



SANATANA DHARMA COLLEGE

ALAPPUZHA

Affiliated to the University of Kerala
Reaccredited by NAAC with A+ grade



CRITERION 6:

Governance, Leadership and Management

6.1.1


Minutes Of Administrative Bodies



DECLARATION

The following list Minutes of various administrative bodies of the Institution.




Principal
Prof. (Dr.) PREMA K.H
PRINCIPAL
PEN 467693
S D COLLEGE ALAPPUZHA



MINUTES OF COLLEGE COUNCIL

a. 2018-19

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College Council meeting

Venue - Golden Jubilee Auditorium

Time - 11:30 AM

Date - 12-06-2018 (Tuesday)

Agenda - General matters

Members Present

1. Dr. R. Unnikrishnan
2. Praseeda Vannar
3. Dr. S. Jayakumar
4. Dr. V. Jaya Lalay
5. B. Bhaskara Menon
6. Anaya S
7. Fr. Dr. TP SAEED, M. A. PAVANAN
8. Santhosh Kumar
9. K. Jagannathan
10. Dr. G. Valsala Devi
11. Dr. B. USHA KUMAR
12. Ankan V. C
13. Dr. V. S. Hanuman
14. Dr. R. Sreekrishna
15. Dr. P. R. Unnikrishnan Pillai

Minutes

The meeting started at 11:30 AM, with a silent prayer. The Principal Dr. P. R. Unnikrishnan Pillai welcomed all the council members and expressed his sincere gratitude to the management for selecting and appointing him as the new Principal of the college. He also expressed his respectful words of obituary to the former manager of the college Late P. Venugopal and





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Adv. C.K. Parameswaran Panicker. He wanted the entire board support of all to achieve the art made in the great cycle of aims & activities.

The Principal mentioned he maintain the attendance of the students strictly and wanted to make the attendance of the students in the Department every month and report the list of students with shortage of attendance to the college office. He proposed that he will not interfere in the attendance related matters and it's the responsibility of the Department to monitor the attendance. He sought the help of teachers for providing the unutilized vacancies of students during class time. He emphasized the need of departmental parent meeting of the student regularly and to report the progress of the students to the parents. He asked the teacher to submit all the leaves including casual leave through proper channel to the Principal. Also he insisted to submit the duplicate of all official documents to the principal for proper filing. The Principal stressed the need for teaching AICTE on campus, NIEET academy and other type of Public Government coaching as well as sports activities in the college.

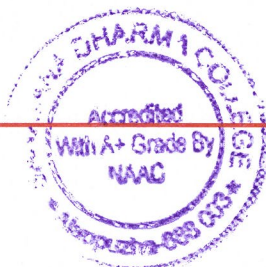
The council secretary, Dr. R. Sreelakshmi stated the previous college council meeting held on 14/10/2020 and the council unanimously decided. He also congratulated the new principal and rendered the full support to him. Ms. Anji, Asst. Professor of physical education requested the council to give allowance to the students who are late to come to the college owing to their participation in the SAI related sports activities permitted by the Department of physical education.

Dr. R. Manojkumar, former principal, in charge, congratulated the new principal and offered full support to the Principal. He stressed

The need for giving financial assistance to the guest lecturers for PTD and the concert should be resolved as and when they get the salary. The meeting adjourned at 12:45 PM.

Dr. R. Sreelakshmi
Council Secretary

Dr. P. R. Unnikrishnan
Principal





b. 2019-20

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Council Meeting

28.6.2019

Time : 2 PM Venue : IQAC Room

Agenda

- 1) Marginal increase of seats in UG & PG courses.
- 2) Interest Committees in departments -
- 3) Any other matters

Members Present

Dr. P.R. Umikrishna PILLAI Principal

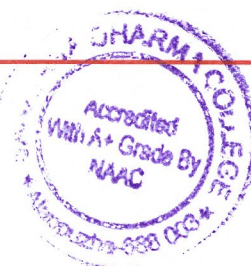
1) Krishnan M.	Commerce dept	M Krish
2) Parameswaran P.S	(Council member)	
3. Lekshmi S.	Physics	
4. Dr. C. Dilip	Botany	
5. Dr. S. Ajaykumar	Malayalam	
6. Saathosh Kumar S.	Office	
7. K. Raghunath	Zoology	
8. D. Poornima R.	Library	
9. Dr. R. Sreekanth	Mathematics	
10. Asokan V.C	Economics & History	
11. Devi K. Varma	Council member	
Dr. Arun Krishna	Librarian	
3) Dr. B. Usha Kumar	Chemistry Dept	

Minutes with a stated page

The meeting started at 2 PM, in the IQAC room. The meeting was chaired by Dr. P.R. Umikrishna Pillai, Principal. The principal welcomed the gathering and introduced the agenda of the meeting.

