



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 Institutional Vision and Leadership

IQAC Constitution with Minutes



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 01/07/2023.....

NOTIFICATION


It is hereby notified that the Internal Quality Assurance Cell (IQAC) has been reconstituted with effect from 1st July 2023. The following are the members of the IQAC with effect from 1st July 2023.

1. Prof . Dr K H Prema, Principal (Chairman)
2. Sri. P Krishnakumar, Manager (Representation from Management)
3. Prof. S Ramanand, Alumni & Managing Committee Member (Member)
4. Dr. Bindu Nair, Vice Principal (Member)
5. Dr. S Lekshmi, Associate Professor of Physics (Coordinator)
6. Dr. Devi S, Assistant Professor of English (Member in charge of Criteria 1)
7. Smt. Saritha M, Assistant Professor of English (Member in charge of Criteria 2)
8. Dr. Bindu P K, Assistant Professor of Botany (Member in charge of Criteria 3)
9. Dr. Krishnan M, Assistant Professor of Commerce (Member in charge of Criteria 4)
10. Dr. Prasanth S Pai, Assistant Professor of Commerce (Member in charge of Criteria 5)
11. Dr. M G Ashok Kumar, Associate Professor of Maths (Member in charge of Criteria 6)
12. Dr. Sindu Antherjanam, Associate Professor of Malayalam (Member in charge of Criteria 7)
13. Sri. Arun Kishore, Librarian (UGC) (Member)
14. Sri. Harikrishnan Nampoothiry .N (Student Representative)
15. Sri. S Santhosh Kumar, Senior Superintendent (Administrative Staff Representative)
16. Sri. Aravind K M, Senior Clerk (Member)

Copy to

1. Manager's office
2. Principal's office
3. IQAC
4. All Members




Prof. (Dr.) PREMA K.H
PRINCIPAL
PEN 487693
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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.




Prof. (Dr.) PREMA K.M
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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

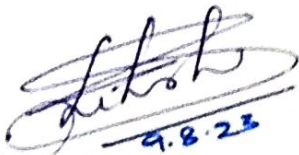
DR Prasanth S Pai

Dr Asok Kumar M G

Dr Sindu Antherjanam

Sri Santhosh Kumar S

Sri Aravind A



Dr. S Lekshmi
Coordinator
IQAC

**Sanatana Dharma College
Alappuzha, Kerala - 688 003**



**Prof. (Dr.) PREMA K.H
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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

Sanatana Dharma College
Alappuzha, Kerala - 688 003




Prof. (Dr.) PREMA K.H
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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

Dr. S Lekshmi
12/1/24 Coordinator
IQAC

Sanatana Dharma College
Alappuzha, Kerala - 688 003



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Ref :

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

Sanatana Dharma College
Alappuzha, Kerala - 688 003



Prof. (Dr.) PREMA K.H
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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

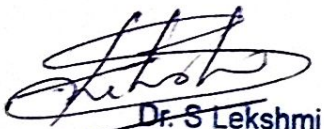
Dr Dhanya V Head Department of Microbiology

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

Sanatana Dharma College
Alappuzha, Kerala - 689 003





Prof. (Dr.) PREMA K.H.
PRINCIPAL
PEN 467093
SD COLLEGE ALAPPUZHA



Ref :

Date : ..27.03.24..

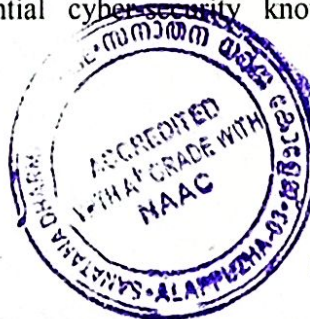
Minutes of the meeting of IQAC held on 27.03.2024 at IQAC room

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 IIQA 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 cyber security 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


21.03.24

Dr. S Lekshmi
Coordinator

Minutes of the meeting of IQAC held on 18.04.2024 at IQAC room
Sanatana Dharma College
Alappuzha, Kerala - 688 003





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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
Dr. S Lekshmi
Coordinator
IQAC
Sanatana Dharma College
Alappuzha, Kerala - 688 003




Prof. (Dr.) PREMA K.H.
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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

Prema




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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
Dr. S Lekshmi
Coordinator
IQAC
Sanatana Dharma College
Alappuzha, Kerala - 688 003




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SANATANA DHARMA COLLEGE ALAPPUZHA



Minutes of IQAC Meeting 2021-22 & Action Taken report



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

Sanatana Dharma College, Alappuzha -3	IQAC-Meeting 2021-2022	Meeting - 1
Venue – IQAC room Offline	Date : 16-07-2021	Time: 10.30 am

Agenda for the Meeting		
Sl.No	Points of Discussion	Discussion by
1	Review on previous IQAC meeting held on 23-03-2021 & Discussion on previous year's (20-21) activities.	IQAC Coordinator
2	Remarks on present new academic year activities	Principal
3	Discussion on present year's activities	
	a. Webinar on NAAC accreditation methodology	IQAC Coordinator
	b. 19-20 AQAR consolidation and submission	IQAC Coordinator
	c. 20-21 data collection	IQAC Coordinator
	d. Proposals to present the department activities for present academic year by HoDs.	Principal
	e. Coordinators of clubs, forums, NSS, NCC etc to present the plan of the present year's activity.	Principal
	f. MIS Final implementation decision- status report	Dr. M. Krishnan
	g. Academic calendar- Declaration of CE of S2PG, S2UG and S5UG by CLMC.	Principal
	h. Policy document preparation	Dr. V. N. Sanjai
	i. Fourth Accreditation process	Dr. G. N. Prabhu
4	Meeting of statutory bodies – Anti Ragging, Anti Sexual Harassment Cell, SC/ST cell, “Collegiate Student Grievance Redressal Committee” (CSGRC), Ethics Committee, Anti Narcotic cell	Principal
5	Budget and Annual Financial Statement – 21-22 present year budget and previous year statement	Principal
6	Annual report of IQAC 20-21 Annual report of College 20-21	IQAC Coordinator Principal
7	MIS SDC team- Nomination of ERP coordinators	Principal



MP

8	Visit to colleges which completed 4 th cycle of accreditation.	IQAC coordinator
9	Result improvement strategies	Vice Principal
10	Network providers for college with high bandwidth	Dr. M. Krishnan
11	Any other points with the permission of the chair	
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. V. N. Sanjai, Jt. Coordinator, IQAC	Sd/-
7.	Dr. M. Krishnan, Jt. Coordinator, IQAC	Sd/-
8	Dr. G. Nagendra Prabhu, Member	Sd/-
9,	Dr. K. H. Prema, Member	Sd/-
10.	Dr, M. G. Ashok Kumar, Member	Sd/-
11.	Dr. S. Lakshmi, Member	Sd/-
12.	Dr. Sindhu Antherjanam, Member	Sd/-
13.	Dr. Prasanth S Pai, Member	Sd/-
14.	Sri. Santhosh Kumar, Member	Sd/-

Apologies: Sarita. M & Aravind K Mohan

MINUTES

The meeting started with a silent prayer and welcome by the IQAC Coordinator. He observed that this is the first meeting during the current academic year which was delayed due to COVID 19 related lockdown and travel restrictions. Only one more year is left for the 4th cycle of A & A and there are several challenges to be overcome before the targets are achieved. Afterwards, the Principal made his opening remarks.

The important points mentioned and discussed are noted below:

Minutes of Meeting			
Sl.No.	Points of Discussion	Action By	Target date & Action taken
1	Review on previous IQAC meeting held on 23-03-2021 & Discussion on previous year's (20-21) activities.	IQAC Coordinator	



MR

The minutes of previous meeting held on 23rd March 2021 was read, updates were presented and passed.

Recent major events include:

The college is awaiting the NIRF ranking results. Some updates on publications were submitted by Dr. Sreekanth and IQAC Coordinator Application for DBT-STAR College has been submitted on June 1 by Dr. Jose Mathew and Dr. Sreekanth. They were congratulated for their efforts.

Two staff members Dr. G. Nagendra Prabhu & Dr. Sreekanth Varma have been included in the Global Ranking by A D Scientific Index. More staff members to be encouraged to make their online presence in Google Scholar and similar online platforms to get more visibility.

