



SANATANA DHARMA COLLEGE

Affiliated to University of Kerala

Re Accredited by NAAC with A⁺ Grade (3rd Cycle)

Sanatanapuram, Alappuzha - 688 003, Kerala, India

Phone : +91-477-2269350 (Office), Mob : 9446005200

www.sdcollege.in, e-mail : sanatanamalp@gmail.com

Ref :

Date : 09.08.23

Minutes of the meeting of IQAC held on 09.08.2023 at IQAC room

AGENDA

1. Reconstitution of IQAC
2. Any other matter

DECISIONS TAKEN

Meeting started at 11.15 AM. The new coordinator welcomed the members. Principal acknowledged the efforts taken by the existing coordinator Dr P S Parameswaran. Manager addressed his concerns regarding SSR preparations and the NAAC visit. Prof S Ramanand addressed the team and advised to have an action plan for the process ahead. The new team was set including Dr. Devi S from english and Dr. Bindu PK from Botany. The following decisions were taken.

- a. The following faculty members were given charge of the criteria

Dr. Devi S Criteria I

Ms Saritha M Criteria II

Dr Bindu P K Criteria III

Dr Krishnan M Criteria IV

Dr Prasanth S Pai Criteria V

Dr Asok Kumar M G Criteria VI

Dr Sindu Antherjanam Criteria VII

- b. One day induction programme and one week bridge course for newly enrolled students to be done at the onset of the first year classes. Format for both is given and finalised

- c. Coordinator herself took responsibility of website updation as required for the accreditation.




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d. Decided to make committees for each criteria as per the convenience of the respective coordinators

MEMBERS PRESENT

Er. P Krishnakumar, Manager

Prof S Ramanand, Managing committee member

Prof Dr K H Prema, Principal

Dr Bindu Nair, Vice principal

Dr Lekshmi S, IQAC Coordinator

Prof Dr G Nagendra Prabhu

Dr V N Sanjai

Dr Devi S

Ms Saritha M

Dr Bindu P K

Dr Krishnan M

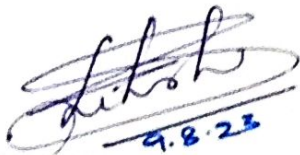
DR Prasanth S Pai

Dr Asok Kumar M G

Dr Sindu Antherjanam

Sri Santhosh Kumar S

Sri Aravind A



Dr. S Lekshmi
Coordinator
IQAC

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Ref :

Date : 18.12.23

Minutes of the meeting of IQAC held on 18.12.2023 at IQAC room

AGENDA

1. Preparation of AQAR and SSR
2. Preparations for staff awareness
3. Any other

DECISIONS TAKEN

1. Decided to initiate The NAAC process by submitting the AQAR 2022-23 first
2. Awareness session to be conducted by criteria coordinators for whole staff regarding the process
3. Decided to finalise team for each criterion which would work together to make the process more effective and decentralised
4. Regular meetings are to be conducted to monitor the progress
5. Awareness on OBE is to be conducted as in previous year

MEMBERS PRESENT

Prof Dr K H Prema, Principal
Dr Bindu Nair, Vice principal
Dr Lekshmi S, IQAC Coordinator
Dr Devi S
Ms Saritha M
Dr Bindu P K
Dr Prasanth S Pai
Dr Asok Kumar M G
Dr Devi K Varma
Dr Manoj Nageri
Ms Manju V


18.12.23
Dr. S Lekshmi

Coordinator
IQAC

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Ref :

Date : 12.01.24

Minutes of the meeting of IQAC held on 12.01.2024 at IQAC room

AGENDA

1. Preparations for SSR and AQAR
2. Proposals to be placed before council
3. Any other

DECISIONS TAKEN

1. Discussed the immediate steps to be taken regarding the preparation for NAAC visit
2. Since the last date of AQAR submission is Feb 28th, it is decided to collect all data by Feb 10th
3. Format for AQAR (soft copy) along with the excel templates will be distributed
4. SSR templates to be given to all criteria coordinators
5. Every team has to prepare the corresponding needs that has to be presented before the council. IQAC coordinator should also prepare all the required proposals to be placed before council for approval.
6. Decided to prepare required policy documents which are missing

MEMBERS PRESENT

Prof Dr K H Prema Principal
Dr Bindu Nair Vice principal
Dr Lekshmi S IQAC Coordinator
Dr Devi S
Ms Saritha M
Dr Bindu P K
Dr Krishnan M
DR Prasanth S Pai
Dr Asok Kumar M G
Dr Sindu Antherjanam

12/1/24 Dr. S Lekshmi
Coordinator
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Date : 15.01.24.....