On agenda number (1) Marginal increase of seats in UG and PG courses for 2019-20.

- 1) The Principal observed the need for a Council Secretary for the current academic year. The Council elected Sri. Arun Krishna B.L (Librarian - UG) to be the Council Secretary for 2019 - 2020.





2) A discussion was followed on agenda number 1) marginal measure of work for the academic year 2019-20. After the discussion, the Council decided to meet marginal measure of work for the following subjects in P.G. and the

P.G. Subjects

- 1) M.Sc. Chemistry
- 2) M.T. Physics
- 3) M.A. Malayalam

UG. Subjects

- 1) B.Sc. Micro Biology
- 2) B.A. - English and Communicative English
- 3) B.A. - English Language and Literature
- 4) B.A. - Hindi

3) The upcoming University related documents data & high speed internet facility is needed for all the departments. Requested for approval of department to have the internet connection by submitting copy of Author Card of the youngest member of the faculty.

4) (i) Sri. Kishan M, Dr. P.S. Parameswaran and Dr. S. Ayaz Kumar raised concerns on funding of a request to start NCE Noida Wing in USD College after discussing the matter in the college council. Principal clarified that the decision to start the NCE Noida Wing, after the approval from concerned bodies in still pending and the process of request pending to quote normal.

(ii) Sri. Kishan M and Dr. Parameswaran demanded a working report on last year's program in QAC and the related matters.

Dr. C. Dilip, UGC/Research Committee in charge explained the matter done by the UGC cell last year. The principal also stated of the following items:

- a) Issuing related matter
 - b) Setting up of Equal Opportunity Cell
 - c) Funding MRA.
 - d) ORF scholarship related funding.
 - e) Setting up of Planning Board.
- The Council decided to set up Planning Board for the next UGC funding. The matters related for the following:

- 1) Dr. M.G. Ashok Kumar (Chairman) - Mathematics
- 2) Dr. P.T. Vaidya (Secretary)
- 3) Sri. Prasanth S.Pai (Member)
- 4) Sri. S. Senthil Kumar (Senior Representative)
- 5) Dr. S. Ayaz Kumar (Malayalam)
- 6) Dr. Srinivasan (English)
- 7) Dr. G. Viswadeva Prasad (Zoology)
- 8) Dr. S. Renuka Kumar (Sanskrit)
- 9) Dr. C. Dilip (UGC Cell - Ex Officer)
- 10) Dr. C. Kishan Kumar (QAC - Ex Officer)

Principal clarified that the UGC meeting conducted at Kirit College Bangalore was not convened by registered post and explained that the mandatory colleges were communicated in such fashion.

(i) Dr. P.K. Varma and Sri. Kishan M requested for monthly Council Meeting. The Council decided to hold monthly meeting on the last Friday of every month. The meeting will be conducted during lunch break. The last Friday is a holiday, the meeting shall be conducted on the previous working day.

The meeting concluded at 3:20 PM

Dr. P. S. Parameswaran
 AOUNKISHORE & L
 SECRETARY





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c. 2020-21

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Concil Meeting

Venue : IQAC Room Date : 5.1.2021

Agenda : 1) class Time
2) Any other Matters

Members Present

- 1) Dr. P.R. Umikrishna Pillai
- 2) Dr. T.N. Anil Kumar
- 3) Dr. B. Krishnan Namboothiri
- 4) Dr. Meena Janardhanan
- 5) Dr. R. Sreekrumay
- 6) Dr. Leekshmi.S.
- 7) Smt. Aranya.S
- 8) Asokan V.C
- 9) Dr. Dew K. Varma
- 10) Dr. J. Varma
- 11) Dr. C. Dilip
- 12) C. Krishnakumar
- 13) Dr. Krishnan M. (IQAC rep)
- 14) Santhosh Kumar.S.
- 15) ARUN KISHORE. DL.