The meeting congratulated:

- The Principal, Dr. P. R. Unnikrishna Pillai for being elected to the Academic Council of the University of Kerala from Principals Constituency.
- Dr. E. Krishnan Nampoothiri on assuming charge as Vice Principal.
- Dr. K.H. Prema for receiving the first Patent from Sanatana Dharma College.
- Dr. M. Krishnan and Dr. S. Lakshmi have assumed charge as HoDs of Commerce and Physics.
- Dr. M. G. Ashok Kumar for securing Ph. D in Mathematics from Univ. of



JMR

	<p>Meeting of Coordinators of Clubs and Forums is to be organized to streamline the current year's activities.</p>		
	<p>f. MIS Final implementation decision- status report Adoption of MIS (ERP) – status report Based on the decision of the College Council on the suggestions by IQAC, a trial run is currently being carried out. More than 50 % of the staff are using the programme offered by M/S Campus Genie. Several rounds of trainings have been provided to staff collectively and Department wise. Full utilization is yet to be achieved. Manager & Prof. S. Ramanand suggested organizing more technical sessions to clear the doubts of staff. Authorised IQAC to negotiate with Campus Genie and adopt MIS from August 1, 2021. Principal will report this to the College Council in its next meeting.</p>	<p>IQAC Principal</p>	<p>1-8-2021 (Implemented) SDC Campus Genie was officially launched after the trial on 17th August 2021 (Chingam 1)</p>
	<p>j. Academic calendar- Declaration of CE of S2PG, S2UG and S5UG by CLMC. The meeting suggested the CLMC to draft a college specific academic calendar and fix tentative dates for the internal examinations.</p>	<p>Principal to inform CLMC Convenor</p>	<p>7-8-2021 Academic calendar prepared. But due to the threat of COVID and lag of semesters it is decided to conduct the internal exams according to the convenience of the departments. The date should be intimated to CLMC.</p>
	<p>k. Policy document preparation The plans and policies of the College are being drafted and will</p>	<p>Dr. V. N. Sanjai</p>	<p>Target date: 15-8-2021 (Not</p>



	be presented within 3 weeks		completed) Policy document preparation started
	<p>1. Fourth Accreditation process Dr. Prabhu presented a brief methodology for the 4th cycle. It will be very difficult process and requested cooperation of all members and staff to complete the process. 3 more faculty members can be identified to support each IQAC members in charge of the Criterion. They can be trained to take over the responsibility in the next cycle. The IQAC members can suggest their team.</p>	<p>Dr. G. N Prabhu IQAC</p>	<p>(not implemented) Principal will suggest more members under each criterion-in-charge.</p>
4	Meeting of statutory bodies – Anti Ragging, Anti Sexual Harassment Cell, SC/ST cell, “Student Grievance Redressal Committee” (SGRC), Ethics Committee, Antinarcotic cell		
	NAAC mandates the formation of the above committees. Existing committees on related areas can be modified as per UGC guidelines.	Principal to take necessary steps	
5	Budget and Annual Financial Statement – 21-22 present year budget and previous year account statement		
	Audited annual financial statements and institutional budget is to be uploaded along with Budget of Alumni Association.	Aravind from Office and Ms. Aswathi from Commerce will coordinate this	31-08-2021 Audited. Budget of Alumni association not prepared.
6	Annual report of IQAC 20-21 & Annual report of College 20-21		
	The IQAC will draft a report on its activities and present it. 17 webinars were organized by IQAC alone and in collaboration with others.	IQAC coordinator Principal	31-8-2021 Report of 20-21 prepared.



MSR

	The Principal informed that no annual report had been prepared for the last 2 years due to various reasons.		
7	MIS SDC team-ERP coordinators		
	ERP Coordinators and other technical details to be discussed and finalized. IQAC Coordinator suggested names like Dr. Sreekanth, Mr. Amal etc. Principal will suggest ERP Coordinators in consultation with others.	Principal	1-8-2021 (Implemented)
8	Visit to colleges completed 4th cycle of accreditation.		
	Coordinator stressed the need to visit nearby colleges that have gone through the 4 th cycle of A & A. The request was approved by the Manager.	IQAC coordinator	15-9-2021 (No action taken)
9	Result improvement strategies		
	The Vice Principal introduced the need for specific action plan to improve the results. Dr. M. Krishnan shared his experience at the Dept. of Commerce by a focused approach. The Manager suggested a "Platinum Jubilee Challenge" to achieve the goal of 0 % failure. Dr. K. H. Prema suggested that an analysis is to be carried out after the internal examination also. Dr. Prabhu suggested a holistic approach from the time of admission onwards. The Vice Principal volunteered to discuss with others and suggest and action plan soon.	Vice Principal	A report submitted to IQAC. IQAC requested to some modifications and requested Vice Principal to convene Academic Reforms committee meeting
10	Network providers for college with high bandwidth		
	Dr. M. Krishnan, in-charge of criterion IV, presented a comparative table on quotations	Dr. M. Krishnan	15-8-2021 (Implemented)



Handwritten signature

	received. The meeting directed him to consult the Technical Committee and suggest a final plan.		
11	<p>Any other points with the permission of the chair</p> <p>Platinum Jubilee Celebrations – Dr. G. Nagendra Prabhu, Coordinator reported the activities organized so far about the Platinum Jubilee Celebrations. The Governor’s decision is awaited for the formal launch.</p> <p>New IP Cell – Dr. K. H. Prema suggested that an IP Cell may be constituted in association with KSCSTE. She volunteered to liaise with KSCSTE to achieve this.</p> <p>The visit of Manager to all Departments has not materialized due to COVID.</p> <p>IQAC Coordinator requested a dedicated part-time assistant for carrying out the compilation and other work related to NAAC. The Manager will discuss about the possibility and inform.</p>		

The meeting ended at 1.45 pm with a vote of thanks by the Vice-Principal.



Dr. P. S. Parameswaran
(IQAC Coordinator)



× Dr. P.R. Unnikrishna Pillai
Principal & Chairman, IQAC

16/7/2021

Dr. P.R. UNNIKRISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha



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

Sanatana Dharma College, Alappuzha-3	IQAC-Meeting 2021-2022	Meeting - 2
Venue – IQAC room Offline	Date : 03-11-2021	Time: 3.30 pm


Agenda for the Meeting		
Sl.No	Points of Discussion	Discussion by
1	Orientation programme for recently joined faculty members	IQAC Coordinator
2	Preparation of AQAR 2020-2021	IQAC Coordinator
3	NIRF registration	IQAC Coordinator

Members Present		
1.	Dr. P. R. Unnikrishna Pillai, Chairman & Principal	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. K. H. Prema, Member	Sd/-
6.	Dr, M. G. Ashok Kumar, Member	Sd/-
7.	Dr. Prasanth S Pai, Member	Sd/-

The meeting started with a silent prayer and welcome by the IQAC Coordinator


Minutes of the Meeting		
Points of Discussion	Action By	Target date & Action taken
Orientation programme for recently joined faculty members: Decided to organize orientation programme for the newly joined 23 faculty members. Principal suggested a three day FDP. After discussion it is decided to conduct the programme from 18 th November to 20 th November. Principal entrusted IQAC coordinator to organize the	IQAC Coordinator	Organised the programme from 18 th November to 20 th November as decided in the IQAC meeting





Principal
S.D. College, Alappuzha

<p>programme. The decided technical sessions in the programme are:</p> <ol style="list-style-type: none"> 1. SDC – Past, Present & Future 2. Get to know each other - Ice Breaking Session (PANACEA - a 360 degree solution programme) 3. IQAC & College Extension Programmes 4. Human Values, Professional Ethics & Team Work 5. Outcome Based Education 6. Teachers as Mentors 7. Teaching – an Art or Science 8. Special Session on Y-Break 		
<p>Preparation of AQAR 2020-2021: The data collection of 2020-2021 has started. Criterion-wise groups for data collection, processing and improvements were decided and informed to the Criterion-in-charges.</p>	<p>IQAC coordinators and IQAC members</p>	<p>AQAR 2020-2021 preparation started</p>
<p>NIRF registration Data collection for the preparation of NIRF was started by IQAC and necessary documents were given to NIRF Coordinator. IQAC coordinator requested all members to help NIRF Coordinator to secure all data from the depts/faculty/principal office.</p>	<p>NIRF Coordinator Dr. Sreekanth J. Varma</p>	<p>Data collection for the preparation of NIRF was started by IQAC and necessary documents were provided to NIRF Coordinator. The data for NIRF 2022 was uploaded on 17th February 2022.</p>

The meeting ended at 4.30 pm with a vote of thanks by IQAC Coordinator


Dr. P. S. Parameswaran
(IQAC Coordinator)


Dr. P.R. Unnikrishna Pillai
* Principal & Chairman, IQAC

03-11-2021

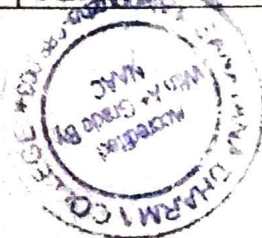
Dr. P.R. UNNIKRISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha



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

Sanatana Dharma College, Alappuzha - 3	IQAC-Meeting 2021-2022	Meeting - 3
Venue – IQAC room Offline	Date : 21-12-2021	Time: 10.30 am

Agenda for the Meeting		
Sl.No	Points for Discussion	Discussion by
1	Review on previous IQAC meeting held on 16.07.2021 & 3.11.2021.	IQAC Coordinator
2	Remarks on present academic year's activities	Principal
3	Discussion on present year's activities	
	a. Webinar on NAAC accreditation methodology	IQAC Coordinator
	b. 20-21 data collection	IQAC Coordinator
	c. SAAS (MIS/ERP) implementation - status	IQAC Coordinator
	d. CE of S3PG, S1 PG, S1 UG, S3UG and S6UG by CLMC.	Principal
	e. Policy document preparation	Dr. V. N. Sanjai
	f. Fourth Accreditation process, SSR preparation	Dr. G. N. Prabhu
	g. Submission of AQAR 20-21	IQAC Coordinator
	h. Nomination of AISHE Coordinator	IQAC Coordinator
	Best Practice 2021-2022	IQAC Coordinator
	i. Formation of Sanatanam Teaching Learning Center (STLC)	
	ii. SDC Campus Genie (MIS/ERP)	
	j. Starting of Certificate Courses- DCA & Logistics of CCEK	IQAC Coordinator
	k. MoUs with other institutions – Need to discuss in dept level, approval from IQAC/College Council & written request to Manager through Principal.	
4	Meeting of statutory bodies – Anti-ragging, Anti Sexual Harassment Cell (Internal Complaints)	Principal



	Committee), SC/ST cell, "Collegiate Student Grievance Redressal Committee" (CSGRC), Ethics Committee, Anti-narcotic cell	
5	Budget and Annual Financial Statement	Principal
6	Annual report of IQAC & Annual report of College	IQAC coordinator
7	Result improvement strategies	Vice Principal
8	CAS – role of IQAC	IQAC coordinator
9	Platinum Jubilee Celebrations	
10	Any other points with the permission of the chair	
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/-
8	Dr. K. H. Prema, Member	Sd/-
9	Dr. S. Lakshmi, Member	Sd/-
10.	Dr. Sindhu Antherjanam, Member	Sd/-
11.	Dr. Prasanth S Pai, Member	Sd/-
12.	Ms.Saritha M., Member	Sd/-

Apologies: Dr. V. N. Sanjai, Dr. M. G. Ashok Kumar, Sri. Santhosh Kumar & Sri. Aravind K Mohan

The meeting started with a silent prayer and welcome by the IQAC Coordinator. Afterwards, the Chair of IQAC & Principal made his opening remarks.