Minutes of the meeting of IQAC held on 15.01.2024 at IQAC room

with college council

AGENDA

1. To initiate the data collection in all departments
2. To ensure support from the council for the preparations
3. To seek approval from council for any steps that has to be taken as per the needs of the preparations

DECISIONS TAKEN

1. Ensured the support of all HODs and the faculty members in the process of SSR preparations and AQAR preparations in the stipulated time. DIQAC members from each department will be allotted duty, Other members will be added to criteria groups as needed.
2. Council gave approval to take necessary decisions relevant for the preparations as it would be difficult to convene council meetings always.
3. Decided to circulate the excel format and relevant data sheets to departments to collect data from individuals and departments. Criteria coordinators are given the charge to do the same and HODs are asked to ensure that the data will be provided in the time given
4. All criteria coordinators explained the needed data under each category and the format in which it has to be collected. Council unanimously agreed to give the relevant data as and when asked from IQAC
5. Ensured to take necessary steps to enhance more MOUs and other collaborations as per the need of the criteria.



15.01.24
Dr. S Lekshmi
Coordinator
IQAC

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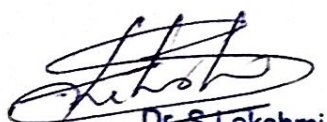


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6. Decided to have an expert discussion with Prof. Harry Cleetus, retired Principal of St Alberts college Ernakulam in the nearest available date to have an idea of the process ahead

MEMBERS PRESENT

Prof Dr K H Prema Principal
Dr Bindu Nair Vice principal
Dr Lekshmi S IQAC Coordinator
Dr Devi S
Ms Saritha M
Dr Bindu P K
Dr Krishnan M
DR Prasanth S Pai
Dr Asok Kumar M G
Dr Sindu Antherjanam
Sri Santhosh Kumar S
Sri Aravind A
Dr G Nagendra Prabhu, Head Department of Zoology
Dr S Ajayakumar, Head Department of Malayalam
Dr Vineeth Chandra K S Council Member elected
Ms Gopikrishna R Head Department of History
Dr Dhanya V Head Department of Microbiology
Dr Girija P Department of Chemistry
Prof Dr C Dileep Department of Botany
Dr Jyotisree Balakrishnan, Department of Hindi
Ms Arya S Department of Physical education


Dr. S Lekshmi
15/1/24 Coordinator
IQAC

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Ref :

Date : 27.03.24

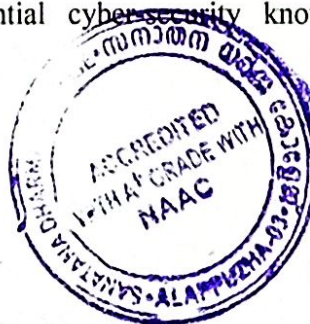
Minutes of the meeting of IQAC held on 27.03.2024 at IQAC room

AGENDA

1. Review of the NAAC preparations
2. Inauguration of Drillbit software
3. Workshop by Digital University
4. AQAR uploading
5. Green audit

Decisions taken

1. First review regarding SSR preparations and the data templates were distributed to all criteria members. Instructions regarding filling of Qlms and collecting data for Qnms were done in a systematic manner. Decided to upload before April 1.
2. Manager insisted that the IIPA must be submitted before May 31 and hence it is decided to do the same before the stipulated date.
3. All criteria coordinators updated the status of preparation of AQAR 22-23 . Ms Saritha M was appreciated for her good efforts in making that criteria complete.
4. Office Supdt ensured support from office for the preparations ahead.
5. It was decided to make a list of most important requirements infrastructural and other and make a request to management, Principal and PTA for the same.
6. The plagiarism software Drillbit purchased with the support of Management was inaugurated by the manager.
7. It was decided to instruct all HODs to ensure that all the PG and PhD students use this facility without fail to enhance the quality of works done in our campus.
8. Digital University has agreed to have a workshop on Digital awareness as a Faculty Development Programme workshop to enrich learning experience and to equip academic participants with essential cybersecurity knowledge for securing




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cyberspace. It is decided to do the same in association with IQAC and Dept of Zoology.