- 1) The meeting started with a silent prayer
- 2) The principal welcomed the gathering and introduced the agenda. He explained the need for changing the class time to take precautions against Covid 19.
- 3) The Concil observed that the number of SD College UG students joining for our PG programmes showing negative trend. We should look into the matter of improving academic quality of UG students seriously
- 4) Official class time is 8.30 AM to 1.30 PM

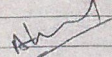




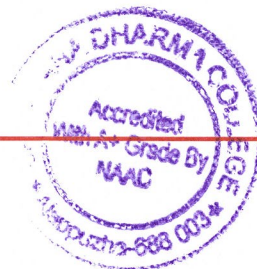
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- 5) The Council decided to constitute the Covid Cell as per the directions of Govt. order.
- 6) Students should keep social distancing inside the class.
- 7) Students should not bring lunch and other food items inside the campus.
- 8) Students should leave the campus after regular classes.
- 9) The classrooms will be closed immediately after the classes.
- 10) Discipline Committee shall be active in controlling students in the entrance gate.
- 11) Minutes of the Council meeting should be circulated to all departments in the next day itself.
- 12) Teachers having exam duty shall take their regular classes also in light of the reduced number of working days.
- 13) During examination days the classes shall be only up to 12.30.
- 14) Council election is extended to 20th January, 2021.
- 15) For post year PG students and other deficiencies in teaching hours, Guest Faculty shall be availed from PTA. The HOD shall request the same according to the required teaching hours.


ARUNKISHORE B.
SECRETARY.


Principal





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d. 2021-22

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7) Govt. meeting adjourned and members were requested to assemble at Bldg department for lunch session hours etc related

ADU/ENGINEER: BT. Dr. P. R. Krishnan P. L. Lal

Govt. meeting held on 11-6-2021

Venue: Online

Time: 2:30 PM to 3:30 PM

Agenda

- 1) Clean Building
- 2) Online Classes
- 3) Programs for online classes
- 4) Virus implementation
- 5) Platform stable collection

Members Present:

- 1) Dr. P. R. Urvil Krishna Pillai
- 2) Dr. Krishnan Nampath
- 3) Dr. Neenu Thambalathan
- 4) Dr. Veenu
- 5) Dr. Sreelakshmi
- 6) Dr. C. Krishna Kumar
- 7) Dr. Dilip
- 8) Dr. Anitha
- 9) Dr. Ayyappa Kumar
- 10) Dr. S. Lakshmi
- 11) Dr. Krishnan
- 12) Sri Arun
- 13) Dr. Vasanthakumari
- 14) Dr. Sangeetha
- 15) Sri. Anitha
- 16) Sri. Ananthakrishnan

"The meeting started with a prayer by Dr. Krishnan Nampath, HOD English."

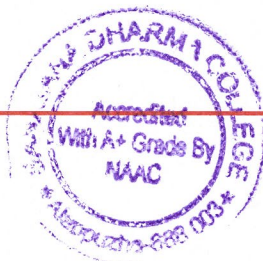
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8) Invited welcomed the members to general and also extended warm greetings to new members to Govt. Dr. P. Krishnan Nampath, HOD English, Dr. Lakshmi, Dr. P. R. Krishnan, HOD English, Dr. Vasanthakumari, Principal

Meeting: The members for delay in conducting classes. The University exam may start on 25th June 2021. The last date. The govt. faculty for these subjects viz. Statistics, History and Geography will be appointed soon. We are expecting the recruitment appointment for various subjects to be made soon and thought for the govt. faculty for remaining subjects shall be taken on November, only after the govt. and govt. Degree administrators. The Kerala University has agreed and provided the approval of these new courses to submit to the government for final decision. Most probably we will be having 100 marks, 100 hours, and the students came in the campus this year. Regarding Platform/Tables Collection, the govt. function will be organized again during the year. The Domestic Governor of Kerala probably on August 2021. We are also planning to lay down foundation stone for an auditorium complex with seats for 1000 students during the foundation in the Shree Sri Government Planning society of the college building related to the Platform/Tables Collection. An already started. The department shall cooperate by providing the staff for quantity room for parking notes inside the staff for quantity room. The practical areas shall be maintained strictly. Students shall be informed of the importance of keeping our building clean and tidy through the suggested methods. HODs to facilitate the pending service matters of staff members with the office.

