forum – Constitution SIQAC & SOF and farewell to First International student. It was decided to hold Inauguration of Student IQAC and Open Forum on the 2nd week of May. It was also decided to hold the send off function of the student from Sri Lanka of Department of Microbiology as an appreciation for his successful completion of course.	IQAC Coordinator	Formal meeting of SIQAC and a presentation of 7 Criteria was arranged on 23 rd May 2023 by IQAC.
c. Academic activities of next academic year 2023-2024 It was suggested to prepare Academic Calendar at college level. This should be done at the behest of CLMC. Associating special days with respective clubs shall form part of the calendar. Concurrently, the departments and clubs should prepare the calendar for the year. The departments shall hold discussions in DLMC meetings before the start of the academic year.	CLMC Co-ordinator	CLMC will prepare College Level Academic Calendar
d. Reconstitution of IQAC The present IQAC took charge in 2020. IQAC Coordinator requested to reconstitute IQAC. Reconstitution of IQAC was discussed. It was suggested that the IQAC should be led by one member from the existing team so as to	Principal & Chairperson of IQAC	Decided to reconstitute IQAC



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continue with the working without any break.			
e. Certificate courses by departments	Heads of the departments		
Dr. Parameswaran opined about the Certificate Programmes. He said all departments should conduct at least one such programme in the coming academic year.			
Dr. G. Nagendra Prabhu informed the members about the Zoology department's initiative to hold Bee Keeping Certificate course.			
f. Orientation to teaching and non-teaching staff		IQAC & Sanatanam TLC	A programme "Excel for C was organized 26 th May 202
It was decided to hold orientation programmes (on any topic) for the teaching and non teaching staff of the college. It was suggested to hold a session on Campus Genie (MIS software) for the non-teaching staff on the 3 rd week of May.			
Any other matter with the permission of the chair			
1. List of Mentor and Mentee from all departments shall be requested from the Principal's office. An appointment letter to the respective coordinators of various cells/clubs shall be issued by the Principal every year.			
2. Dr. G. Nagendra Prabu reported about the progress of MPLADS. The first floor of the building at the back side of college shall begin soon.			The construction the first floor the Incubation Center through MPLADS fund been started

The meeting ended at 12noon

3. FIST Fund: The data for application towards FIST funds has been collected by Dr. Sreekanth Varma.

Applied for FIST fund

[Signature]
S. Parameswaran
IC Coordinator

Prof. (Dr.) Prema K.H.
Principal & Chairperson, IQAC

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PEN : 467693



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