Principal briefed the present infrastructural development in the campus. He congratulated the Physical Education Department for the outstanding performance of SD College in the University Athletic Meet. He also appreciated the team IQAC for coordinating the Faculty Development and Orientation Programme – 2021 for the newly recruited faculty members. The pre Academic & Administrative Audit visit by IQAC was successful. He also mentioned the need of spending extra one



hour in the college by all faculty members to assist IQAC in view of the fourth cycle accreditation.

After the Principal introductory remarks IQAC Coordinator initiated the discussion by presenting agenda.

The important points mentioned and discussed are noted below:

Minutes of Meeting			
Sl.No.	Points of Discussion	Action By	Target date & Action taken
1	<p>Review on previous IQAC meetings held on 16.07.2021 & 3.11.2021. Discussion on previous year's (20-21) activities.</p> <p>The minutes of previous meeting held on 16th July and 3rd November were read, updates were presented and passed. IQAC coordinator mentioned his concern over the pending actions of the previous decisions.</p> <p>The implementation of ERP-'SDC Campus Genie' and Improvement of WiFi connectivity & enhancement of WiFi bandwidth were the two major actions undertaken by IQAC. He also mentioned about the continuous conduct of the pending University examinations and evaluation of answer scripts after the reopening (due to COVID) of the institution has become a major hurdle for the implementation of quality enhancement activities in the college.</p>	IQAC Coordinator	
2	Remarks on present new academic year activities: Already mentioned in the presidential address.	Principal	
3	Discussion on present year's activities		
	<p>a. Webinar on NAAC accreditation methodology: A workshop on new methodology is to be organized at a convenient date.</p>	IQAC Coordinator	By last week of January 2022 or 1 st week of



	<p>IQAC coordinator approached Dr. Gabriel Simon Thattil, Director, IQAC, University of Kerala and requested for a convenient date. Offline meeting will be organized for all staff and a separate meeting for IQAC and DIQAC members.</p>		<p>February 2022. (Not organized as the resource person was busy with NAAC accreditation of the University of Kerala)</p>
	<p>b. 20-21 data collection Under processing & AQAR 2021 will be submitted by 20th January</p>	<p>IQAC Coordinator</p>	<p>15-1-2022 & 20-01-2022 Data collection process started.</p>
	<p>c. Sanatanam Academic and Administrative System[SAAS/SDC Campus Genie] (MIS/ERP) Final implementation decision- status</p> <ul style="list-style-type: none"> • Lesson planning not being fully utilized by faculty members. • Attendance entry being done through SAAS/SDC Campus Genie • Departmental level training on SAAS/SDC Campus Genie may be provided before 15th January. • Work diary to be replaced by the reports generated through SAAS/SDC Campus Genie. • One or two faculty per department may be provided advanced training in the use of SAAS/SDC Campus Genie. That faculty may help/guide others. (Suggested by Dr. E. Krishnan Nampoothiri) • The present system of the use of attendance registers should be followed for UG classes, but the attendance of PG classes should be done in SAAS/SDC Campus Genie without the conventional student attendance register. (Suggested by Dr. M. Krishnan). 	<p>SAAS coordinators - Dr. Meena Janardhanan Sri. Amalraj</p>	<p>Not submitted</p> <p>15th January 2022.</p> <p>Necessary hands on training were given to departments on the usage of ERP Core group was formed for the timely communication of the actions/queries that have to be rectified as early as possible.</p>



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	<ul style="list-style-type: none"> • A deadline to be given for the completion of lesson plans, regular attendance marking through SAAS/SDC Campus Genie. HoDs should strictly monitor the use of SAAS for all academic purposes by faculty members. (Suggested by Manager, Sri. P. Krishnakumar). • Frequent changes in time-table, shift from online to offline classes, derailed semester plans due to pending examinations acted as barriers to the full-fledged use of SAAS/SDC Campus Genie. 		
	<p>d. Common time table based internal examination to all S3 PG, S1 PG, S1 UG, S3 UG and S6 UG.</p> <ul style="list-style-type: none"> • Decision to conduct internal exams in the afternoon session between 15th February to 28th February. 	CLMC Convenor	15 th February to 28 th February Exams were conducted as per the schedule by the departments
	<p>e. Policy document preparation. Policy document to be prepared by Dr.V.N.Sanjai. Dr.Vishnu Sreevalsan of Dept. of History will assist him for the preparation.</p>	Dr. V. N. Sanjai	31 st January Policy document prepared and approved by the Principal
	<p>f. Fourth Accreditation process</p> <ul style="list-style-type: none"> • Approved the list of criterion wise group submitted by IQAC coordinator. • Need to visit recently accredited college with A++ 	Dr. G. N Prabhu	Visit A++ grade institution by 20 th February (Not materialized)
	<p>g. Nomination of AISHE Coordinator & a team for AISHE data collection and uploading</p> <ul style="list-style-type: none"> • Decided to nominate Dr. Jose Mathew, Assistant Professor, Dept of Botany as AISHE Coordinator. • Both the NIRF and AISHE related matters should be carried out by a single team. Hence the NIRF team is decided to expand with 4 more faculty members to overall 		



MSR

	<p>processing of NIRF and AISHE related works.</p> <p>Newly nominated teachers- Ms. Gopikrishna (History), Dr. Roshmi Thomas (Microbiology), Dr. Chinmay (English) & Dr. Chithra Sekhar (Chemistry)</p>		
	<p>h. Best Practices 2021-2022</p> <ul style="list-style-type: none"> • Formation of Sanatanam Teaching Learning Center (STLC) & SDC Campus Genie • IQAC decided to launch Sanatanam Teaching Learning Center (STLC). The official launching will be on 15th January with an FDP on Excel jointly with Commerce department. <p>• The newly launched SDC Campus Genie, an Enterprise Resource Planning/Management Information System. This is new practice started in the campus both for the Academic and Administrative purpose.</p>	<p>Principal to take necessary steps</p> <p>IQAC Coordinator</p>	<p>15-1-2022</p> <p>Sanatanam Teaching Learning Center was officially inaugurated by Sri. P. Krishnakumar, Manager, SD College. A keynote address was delivered by Dr. Edamana Prasad, former Head, TLC, IIT Madras.</p> <p>Already launched in the month of August 2021 and running successfully.</p>
	<p>1. Starting of Certificate Courses- DCA & Logistics of CCEK</p> <ul style="list-style-type: none"> • Decided to start Certificate courses offered by Center for Continuing Education Kerala (CCEK) on Diploma in Computer Applications (DCA) - 6 months and Professional 	<p>IQAC</p>	<p>31-1-2022</p> <p>Initial discussion with CCEK was started. Since the academic year is nearing</p>



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	Diploma in Shipping and Logistics- 1 year for the regular student in the campus.		to an end, it was decided to start the DCA and Logistics course from the next academic year.
	<p>j. MoUs with other institutions – Need to discuss in Dept level, approval from IQAC / College Council & written request to Manager through Principal.</p> <ul style="list-style-type: none"> Uniform procedure to be followed by all departments. Discussion on collaboration with any institute/industry should be properly minuted in the department level meeting. The request from the HoD / Coordinator to Manager should be forwarded through Principal. A copy of the request & signed MoU shall be filed in IQAC. Received consent from the Management to the request of TKM College, Kollam for MoU with SD College. 		<p>MoU with one industry, Center for Continuing Education Kerala (CCEK) and a few institutions were signed.</p> <p>Signed the MoU with TKM College, Kollam.</p>
4	Meeting of statutory bodies – Anti-ragging, Anti Sexual Harassment Cell (Internal Complaints Committee), SC/ST cell, “Collegiate Student Grievance Redressal Committee” (CSGRC), Ethics Committee, Antinarcotic cell		
	<ul style="list-style-type: none"> Regular meeting of the Statutory bodies should be monitored. In this regard IQAC decided to give charge to Dr. Lekshmi S (Coordinator – Antinarcotic cell) who is in charge of Criterion VI to monitor the same. 	Principal & Dr. Lekshmi S	
5	Annual Financial Statement –Previous year account statement		
	The overall charge of annual financial statement related duties given to Dr.	Dr. Krishnan	Executed

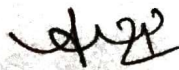


	M. Krishnan. Sri. Aravind (Office) and Ms. Aswathy S (Commerce Dept) will assist Dr. Krishnan in this matter.		
6	Annual report of IQAC & College		
	Dr. E. Krishnan Namboothiri, Vice Principal volunteered to prepare the Annual report of the college and Dr. Prasanth S Pai, who is the charge of the event register, expressed his readiness to prepare the Annual report of IQAC.	Dr. E. Krishnan Namboothiri & Dr. Prasanth S Pai	Executed
7	Result improvement strategies		
	Dr. E. Krishnan Namboothiri in-charge of Result improvement strategies explained the strategies adopted in the college. <ul style="list-style-type: none"> • Induction programme for newly admitted students. • Examination orientation for the students. • Previous question paper discussion • Remedial sessions for weak students etc were planned 	Dr.E.Krishana Namboothiri	Both the induction and examination orientation were provided to the first year students.
8	Career Advancement Scheme & Annual Self-Appraisal Report		
	<ul style="list-style-type: none"> • Principal directed IQAC that PBAS for CAS promotions need not be check and counter signed by IQAC. • Copy of the PBAS to be given to the IQAC after screening/selection committee. • Discussed the need of filing the Annual Self-Appraisal Report. A proper collection and compulsory filing of Annual Self-Appraisal Report from faculty members are not taken up seriously. It is decided to collect the Annual Self-Appraisal Report of 20-21 from all faculty members before 28th February. The report of 21-22 on or before 30th June 2022. • IQAC requested Principal to circulate a notice regarding the 	Principal	28-2-2022 Notice related to the filing of Annual Self-Appraisal Report was circulated among faculty members.