Dr. P. Krishnan Nampath, HOD English

welcomed the new govt. members of the Govt. and facilitated for the completion of classes. The expansion of the college and various planned activities of the English Department for the 100th Anniversary shall be taken up. The students for the coming 9 months which include an extension primary. News





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Physios, and Young Communication Club.

Dr. Neena Sankaranarayanan, PhD Zoology, also welcomed the newly joined members of the Council and felicited Principal for completing 3 years. She is having the opinion that the service matters of faculty shall be dealt with understandingly with the office. She advised a common online platform for the college. She also explained the Departmental programmes of this year and extended full support to the Platform initiative. Celebrations Department needs a guest faculty for conducting courses.

Dr. J. Veena, PhD Hindi, welcomed the members and the new members. She felicited the Principal for completing 3 years. She thanked the help for the help in the process of getting the students along with other courses. She suggested voter sign up by the Principal for explaining the Govt/Uni. orders forwarded in WhatsApp Groups. She representative in the CLM meeting requested to have more clarity regarding the Registration of first year US students and fee submission. She requested the Principal to give appropriate guidance. She suggested Dr. Neena Sankaranarayanan of administrative dealing of the service matters without the interference of Dr. B. Ghoshal department needs a guest faculty members.

Dr. C. Dilip, PhD Botany, felicited the Principal for completing 3 years. He advised to have a common Platform for the college for online learning. He was having good opinion on the implementation of the college. He requested the Principal to explain more about the MIS and its date privacy.

Dr. Lakshmi S. PhD, Physics, welcomed the members, she explained the current time frame and the table of the Department of Physics. Online classes are running between 8:30 to 1:30. Microsoft Teams to the on main platform for the department. But some are using Google meet and Moodle. All are happy with the current status. Regarding MIS many teachers asked about the status of current installation. Whether

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it is done or ongoing. If it is done, the date privacy shall be addressed properly. All are having 100% in the implementation process through Ms. Neena.

Dr. R. Sankaranarayanan, PhD Mathematics, welcomed the members and the new members. He felicited the Principal for completing 3 years. He said that the Principal and staff should take the final decision in the matters. Regarding online platform, a common platform is required to distribute some table properly and also that will help in making online classes reports for official purposes. He need a format for that report also. He is having a guest faculty for statistics from 17th this year. Decision of this meeting shall be announced with clarity.

Dr. C. Kiranmalar, PhD Chemistry, welcomed the members. She felicited the Principal for completing 3 years. He shall be very grateful for using the online app for communication. He is an a faculty of the SCE, he will write on the app. He will be carefully put across without affecting the interpersonal relations. 9:30 - 3:30 is OK for the department. Regarding online platform Department of Chemistry is using Microsoft Teams very successfully. They are helping the MIS implementation with all facilities also into the current MIS. Security aspect of the MIS shall be addressed in giving email and phone number of students. Related to Platform initiative (Sankaranarayanan), the department is planning a good number of programs. A Drive meeting of members was conducted related to open courses. An 800 level meeting will be conducted very soon after the coming of University calendar for online registration.

Dr. V. C. Ashokan, PhD Economics, welcomed the members and the new members. He felicited the Principal for completing 3 years. He explained the happenings and the new courses coming to the college. He also suggested to have voice clips/recordings by the Principal for explaining the Govt/University orders circulated in the official WhatsApp Group. Regarding a guide, class timings 9:30 to 3:30 to





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acceptable to examine Department Classification as common class language is required to avoid overlapping. Economics is having online classes mainly through Microsoft Teams, Google Meet and WhatsApp audio. Most students accustomed recorded sessions either through YouTube or any other platform. Recorded videos are helpful for those who are having low bandwidth and other kinds of digital divide. Department will help the MIS agents to achieve the goal of the 104C Program related to Platform interface will be planned and supervised.

Dr. M. Krishnan, SHO, Commerce welcomed all the members and the newly joined staff. He explained the rationale of his first on various matters, which were purely programed and not against any individual. He also suggested to have democratic spirit on criticisms via a via the journals/notes respectively on all matters. He expressed happiness on getting new courses to the college. Misraff. He was had some problems in Commerce Dept. last year. This year they were having weekly Google Meet meeting for the classes. He met MIS in functioning nicely with the department regarding open courses, HOD, staff etc in the Dept of communication & DMC in Department. He felt the ~~strong~~ application of DMC in Department level Monitoring committee. He also shared his experience, experience of any other assignments, 4500 functions in the college. He also expected reply from in 3rd group. Related to technical matters of the college, he explained the negotiations taking place to upgrade the ground bandwidth in light of the demand of the online classes this year.