9. It was decided to authorise Dr Jose Mathew of Botany to be the coordinator of Green audit and do the needful at the earliest.

MEMBERS PRESENT

Er. P Krishnakumar Manager

Prof S Ramanand, Managing committee member

Prof Dr K H Prema Principal

Dr Bindu Nair Vice Principal

Dr Lekshmi S IQAC Coordinator

Dr Devi S

Ms Saritha M

Dr Bindu P K

Dr Krishnan M

Dr Prasanth S Pai

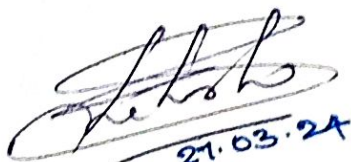
Dr Asok Kumar M G

Dr Sindu Antherjanam

Sri Santhosh Kumar S

Sri Aravind A

Sri Arun Kishore



Dr. S Lekshmi
Coordinator

Minutes of the meeting of IQAC held on 18.04.2024 at IQAC room
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Ref :

Date : 18.04.24

Minutes of the meeting of IQAC held on 18.04.2024 at IQAC room

AGENDA

1. Preparation of SSR
2. Any other

MEMBERS PRESENT

Prof Dr K H Prema Principal
Prof Dr Bindu Nair Vice Principal
Dr Lekshmi S IQAC Coordinator
Ms Saritha M
Dr Bindu P K
Dr Prasanth S Pai
Dr Sindu Antherjanam
Sri Arun Kishore

DECISIONS TAKEN

1. All AQARs that are given are discussed and level of retrieval of data is analysed.
Librarian gave the weblinks to all members to have access to AQARs
2. Decided to complete criteria wise discussions of preparations to be made
3. Decided to create criteria wise folders in IQAC drive and share to all criteria members
4. Decided to submit IIQA by May 15
5. The date for green audit is fixed as May 9th and requested all criteria 7 members to assist Dr Jose Mathew the coordinator of Green Audit.


18.04.24
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Ref :

Date :28.05.24.....

Minutes of the meeting of IQAC held on 28.05.2024 at IQAC room

AGENDA

1. IIQA submission
2. Review of the NAAC preparations and SSR file preparations

MEMBERS PRESENT

Er. P Krishnakumar Manager

Prof S Ramanand, Managing committee member

Prof Dr K H Prema Principal

Dr Lekshmi S IQAC Coordinator

Dr Devi S

Ms Saritha M

Dr Bindu P K

Dr Krishnan M

Dr Prasanth S Pai

Ms Suman S

Sri Santhosh Kumar S

Sri Aravind A

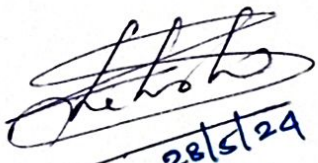
Sri Arun Kishore



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DECISIONS TAKEN

1. All entries made in IIQA is presented by the coordinator before the members and clarified that there is no error. Decided not to include the foreign collaboration of Dr. Nagendra Prabhu as it was not in the stipulated format.
2. Decided to upload the 12B 2F statement from university and ugc website as the original document was missing.
3. Decided to upload the IIQA that day afternoon or the next day.
4. All criteria coordinators initiated discussions regarding their preparations and difficulties faced while collecting data from each department.
5. Decided to give more stress to the documents of initial years as it was all not found properly.
6. Once IIQA is submitted since there wont be much time to prepare SSR, all were requested to be in the preparations dedicating more time and efforts.
7. Decided to create criteria wise folders in the departments also for collection and consolidation of data for SSR, so that by sharing that drive IQAC will also have equal access to the same.


28/5/24
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