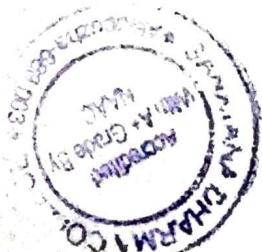
	<p>submission of Annual Self-Appraisal Report annually.</p> <ul style="list-style-type: none"> • Manager Sri. P. Krishnakumar directed Principal to submit the list of teachers who haven't applied for the promotion through CAS 		
9	Platinum Jubilee Celebrations		
	<ul style="list-style-type: none"> • Construction of Platinum Jubilee Auditorium – Initiation expected in January 2022. Governor is expected to the Stone Laying Ceremony of the proposed auditorium. • Dr. G. N. Prabhu, Coordinator of Platinum Jubilee Celebrations, expressed his happiness in organizing of several Department level programmes in connection with the Platinum Jubilee celebrations. 		<p>All departments were organized seminars/work shops/other programmes in connection with Platinum Jubilee Celebration of the college.</p>
10	<p>Any other points with the permission of the chair</p> <ul style="list-style-type: none"> • A Green Army Concept was introduced by IQAC to maintain the campus neat and clean. • Take necessary action to speed up the process for sanctioning the accumulated PD fund from Deputy Director's Office, Ernakulam. • Suggested to conduct a college level "Adalat" to clear the pending service matters of teaching staff. • Appreciated the SDC student teams who received the Kerala University Innovation and Incubation Centre's Assistance and the students start-up Eichho Tech for participating in Rural Innovators' Meet. • Appreciated English department for extending support in content writing for College Website updation 		

The meeting ended at 1.30 pm with a vote of thanks by Dr. K. H. Prema.


Dr. P. S. Parameswaran
IQAC Coordinator


Dr. P.R. Unnikrishna Pillai
Principal & Chairman, IQAC

21-12-2021



Dr. P.R. UNNIKRISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha

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

Sanatana Dharma College, Alappuzha - 3	IQAC-Meeting 2021-2022	Meeting - 4
Venue – IQAC room Offline	Date : 26-04-2022	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
3	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 needs to be looked into and resolved. He also reported the solid waste sorting plant and aerobic compost plant funded by the Alappuzha Municipality has been inaugurated by Municipal Chairman on 24th April. Principal and Chairman of IQAC made farewell remarks and message to IQAC members on the occasion of his retirement.

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

The important points mentioned and discussed are noted below:

Minutes of Meeting			
Sl.No.	Points of Discussion	Action By	Target date and Action Taken
1	<p>Review of 2021-2022 academic year activities.</p> <p>The minutes of previous meeting held on 21st December 2021 was read, updates were presented and passed.</p> <p>IQAC Coordinator presented the major activities of 2021-22 academic year.</p> <ul style="list-style-type: none"> • 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. 		



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	<ul style="list-style-type: none"> • 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. 		<p>The process of procuring the Visual Display units was started at the end of May 2022.</p> <p>Directions from the District Collector were given to BDO, Ambalappuzha (Implementing Officer) to furnish the detailed estimate of the work.</p> <p>One day FDP on MS Excel and 9 day online FDP on “The Essence and Essentials of Teaching” were conducted by STLC</p> <p>Dr. Priya P.S., Assistant Professor, Dept. of Commerce Coordinated the activities.</p>
2	Remarks by Chairman		
	Remarks by Sri. P. Krishnakumar, Manager, SDC		



	<p>Sri. Ramanad, Management Committee member Both Sri. P. Krishnakumar and Prof. Ramanand 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. Ramanand: All the shortcomings need to be addressed. He appreciated the team work of IQAC. Both Sri. P. Krishnakumar and Prof. Ramanand offered their farewell message to Dr. P. R. Unnikrishna Pillai and Dr. E. Krishanan Nambhoothiri</p>		
3	Discussion on		
	<p>a. PBAS Submission All faculty members had been instructed to submit PBAS. Appraisal from office staffs also to be collected from this academic year.</p>	Principal	The collection of Self Appraisal from non-teaching staffs was not finalized.
	<p>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</p>	Dept. HoDs	Instructed departments to collect the TC and CC applications on the project presentation day.



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	<p>alumni registration fee – 50% of the fee may be given to College Alumni and 50% to Dept. Alumni.</p>		
c.	<p>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 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 done through the software like SPSS. The process at the internal level is tedious. Prof. S. Ramanand 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.</p>	<p>Coordinator, SDC Campus Genie</p>	<p>Decision: Feedback through SDC Campus Genie to be continued. Reliability of TC and CC issue through SDC Campus Genie needs to be ensured</p>
d.	<p>Website updation www.sdcollege.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</p>	<p>Sri. Arun Kishore, Librarian</p>	<p>Decision: Website charge given to Sri. Arun Kishore</p>



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	<p>Kishore, Librarian in the website Committee.</p> <p>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.</p>		
	<p>d. 4th Cycle accreditation - IIQA(Institutional Information for Quality Assessment) & SSR.</p> <p>The process can be started only after submitting the AQAR 2020-2021. Coordinator suggested to get advices from IQAC Coordinator NAAC A++ institutions.</p> <p>IQAC Coordinator informed the in-charges of the criteria about the changes in the AQAR format.</p>		<p>Decided to submit AQAR 2020-2021 on 15th May 2022</p>
	<p>e. Updates on Platinum Jubilee celebrations</p> <p>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.</p> <ol style="list-style-type: none"> 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 	<p>Dr.G.Nagendra Prabhu.</p>	<p>Tender process was done through GEM portal. Identified the class rooms / seminar halls to install the LCD projectors and podiums.</p> <p>A meeting was arranged with the representatives of the Management and Officials of the Ambalappuzha Block Development Office.</p>



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	<p>floor of the APJ Abdul Kalam Research Center.</p> <p>3. Auditorium Construction – Approval by Municipality is pending. Formal stone laying ceremony may be conducted immediately after approval is received.</p> <p>4. Numerous activities were organised by all departments in connection with Platinum Jubilee Celebrations of the college.</p>		
	<p>f. Any other matter with the permission of the chair</p> <p>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 6th May at IQAC room.</p>		<p>The Project team visited SD college and an interaction meeting was held on 6th May 2022.</p>
4	<p>Farewell to Principal & Vice principal IQAC felicitated the retiring Principal and Vice principal with Ponnadai.</p>		

The meeting ended at 1.30 pm with a vote of thanks by Dr. K. H. Prema.



Dr. P. S. Parameswaran
IQAC Coordinator



Dr. P. R. Unnikrishna Pillai
* Principal & Chairman, IQAC

Dr. P.R.UNNIKRISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha

26/04/2022



SANATANA DHARMA COLLEGE ALAPPUZHA



AQAR 2020-21

MINUTES OF IQAC MEETINGS 2020-21



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 22nd June 2020

MINUTES OF THE IQAC MEETING HELD ON 22-06-2020 AT 10.00 AM

AGENDA: AQAR uploading, selection of new coordinator etc.

MEMBERS PRESENT:

1. Dr. P R Unnikrishna Pillai, Principal & Chairman IQAC
2. Prof. S Ramanand, Management representative
3. Dr. C. Krishnakumar, IQAC Coordinator
4. Dr. Leena Pai, Member IQAC
5. Dr. R Sreekumar, Member IQAC
6. Dr. G Nagendra Prabhu, Member IQAC
7. Dr. C Dileep, Member IQAC
8. Dr. S Lekshmi, Member IQAC
9. Dr. Krishnan M, Member IQAC
10. Sri. Arun Kishore, Member IQAC
11. Sri. Santhosh Kumar S, Member IQAC

The meeting started with a silent prayer. At the onset, Principal introduced the agenda of the meeting – discussion regarding AQAR uploading of the year 2018-19. Apart from this he also announced the following things.

- a. Librarian will be a permanent member of the college council as per the decisions of the University syndicate and university order in this regard is now in place.
- b. Inauguration of the solid waste management system will be done soon as per the convenience of the management.
- c. A ladies waiting room worth fifteen lakhs is offered by Kerala State Construction Corporation and the project will be undertaken once the consent of the management is received.
- d. PD fund of 6.9 lakhs is utilised and presented by May 31st with the timely efforts of Dr C Krishnakumar and Dr Sreejith K Pisharady.



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e. Duties must be divided among the members for the successful uploading of AQAR.

f. Dr. C Krishnakumar informed that due to the pandemic situations UGC has extended the date of uploading the AQAR to October 31st. All requirements were mailed to the respective departments several times. Details needed were asked to be filled and returned as an excel sheet provided. As a reminder, these were sent again on March 1st, to all department mail ids. The data received is very less so far and so the format remains partially filled. Unlike the previous years, supporting documents and reports need to be submitted along with the AQAR. So it is a herculean task ahead to complete the mission. A collective effort is needed to fill the AQAR on time. He also added that he does not wish to continue in this position again and insisted the Principal to find a new substitute immediately so that the AQAR filing can be done on time. He assured his whole hearted support in this regard.