All major papers like BSNL, STS, Aardra, Kerala Varn and Enl. Net have submitted their proposals. Dr. C. Krishnakumar changed that after getting proper direction from University regarding registration of students on 3rd level meeting will be arranged soon. Dr. M. Manjiv. V. Staff representative welcomed the members and the new members. She requested

the Principal for completing 3 years. Regarding class timings a common time is always helpful. Also a common platform for the college in which the teachers are comfortable with the present platform they are using and a shift will need additional training. Students are also having problems in attending online sessions. Many students had complaint about eye irritation and distraction about digital problems. We need to look into that matter. Regarding MIS, it will be very beneficial for the college but at the same time we need to take care of the security of data, if we are not continuing with the present provider after the trial.

Dr. Radhakrishnan, staff representative welcomed the members, SHO, 104C member and the new members. He felt that the Principal for completing 3 years. He suggested to change the annual made by Council meeting. We need to still to let agents and take decisions accordingly. Regarding class timing 9:30 to 3:30 is agreed. We need to fix a common platform for online classes in this meeting itself. MIS implementation is good for the college provided we need to have the admin panel inside the college for avoiding any security issues. All the agents along shall be discussed and answer at decisions later itself.

Dr. Aryan Kumar, SHO, Malayalam, welcomed the members and the new members. He felt that the Principal for completing 3 years. Malayalam department is using Google Meet and telegram for taking classes. Telegram is very useful for language teaching. Two teachers had already engaged with MIS implementation. (on timing 9:30 to 3:30 is agreeable to Malayalam Department).

Dr. Sampath, staff representative, welcomed the members and the new members. Regarding service matters, it is enjoyment from OP office that many files are pending with our college and that need to be addressed. He expressed his agreement with Dr. Radhakrishnan on the type of meeting happening to our college. One meeting on faculty decisions and conducting with only department. 9:30 am to 3:30 pm is a good time for the college. Teachers shall have freedom in choosing the platform for student use. In that line, a common platform is good and so addition to it convenient.





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Platform for teachers shall be invited to it. Regarding the 10th consideration shall explore the process of implementation and the way to set out the security issues mentioned.

Dr. Anu, the Physical Education returned the numbers and the non-members. She indicated the Principal for completing 3 years. She expressed her apology for her inability to her WhatsApp post which happened due to the lack of information from the meeting on open campus. By 7:30 to 8:30 to a great time for the college. She was using Google Meet last year. It is good if we could have a discussion on attendance in the session for online classes. She expressed full support for the platform (web) development.

Dr. Jayaraman, the Coordinator welcomed the members and the non-members. She indicated the Principal for completing 3 years. Regarding 10th note, UAT 2018-19 documents submitted and 2019-20 data has been submitted by 31st August, 2021. History data for the submission shall be given to 10th in demand. 2020-21 submission is in different format and we need a specific Google form for collecting data. We need to start the next accreditation program from January 2021 onwards. We need to stick on to the agenda and avoid discussions on past events and happenings. Regarding the way we had creative presentations from SARDNA technology, Open Source, NAYAG and related technologies. Hence the presentations, Campus finance and about were appeared to be good to facilitate and we decided to go with finance as student technologies related to give further communication.

SN College follows a history of good feedback for general from the year-wise. Dr. College, Software and other college follow also give good feedback. We decided to go for a third time only for general and later we can discuss on implementation of it fully. Regarding results, the focus is having answer book

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and they give 97% stability for the date. DTE to doing based on every week and they have agreed to give hard copy data (NVD) in every 6 months. The way coordinator for the college shall have control over the implementation. The Council shall take a decision on the implementation of the items. Dr. The motion and implementation of the items. Dr. S. Varma has coordinated in submitting DTE proposal to time. CLRC shall be convened in every year at the starting of academic year.

Item: Decision on Agenda

- 1) The college Council unanimously decided to have 9:30 AM to 3:30 PM on 30 College, 1st Term.
- 2) Class hours shall be diversified as 9:30-10:30, 10:30-11:30, 11:30 to 12:30 - Lunch. 1:30-2:30 and 2:30 to 5:50 PM.
- 3) On every Friday, lunch break will be 12:30 to 1:30.
- 4) Campus finance will continue with the hard-earn for 3 months and a separate Council Meeting will be held. The agreement after the hard-earn and with enough feedback.
- 5) Other changes: weekly report based on last year format shall be submitted to time. Online classes shall be taken supplemented to with recorded classes (preferably in Google drive).