Shri. Arun Kishore, UGC Librarian highlighted the absence of library email id in the group and requested to be added at the earliest.

Having heard the coordinator, Prof. S Ramanand opined that as no department has yet given the complete data, the task may be divided to the new committee which will be reconstituted soon. Hence there is no significance of discussing the matter in the present meeting.

Dr. R Sreekumar added that unlike several other colleges, the IQAC of our college has not yet taken any step towards documentation and hence that would lead to repetitive enquiries from many parts of the administrative system. There must be a system to make all data of all faculty available in IQAC and failure in this respect has made it difficult for the coordinator to fill the data needed. According to him any person other than HoD may be allotted to IQAC, otherwise it will be difficult to manage both the department and college level matters simultaneously. He expressed his willingness to move out from the present position and suggested Sri. M G Ashok Kumar as a substitute.

Dr. G. Nagendra Prabhu informed that IQAC is an advisory body and that does not mean the member alone should do the assigned duty. He / She may seek the help of a group outside the core group and hence it is advisable that senior teachers may continue in the present positions. There must be an IQAC representative from each department and the Head of the department must be responsible to see that things are done as per the need.



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Dr. C Dileep expressed his wish to discontinue from the present position and suggested Dr. Sreeranjini in his place from the department. He added that a great team work is necessary for the completion of the AQAR.

Dr. Krishnan M said that in his department each segment in AQAR is divided among the faculty members and if a combined effort is not in place there won't be any result irrespective of the coordinator. He suggested that Google Forms may be circulated in the departments under each head separately so that data collection and tabulation will be more effective and easy.

IQAC coordinator then announced that mail ids of all faculty and office may now be shifted to G-suite. With the help of Dr. Sreekanth J Varma, every possibilities in the new system is studied and it is now ready to have mail ids with institution name attached, which is very necessary for many purposes. All faculty members will be met soon to get their suggestions regarding the mail ids.

Dr. Nagendra Prabhu suggested to check with other colleges and to make a usage policy which has to be approved by the management. Regarding AQAR, there must be a continuity from the last uploaded one and so we must be aware of what is added in the last AQAR. A core team of IQAC must be sent to other colleges to study and understand the new methodology of AQAR data filing and uploading.

Dr. Krishnan suggested that since the new mailed is in the name of the institution, there must be a common pattern followed. Moreover the IQAC must decide how it must be made and used, and what has to be done once the particular person leaves the institution by retirement or otherwise.

Prof. S Ramanand opined that once a faculty or other person who uses this mail id is out from the job, the admin must take care to change the id. He also suggested a uniform pattern to be followed for creating g-suite accounts. He authorised Dr. Krishnan to draft a usage policy for the same. Regarding the IQAC coordinator, he suggested that whoever be the coordinator there must be a good rapport between the coordinator and the members. He also added that the Principal must take strict steps to get data from every individual as well as the department.

Principal said that the IQAC room must be open on all working days and at least one member of IQAC or otherwise must be there with some duty related to AQAR / NAAC. His presence also will be there and he can take more care in the needs of IQAC in such a case. Reconstitution of the IQAC with new members replacing



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those who are willing to change including the coordinator will be done soon. A notice regarding the same was already circulated. Representation from Student community, Alumni etc can also be added as per the norms of NAAC.

Principal then announced the webinar/ training session jointly organised by IQAC and FIST on 23rd June, where sessions on usage of new technologies for online teaching, Google teams and Moodle is organised. Suggestions to record the classes and post in YouTube channel came up in the meeting.

Prof. S Ramanand asked the Principal, if the college has any decision regarding the increase of seats for all the courses/ addition of new courses and enquired about how things would be if we are compelled to do so. The committee suggested that the Principal may convene a meeting of the Heads of the Department to discuss this matter in detail. He informed the group that issues regarding the appointment of faculty have been brought into the notice of the Management and they have decided to make a move in this issue by the first week of July.

Suggestions came up in the meeting to inform the engineers of Kerala state construction corporation about the fact that there existed a pond in the proposed place of the new toilet block, to inform the municipality to take some measure to properly maintain the waste management system etc. Principal added that Michael is assigned the duty to take care of the waste management system. Meeting concluded with the announcement from Dr. Prabhu regarding the sanctioning of a rural technology project of KSCSTE on value addition of water hyacinth. Meeting disbursed on a positive note to meet on the next Monday.

Dr.P.R.UnnikrishnaPillai

Principal & Chairman, IQAC

Dr. P.R. UNNIKRISHNA PILLAI

PRINCIPAL

B.D. College, Alappuzha



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 9th July 2020

A meeting of the IQAC was held on **9th July 2020** at **10.30AM** in the IQAC room.

Agenda: Meeting of existing & newly reconstituted members of IQAC

Members Present:

- 1) Sri.P.Krishnakumar - Manager
- 2) Dr.P.R.Unnikrishna Pillai – Principal & Chair, IQAC
- 3) Prof.S.Ramanand – Management committee Member
- 4) Dr.C.Krishnakumar – Coordinator, IQAC
- 5) Dr.G.Nagendra Prabhu, Member IQAC
- 6) Dr.R.Sreekumar, Member IQAC
- 7) Dr.C.Dileep, Member IQAC
- 8) Sri.Arunkishore, Member IQAC
- 9) Dr.Lekshmi S., Member IQAC
- 10) Sri.Santhosh kumar, Member IQAC
- 11) Dr.Krishnan M, Member IQAC
- 12) Dr.Leena P Pai, Member IQAC
- 13) Dr.Prasanth S Pai
- 14) Dr.V.N.Sanjai
- 15) Dr.P.S.Pameswaran, IQAC Coordinator
- 16) Smt.Saritha M
- 17) Dr.Sindu Antharjanam
- 18) Sri.Ashok Kumar M.G.
- 19) Sri.Aravind K.M.
- 20) Dr.Prema K.H.

The meeting started with a silent prayer. Principal welcomed the Manager Sri. P. Krishnakumar, Prof. S. Ramanand and all other existing as well as new committee members. He introduced the agenda of the meeting . Principal thanked the existing coordinator for the support and also welcomed the new coordinator Dr. P. S. Pameswaran to steer the IQAC ahead.

Hon. Manager, Sri. P. Krishnakumar expressed that the re-constituted committee must continue till the next NAAC visit. He added that IQAC must think and work for quality enhancement and maintenance which would be beneficial for the student community. He wished the best for a fruitful team work of IQAC.



Dr. C. Krishnakumar, the existing coordinator also expressed his thanks to all the members who worked with him. He also wished the new team the best ahead. He added that the coordinator must be given proper support.

Principal announced the new office bearers of IQAC. With Principal as the Chairman of IQAC & Dr. P. S. Parameswaran, Associate Professor, Dept of Chemistry as the Coordinator.

Reconstituted IQAC members:

Dr.P.R.Unnikrishna Pillai – **Chairman** (Principal)

Management Representatives

Sri.P. Krishna Kumar, Manager

Prof. S. Ramanand, SDV Trust Member & Former Vice Principal and Head, Dept of Physics, SD College

Teaching

1. Dr. T .R. Anilkumar – Member (Vice Principal)
2. Dr. P. S. Parameswaran – **Co-ordinator** (Asso. Professor, PG & Research Dept. of Chemistry)
3. Dr. V. N. Sanjai - **Joint Co-ordinator** (Asst.Professor, PG & Research Dept. of Botany)
4. Dr. Krishnan M. – **Joint Co-ordinator** (Asst.Professor, PG & Research Dept. of Commerce)
5. Dr. G. Nagendra Prabhu – Member (Asso.Professor, PG & Research Dept. of Zoology)
6. Dr. K. H. Prema - Member (Asso.Professor, PG & Research Dept. of Chemistry)
7. Dr. S. Lekshmi - Member (Asst.Professor, PG & Research Dept. of Physics)
8. Sri.M. G. Ashok Kumar- Member (Asst.Professor, PG & Research Dept. of Mathematics)
9. Dr. Sindhu Antharjanam - Member (Asst.Professor, PG Dept. of Malayalam & Sanskrit)
- 10.Smt. Saritha M.- Member (Asst.Professor, PG Dept. of English)



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11.Sri. Prasanth S.Pai - Member (Asst.Professor, PG & Research Dept. of Commerce)

Administrative Officers

12.Sri.S. Santhosh Kumar, Senior Superintendent.

13.Sri. Aravind K.M., Office staff


New IQAC coordinator announced that the committee formed is only from among the members of the college. As per the regulations external experts, industrialists, a nominee from local society, alumni, student representative etc have to be included. He expressed that great teamwork is necessary and the same is expected from all.

A core committee comprising of the Principal, Vice principal, IQAC coordinator, 2 senior IQAC members, joint coordinators and Senior Superintendent is to be formed for immediate liaison with management.

From the discussions regarding the other external members to be added, Prof.S.Ramanand was authorised to request Sri. S. D. Shibulal, former CEO, Infosys, his willingness to join as an industrialist or employer. Former Deputy Collector, Narayana Iyer, Educationalists Dr. B. Meenakumari, Dr. G. M. Nair, Dr. Subramanyam etc were also suggested.


Prof. S.Ramanand asked the Principal to make a request to all such dignitaries with a brief profile of our institution. Hon. Manager suggested the reconstitution of the website committee with the consent of the management and requested to complete the pending AQAR by 30th September. Dr. Krishnan M, Joint coordinator-IQAC handed over the usage policy of the G-suite email ids under the *sdcollge domain* to the Principal for approval.

The meeting came to an end at 12.30 pm.


Dr. P.S. Parameswaran
IQAC Coordinator

Co-ordinator
Internal Quality Assurance Cell
S D College
Alappuzha - 688 003




Dr. P. R. Unnikrishna Pillai
Principal & Chairman, IQAC

Dr. P.R. UNNIKRISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 13th July 2020

A meeting of the IQAC was held on 13th July 2020 at 10.30AM in the IQAC room.

Agenda: AQAR preparation and assigning criteria to members of IQAC

Members Present:

1. Dr.P.R.Unnikrishna Pillai, Principal & Chairman of IQAC
2. Dr.P.S.Pameswaran, IQAC Coordinator
3. Dr.G.Nagendra Prabhu, IQAC Member
4. Dr.K.H.Prema, IQAC Member
5. Dr. Lekshmi S, IQAC Member
6. Dr. Sindu Antharjananm, IQAC Member
7. Dr.V.N.Sanjai, Joint Coordinator, IQAC
8. Dr.Krishnan M, Joint Coordinator, IQAC
9. Dr.Prasanth S Pai, IQAC Member
10. Sri.Santhosh Kumar S., IQAC Member
11. Sri.Aravind K.M., IQAC Member

Meeting started with a silent prayer.

The meeting was intended to delegate and assign duties to the members. The coordinator explained the NAAC criteria and the whole team was given a motivational introduction.

Curricular aspects was assigned to Dr. V. N. Sanjai. The team discussed about implementing and conducting various enrichment/value added courses. Those programme may be chargeable and certificates can be issued. Decided to submit a proposal to the management and get approval.

Teaching Learning Evaluation part was entrusted with Ms.Saritha and Dr. N. Sindu Antharjanam. Dr. Sindu Antharjanam was also given charge of filing of documents in IQAC. Data needed from the office may be collected through Sri. Aravind.

Dr. G. Nagendra Prabhu will be the charge of Criterion 3- Research, Innovation and Extension. Suggestions came up to ask every department to publish at least



a book on any course every year. Also decided to revive/renew the collaborations/MoUs.

Infrastructure and Learning Resources was assigned to Dr. M. Krishnan. Sri.Santhosh Kumar was asked to help in preparing a budget for the year.

Criterion 5, Student Support and Progression was allotted to Sri. M. G. Ashok Kumar and Dr. Prasanth S. Pai. Details regarding scholarship and financial support will be obtained from the office. Grievance redressal cell and counselling cell need to be revamped.

Governance and Leadership section will be handled by Dr. S. Lekshmi. Need of preparation of an academic calender was discussed. Moreover the need for adopting MIS was raised by every member. Implementation of the same may be done using Moodle/teams etc. There must be an online based system for attendance. It was suggested to constitute a new Admission Committee. The various support programmes can be briefed to all students at entry level. A planning forum can be formalised. Development of strategies for faculty development need to be done. Introducing a soft copy of the work diary was suggested. Academic and Administrative Audit needs to be done before 15th April of every year.

Institutional Values and Best Practices will be handled by Dr. K. H. Prema. Details regarding differently abled students including scribes is to be sorted out. The activities of the Equal Opportunity Cell needs to be made as a report.

Dr.Sindu Antherjanam was assigned the responsibility of all files kept in IQAC. Dr. Prasanth S Pai was asked to maintain a logbook. All details can be collected using Google forms in the COVID 19 pandemic time. Links can be given as a proof and brief reports can also be collected. Action plan for the present year was also discussed. All departments/faculty who are offering online classes must do it under the banner of SD College.

Infrastructure development needs to be done in a phased manner. There can be an Alumni Webinar Series as well as an international level Alumni Meet. Dr. G. Nagendra Prabhu, Platinum Jubilee Coordinator mentioned that all activities must be carried out with careful planning for Platinum Jubilee with recommendations from all departments. Moreover there must be a 'VISION 2046' in every step ahead. A panel of internationally known alumni can be



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made from all departments. All departments/faculty must try for national/international fundings and Student Start-ups must be encouraged. Special Sanatanam Empowerment Programme can be done. New courses (Short term) can be arranged by all language departments. As an outreach programme Community Radio can be started.

IQAC requested the Principal to make a general timetable for the classes in this pandemic situation. 45 minutes duration online classes with 2 classes/day may be assigned. In case of departments with inadequate staff members PTA/Management may appoint a Guest Faculty. Necessary arrangements may be made to have uninterrupted data usage.

A council/staff meeting may be called to discuss AQAR submission and handling of the classes and its evaluation. The meeting ended at 1pm with the idea of meeting on Friday with necessary preparedness in each section.



Dr. P. S. Paramaeswaran

IQAC Coordinator

Co-ordinator.

Internal Quality Assurance Cell
S.D. College

Alappuzha - 688 007



Dr. P. R. Unnikrishna Pillai

Principal & Chairman, IQAC

Dr. P.R. UNNIKISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 11th September 2020

A meeting of the IQAC was held on **11th September 2020** at **10.30am** in the IQAC room.

- Agenda:**
1. Review of preparation of AQAR
 2. Any other matter

Members Present:

1. Dr.P.R.Unnikrishna Pillai, Principal & Chairman, IQAC
2. Sri. P Krishnakumar (Manager)
3. Prof. S.Ramanand (Management Committee Member)
4. Dr.P.S.Parameswaran, Coordinator, IQAC
5. Dr.G.Nagendra Prabhu, Member, IQAC.
6. Sri.Ashok Kumar, Member IQAC
7. Ms. Saritha M, Member IQAC
8. Dr. Lekshmi S, Member IQAC
9. Aravind K.M., Member IQAC
10. Dr.V.N.Sanjai, Joint-coordinator, IQAC
11. Dr. Sindu Antharjanam, Member IQAC

Co-ordinator
Internal Quality Assurance Cell
Sanatana Dharma College
Alappuzha - 688 003

Meeting started with a silent prayer.

1. Review of IQAC work : Briefed by IQAC Coordinator. Preparation of google forms, sorting and analysis of data, 15th September is taken as the tentative date for data collection.
2. Principal addressed the meeting. Principal asked IQAC to speed up the data collection process and suggested fixing 15th October as a tentative date for data compilation.
3. Sri.P.Krishnakumar (Manager) appreciated the current IQAC team for its work. He noted that low staff strength affects data collection.
4. Professor S. Ramanand suggested there should not be any laxity in data collection and analysis. Deadlines must be adhered to. 25th September 2020 can be the deadline for the data submission if there are difficulties due to pandemic.
5. Principal suggested convening a meeting of the DIQAC Coordinators for coordinating data submission to IQAC. Teachers' work diary can be



maintained. Records of online classes given as statements are also acceptable.

Dr.G.Nagendra Prabhu, charge of criterion III, reviewed the progress of data collection of this criterion.

Dr. V.N.Sanjai presented the review of criterion I. Add-on courses are planned to be implemented.

Mr. Ashok Kumar M.G. (Criterion V in-charge), Smt. Sarith M (Criterion II in-charge), and Dr. Lakshmi S (Criterion VI in-charge) reviewed the progress of data collection of respective criteria.

The IQAC coordinator requested all faculty members in charge of specific criteria to formulate criteria wise quality enhancement plans.

Dr. G. Nagendra Prabhu delivered the vote of thanks and the meeting came to an end at 12.30 pm.



Dr. P. S. Paramaeswaran
IQAC Coordinator

Co-ordinator
Internal Quality Assurance Cell
S D College
Alappuzha - 688 003



Dr. P. R. Unnikrishna Pillai
Principal & Chairman, IQAC

Dr. P.R.UNNIKRISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 28th December 2020

A meeting of the IQAC was held on **28th December 2020** at **10.30 AM** in the IQAC room.

Agenda: Arrangement of offline classes from 4th January 2021.

Members Present:

1. Dr.P.R.Unnikrishna Pillai (Principal & Chairman, IQAC)
2. Dr.P.S.Parameswaran (Coordinator, IQAC)
3. Dr.R.Sreekumar (HoD, Dept of Mathematics)
4. Dr.E,Krishnan Namboothiri (HoD, Dept of English)
5. Dr. C.Dileep (HoD, Dept of Botany)
6. Sri. V.C.Asokan (HoD, Dept of Economics)
7. Dr. K.H.Prema (IQAC Member)
8. Dr. T.R.Sherly (HoD, Dept of Physics)
9. Dr. Lakshmi S. (IQAC Member)
10. Dr. Meena Janardhanan (HoD, Dept of Zoology)
11. Dr. Veena J (HoD, Dept of Hindi)
12. Dr. V.N.Sanjai (Joint Coordinator)
13. Dr. C.Krishnakumar (HoD, Dept of Chemistry)
14. Sri. Ashok Kumar M.G. (IQAC Member)
15. Dr.Krishnan M (Joint Coordinator)
16. Dr.G.Nagendra Prabhu (IQAC Member)
17. Dr.S.Ajaya Kumar (HoD, Dept of Malayalam)
18. Smt. Arya S. (HoD, Dept of Physical Education)
19. Dr. Roshmi Thomas. (Faculty, Dept. of Microbiology)
20. Ms. Manjusha, (Faculty, Dept. of History)

Meeting started with a silent prayer. Principal addressed the meeting. Principal mentioned about the new Govt. Order and the timing of college from 8.30 am to 5 pm from 4th January 2021 onwards. He also pointed out no to violate the government rule of timing from 8.30am to 5 pm.



Dr. Lakshmi S, Chief Supdt of Exams pointed that 4th, 6th and 11th January 2021 are hectic examination days and expressed her concern over offline classes in these days.

Most of the HoDs expressed their difficulty in taking online classes while in college. They opined the need of adequate Internet facility in the departments.