Online Platform: Teachers can use any of the programs recommended by the soft. Through the decision for development, we only the strategies in domain for online classes.

Platform Justice celebration: A small function will be conducted on 20th June and a group function will be organized after getting dates from the shivartha. Governance of Kerala probably in October. All staff members are requested to give a note to be included related to service matters for solving the issues.

9) Council suggested Dr. Varma to be the first student. Council suggested Dr. S. Varma and Dr. S. Varma to be the submission of proposal to DTE (Class Biology Scheme).

10) Council suggested Dr. S. Varma to be the submission of proposal to DTE (Class Biology Scheme).





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e. 2022-23

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Minutes of the meeting held on 3rd June, 2022
at IQAC Room.

Time : 1.00 PM

Agenda

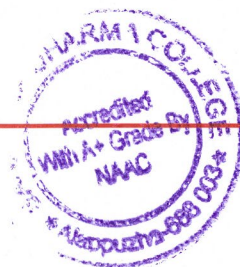
- 1) Starting of the new academic year (2022-23)
- 2) Appointment of new Guest lecturer
- 3) Suggestions of the PTA
- 4) Any other items of importance

Members Present

- 1) Smt. Saraswathy Anthayyanam
- 2) Dr. J. Veenc
- 3) Dr. Ashok Kumar M.G.
- 4) Gopikrishna R
- 5) Dr. V.N. Sanjay
- 6) Ayyas
- 7) Dr. Ganga P
- 8) Asokan Vc
- 9) Sarthak Kumar S
- 10) Dr. Krishnan M
- 11) Dr. Prabhakaran Nair V.R
- 12) Dr. Lakshmi S
- 13) Manju V
- 14) Dr. Thanya V
- 15) Asst. Prof. J. J. J.
- 16) Dr. C. Dilip

* The meeting started with a silent prayer
* The Principal Smt. Dr. Saraswathy Anthayyanam welcomed the members and started the proceedings.
* The principal welcomed the newly joined council members :- Dr. Ashok Kumar M.G. and Dr. K.H. Rama.
* The principal presented the agenda

[PTD]





The important decisions regarding the agenda after thorough discussions are as follows -

- 1) It was decided to take PIA guest lecture for various departments after consulting the request and meeting the next weekend.
- 2) The PIA team requested to form an extension of the canteen building near road block. It was decided to start a small canteen near the staircase (Ground floor) of North Block on an experimental basis. The time of the canteen closure will be 10:30 AM to 12:00 PM.
- 3) The principal requested the council members to inform all faculty to co-operate in having discipline inside the campus.
- 4) The principal also requested everyone to be part of making the campus 'clean and beautiful'.
- 5) All faculty members shall engage with the discipline matters of the college, especially in visiting the students who are violating around the campus after 10 PM.
- 6) As part of the waste management and campus cleaning drive it was decided to collect the junk items including electronic waste and non paper and sell them through standard procedure.
- 7) It was decided to take strict action against the students who bring mobile phones into the campus. The vehicle numbers with photographs shall be handed over to the police for further action.
- 8) Notice regarding the prohibition of using mobile phones shall be issued in all classrooms. Proper boards of the sign board under regarding this notice shall be issued in the canteen. The students shall be from under the two corridors of the main building.
- 9) It was decided to request the Managers to increase the bike/car parking facilities of the college with regard to the increase in residential vehicles after covid-19.
- 10) The urgency of the requirements of non-teaching staff in various departments to be reported to the managers. Consistently the impending NAAC visit is a very critical to have enough non-teaching staff in the college.
- 11) After hearing the various disciplinary issues near the canteen and the southern side of the campus, the Council decided to inform the Managers on increasing the height of the boundary wall near canteen and other vulnerable area. Council suggested appropriate way of increasing the height of the wall like 'adopting shield fencing' etc.
- 12) The pathways near the canteen and the driveway/door/porch to be made wider with adequate height and strength to avoid water problems.
- 13) To have a better designed environment inside the campus the council decided to make separation between the kitchen study circle and the main campus. A compound wall/seeping sheet fencing / iron sheet may be erected. Separation shall be built on the south side.

SECRETARY