Conducting offline classes with 50% students in a class makes the teachers repeat the topics and all HoDs expressed the difficulty in completing the syllabus in time.

It is suggested that the pending semester 5 practicals for Science subjects should be completed as early as possible.

Additional guest faculty may be provided whenever and wherever it is necessary from the PTA fund. Most of the HoDs suggested the flexibility in timing of taking classes (maximum 5 hours per day). Also asked for clarity of the timetable of Saturday classes.

Principal also pointed out that the vagueness in the present order and it may be cleared in few days and hence the college council meeting is postponed to 1st January 2021.

The meeting also discussed providing WiFi Routers to all departments except Commerce. Principal instructed Mr. Sarath to check the availability of the Router in all departments.

The meeting comes to an end at 12.30pm.


Dr.P.S.Paramaeswaran
IQAC Coordinator
Co-ordinator
Internal Quality Assurance Cell
S D College
Alappuzha - 688 003




Dr.P.R.Unnikrishna Pillai
Principal & Chairman, IQAC

Dr. P.R.UNNIKRISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 15th January 2021

A meeting of the IQAC was held on 15th January 2021 at 10.30 AM in the IQAC room.

Agenda

1. AQAR 18-19
2. Revamping of College Website
3. Quality Enhancement Suggestions from IQAC

Members Present

1. Sri. P. Krishna Kumar (Manager)
2. Prof. Ramanand (Management representative)
3. Dr. P.R. Unnikrishna Pillai – Principal & Chairperson
4. Dr. T.R. Anil Kumar, Vice-Principal
5. Dr. P.S. Parameswaran - IQAC Coordinator
6. Dr. Prema K.H, IQAC Member
7. Dr. G. Nagendra Prabhu, IQAC Member
8. Mr. Ashok Kumar M.G, IQAC Member
9. Dr. Lekshmi S., IQAC Member
10. Dr. Krishnan M.
11. Mr. Prasanth S. Pai
12. Ms. Saritha M.
13. Mr. Santhosh Kumar S.
14. Mr. Aravind K.M.

Discussion

1. **Presidential Address – Principal**

Briefing on the conduct of classes on-campus since January 4, 2021. Offline classes resumed for final year UG and all PG students. Online classes are continuing for I Year and II Year UG classes. Campus cleaning procedures in preparation for on-campus classes are in progress.




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2. **Briefing by IQAC Coordinator**—All points brought forth by the IQAC coordinator are discussed in detail. Suggestions and additions are made by other members of IQAC and duly recorded in the Minutes.
- a. **Appreciation to Rank Holders** - IQAC and PTA appreciate the departments that have produced commendable results in PG and UG examinations 2020. It is decided that students who have achieved top ten positions at the University level in PG and UG examinations will be congratulated by the PTA through a public notice.
 - b. **AQAR 18-19** -The tentative date for uploading AQAR 2018-19 is fixed as January 31, 2021.
 - c. **AQAR 19-20** - Result analysis and student progression analysis for academic year 2019-20 are to be completed at the earliest for the preparation of AQAR 2019-20.
 - d. **Conduct of Seminars/Webinars** - Briefing on seminars/webinars conducted by IQAC and by various departments in association with IQAC.
 - e. **Quality Enhancement** - The pandemic has had a detrimental impact on the overall functioning of the College. Initiatives for academic and administrative quality enhancement are to be geared up under the leadership of IQAC.
 - f. **College Website Updation** - Website updation has been initiated under the able leadership of Mr. Ashok Kumar M.G (Website Committee Coordinator). Website design and content outline have been developed. Department profiles and faculty data to be updated. Content development updation has been assigned to faculty members.
 - g. **Publications of Research Scholars.** Many faculty members outside S. D. College are currently affiliated to the Research Departments of S. D. College as research supervisors. IQAC suggests that all research scholars (including those working under the aforementioned research supervisors) should mention their Research Centre affiliation in publications.
 - h. **Filing System** - The filing system of IQAC is to be updated. It is suggested that the whole College should follow a uniform, synchronized filing system. IQAC and the various DIQACs should work in coordination for the same. IQAC and DIQAC members are to be addressed, and trained in the proposed filing system.
 - i. **Academic Calendar IQAC**- proposes the preparation of academic calendar at the College level. The College has so far been following the



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academic calendar of the University of Kerala. The College must plan its own academic calendar in tune with the schedule of the University of Kerala. Possibilities of sharing the responsibility the College CLMC are also mooted.

- j. **Teaching Learning Centre – IQAC** emphasizes the need for a Teaching-Learning Centre on campus. The centre should organize programmes/workshops/seminars etc. for students and teachers in order to ensure good academic output. Orientation (induction) programme for Guest Faculty to be conducted in Jan-Feb 2021. An approved Learning Management System is to be adopted for the College and E-Content development on that system should be promoted.
- k. **Regular Auditing** - Academic and administrative audit must be conducted for every academic year.
- l. **Toilet facilities for the Physically Challenged** - Toilet facilities for physically challenged students to be improved.
- m. **Membership in College Level Committees** - The usual tenure of membership in College level committees is two years. Principal suggests that the minimum period of College committee membership be enhanced to 3 years. No decision taken on the matter.

Performance appraisal of College level committees is suggested by some members. It is suggested that inactive members should not be retained in College level committees. Reconstitution of College level committees is to be done at the beginning of the respective academic year. Governance and Committee constitution should be conducted strictly as per the guidelines of the University and the UGC.

- n. **Constitution and Functioning of CLMC** - The constitution and functioning of CLMC is to be regulated as per CBCSS guidelines. Elected members of the College Council must be members of CLMC. Extension activities of students must be coordinated by a single overall coordinator. The Manager directs the Principal to take necessary steps.
- o. **Functioning of DLMC** - All departments should conduct DLMC meetings on a regular basis. DLMC minutes should be duly recorded and to be countersigned by the Principal periodically.
- p. **Induction programme for I Year students**– Induction programme for I Year



students was conducted by the PTA during 2019-20. The programme could not be conducted during 2020-21. IQAC suggests the conduct of induction programme at the Department level. A viable model for Department level student induction programme suggested by Dr. Krishnan M., Dept. of Commerce.

q. **Bridge Courses** -Bridge courses are to be introduced in various departments for the benefit of learners.

r. **Activities of Clubs and Forums** - All clubs and forums are to file their activity details – brochures, geo-tagged photographs, reports, attendance etc.

s. **Campus cleaning and maintenance** – Campus cleaning and maintenance is to be made a continuous process. Plastic bottles are to be phased out from the campus. Porch, stairs etc. to be cleaned regularly.

Campus cleaning process is found to be incurring a huge cost. Campus cleaning cost may be reduced through regular cleaning and maintenance. Dr. V. N. Sanjai and Dr. Jose Mathew from the Dept. of Botany are directed to draft a proposal for campus management and beautification.

t. **Platinum Jubilee Celebrations** – On the occasion of the Platinum Jubilee of S.D. College, measures are to be taken for quality improvement. IQAC plans to conduct a meeting on February 8, Monday (tentative date) to identify and discuss the areas for improvement. An action plan is to be formulated for the same.

u. **Improvement of Wi-Fi Network** -Technical Committee of the College should assess the efficiency of the Wi-Fi Network available in College. The Committee should consider the need to improve its efficiency and choose a suitable service provider for the same. Increasing the network speed to 30 mbps should be mooted.

Management Information System (MIS) A report is sought from The Technical Committee (headed by Dr. Krishnan M.) on the need and scope of implementing Management Information System (MIS) in the institution.

v. **Updation of Stock Registers** - Department level and College level Stock Registers are to be updated on a regular basis. It is suggested that one copy of the stock register statements be sent to the Management office also. It is



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also suggested that one working day per semester be set aside for stock and file updation. Peer team reports of all previous NAAC visits must be retained at the IQAC office.

w. **NIRF Ranking, ARIIA Ranking** – IQAC discussed the need for and possibilities of enhancing the institution's NIRF ranking.

Utilization of financial resources is to be enhanced. Funds spent for each student is to be increased.

College website is to be regularly updated to ensure good NIRF ranking. Faculty profile to be updated including the credentials of guest faculty.

A workshop may be conducted on NIRF ranking for enhancing the possibility of a higher rank. It is suggested that a representation be sent to higher education bodies requesting them to conduct workshops on NIRF ranking.

x. **Inclusion of more faculty members in the activities of IQAC** – In view of the need to train more faculty members for IQAC work, it is suggested that junior faculty members with sufficient years of service ahead, be included in the activities of IQAC on a regular basis. Faculty members can thus be trained for future leadership.



Dr.P.S.Paramaswaran
IQAC Coordinator

Co-ordinator

Internal Quality Assurance Cell

S D College

Alappuzha - 688 003



Dr.P.R.Unnikrishna Pillai
Principal & Chairman, IQAC

Dr. P.R. UNNIKRISHNA PILLAI
PRINCIPAL
S.D. College, Alappuzha



Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 3rd February 2021

A meeting of the IQAC was held on 3rd February 2021 at 2.30pm in the IQAC room.

Agenda: NIRF ranking participation

Members Present:

1. Dr.P.R.Unnikrishna Pillai, Principal & Chairman, IQAC
2. Dr.P.S.Parameswaran, Coordinator, IQAC
3. Dr. T. R. Anilkumar, Vice-Principal, IQAC member
4. Dr.Krishnan M, Joint Co-ordinator, IQAC
5. Dr.K.H.Prema, IQAC member
6. Ms. Saritha M, IQAC member
7. Dr.V.N.Sanjai, IQAC member
8. Dr. Lekshmi S, IQAC member
9. Dr. Sreekanth J.Varma, Nodal Officer (NIRF)
10. Dr. Jose Mathew, Assistant Nodal Officer (NIRF)

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Meeting started with a silent prayer.


- o Dr. P.S. Parameswaran, IQAC Coordinator, described the various parameters that will be considered for NIRF ranking. Parameters 2 and 5 will be analysed by 3rd party. Primary data of parameter 1,3 and 4 should be given by the Institute.
- o Dr. Sreekanth J Varma, Nodal Officer of NIRF of our college presented the data entered in the DCS. Dr.Sreekanth pointed out that the records of students who have been placed and student progression to higher education are less. Results of 2020 passout batches also not upto the mark. Strategies should be evolved to improve the above in all levels.
- o After verifying the data, the Principal gave consent to submit it to NIRF.



JS

- o Asst. nodal officer, Dr. Jose Mathew suggested for the regular updation of event register in departments, clubs and forums.

Meeting came to an end at 3.45pm.


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Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minutes of the meeting held on 8th February 2021

A meeting of the IQAC was held on 8th February 2021 at 10.30 am in the IQAC room.

Members Present

1. Sri. P. Krishnakumar (Manager)
2. Prof. S. Ramanand, Management Committee Member
3. Dr. P. R. Unnikrishnan Pillai, Principal & Chairperson
4. Dr.G.Nagendra Prabhu, Member, IQAC
5. Dr. Krishnan.M, Joint Coordinator, IQAC
6. Santhosh Kumar.S, Member, IQAC
7. Ashok Kumar.M.G, Member, IQAC
8. Saritha.M, Member, IQAC
9. Dr.V.N.Sanjai, Joint Coordinator, IQAC
- 10.Dr.Prema.K.H, Member, IQAC
11. Dr.Lekshmi.S, Member, IQAC
- 12.Dr.Sindhu Antharjanam, Member, IQAC
13. Dr.P.S.Parameswaran, IQAC Coordinator

Agenda

1. Approval of minutes -15/01/2020
2. Platinum Jubilee Celebrations
3. Miscellaneous Matters

Minutes

The Meeting started with a silent prayer at 10.30am. IQAC coordinator welcomed all members and the Principal presided over the meeting.

IQAC Coordinator started the discussion on the proposals of activities received from the department on the occasion of Platinum Jubilee Celebrations. Proposals collected by IQAC from each department have been compiled on the basis of Academic, Co-Curricular and extracurricular activities and discussed one by one.

a). Academic

1. Academic excellence initiatives for 100% results
2. Interdisciplinary seminars/ (International, National)
3. Nobel laureate lecture series.



MR

4. Student support activities like creation of book banks, question banks (digital), reading corner etc.
5. Launching certificate courses in each department, offering Sanskrit course the public etc.
6. Faculty Development Programmes

b). Non-Academic Activities

1. Film festivals, Quizzes, debates, exhibitions etc.
2. Sports and games for staff
3. Conduct of intercollegiate tournaments
4. Campus biodiversity mapping, Butterfly park
5. Guruvandanam Programme

c). Research and start up

1. Provision of seed money for student start up
2. Interdisciplinary research projects
3. Purchase of high and equipment
4. Publication of department level journals with ISBN/ISSN numbers.

d. Platinum Jubilee Scholarships/Awards

1. 75 freeships for students (waiving of college fees)
2. Platinum Jubilee Endowment scholarships for 1st and 2nd year students
3. Awards for Best Teachers – Male and Female
4. Best Department and Researcher awards
5. Awards to alumni – Academic/non-academic to be considered – a one time award
6. Distinguished alumni to be invited for Founders Day Celebrations. College level alumni association to be strengthened. Meeting of 75 year old alumni of S.D college may be conducted,

e. Institutional Branding

1. Youtube channel for college
2. Platinum Jubilee Album
3. History and landmarks of the college to be recorded.
4. Sponsoring cultural tests

f. Outreach Activities

- 1 Adoption of Villages
- 2 Tree planting for public
- 3 Trees inside the campus to be protected.

MAA



4 Platinum Jubilee Bhavanam programme

g. Other Initiatives

- 1 Office automation through MIS (Management Information System)
- 2 College auditorium complex- multipurpose
- 3 Upgradation of computers- Regular use of computers to be ensured
- 4 PG classrooms to be upgraded a smart rooms

Points discussed

-Dr.V.N.Sanjai suggested that a faculty member/staff be assigned the responsibility of the computer lab.

Mr.M.G.Ashok Kumar – Need for LAN, internet, provision for printouts, ID card printing. Camera surveillance to be ensured. Contribution of PTA should be ensured.

- A teaching staff to be given charge of the computer centre with one or two sub-staff to enable facilities like printouts, spiral binding.

II. PD fund utilization – Hon. manager entrusted Mr. Santhosh Kumar with the responsibility of utilizing PD funds in a timely manner. The funds should not to be allowed to lapse. Proper prioritization of requirements to be done.

Platinum Jubilee Infrastructure and Campus Development

1. General ambience of the college is to be improved. Graffiti wall can be given to students. Auditorium walls may be given to students as graffiti wall for creative work.
2. Strict measures to be taken to ensure discipline on campus. Teachers, staff and management should work together to control indiscipline. Miscreants should not be excused. Strict measures to be taken. Student volunteers should also be included in the discipline process.
3. Office space for PTA, alumni, health and counselling centre, placement cell, renovation of NSS and NCC rooms to be carried out
4. Renovation of Golden Jubilee Auditorium – roofing, flooring, air-conditioning to be done
5. **Campus beautification**
 - Repair of roads within the campus
 - Signboards and campus map
 - Renovation of entry gate and digital display board
 - Open air state to be constructed on campus



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Alappuzha 688 008

- Compound division between college campus and continuing education centre to be done
 - Dr. V. N. Sanjai suggested the construction of Platinum Jubilee Research Block
 - Public meetings in front of College gate should not be allowed. Intruders should not be allowed.
6. Campus beautification committee to be constituted with Dr.V.N. Sanjai and Dr.Jose Mathew as coordinators. Representatives from different departments to be included in the committee

Platinum Jubilee Celebrations – General Remarks


- 1 Prof. Ramanand – Committees should discuss each suggestion in terms of feasibility after receiving approval from the management for each item (idea) to be elaborated as a project.
- 2 Dr. Krishnan. M – Visibility of institutions to be ensured at the national level. Video/Audio recording facility should be upgraded for developing SWAYAM courses. The initiative can start off with creation of videos /audios in different subjects.
- 3 Suggestions made for platinum Jubilee Celebrations are in tune with NAAC, NIRF assessment criteria.
- 4 Dr. G. Nagendra Prabhu – Vision 2046 to be formulated for Centenary Year Celebrations.
- 5 Hon. Manager – Next meeting for finalizing platinum jubilee celebrations can be held without delay. Management Committee to discuss the proposal in detail.

V. Wifi Connection on Campus

Wifi routers purchase was delayed due to apprehensions of poor performance. Options like Kerala Vision, Railnet etc to be considered before fixing the service provider for the purchase of internet service for the next academic year.

Wifi Connection to computer lab. Technical committee to study and submit a report on the installation of WIFI in the computer lab. PTA also will offer assistance for the installation.

The meeting ended at 1.00 pm.


Dr.P.S.Paramaeswaran
 IQAC Coordinator

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Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 12th March 2021

A meeting of the IQAC with HODs and DIQAC coordinators was held on 12th March 2021 at 10.30AM in the IQAC room.

Members Present

1. Dr. P. S. Parameswaran (IQAC Coordinator)
2. Dr. Krishnan. M (Joint Coordinator)
3. Dr. V. N. Sanjai (Joint Coordinator)
4. Mr. Ashok Kumar. M. G, Member, IQAC
5. Saritha. M, Member, IQAC
6. Dr. C. Krishna Kumar (HOD, Chemistry)
7. Dr. Leena. P. Pai (HOD, English)
8. Dr. Asokan. V. C (HOD, Economics)
9. Dr. Sreekanth Varma
10. Capt. V. Anupama
11. Dr. Bindu. P. K
12. Dr. Bindu. P
13. Dr. R. Poornima
14. Dr. P. Girija
15. Smt. S. Arya
16. Smt. Sreelekshmi. S. Prabhu
17. Dr. R. Sreekumar

Agenda

1. Academic Audit

Minutes

1. Dr. P. S. Parameswaran, IQAC Coordinator, introduced the proposed academic audit. Proforma distributed to all HoDs. 7 criteria for audit 19-20, 20-21.

Briefed the following

File on semester plan

Departmental activity plans

DIQAC meetings and plans for next academic year- Action plans to be prepared.

Co-ordinator

Internal Quality Assurance Cell

Sanatana Dharma College

Alappuzha




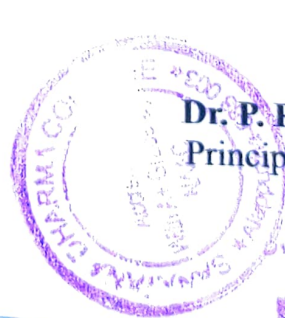
DIQAC minutes should be up to date
Department activity register to be maintained. Files on Add on course,
value added course organized by the department to be maintained.
Coverage of syllabus-Coverage of portions to be recorded and student
representatives to sign the document.

Paperwise records to be prepared on a monthly/weekly basis.

Result analysis to be included

- Revision of teacher's diary mooted for next academic year. Teacher wise semester plan
- Academic bodies-Proof of participation in academic bodies to be filed with copies of the invitation, duty certificate etc.
Participation in syllabus revision. Suggestions for syllabus revision to be filed and sent to the University through the Principal.
- Staff appointed as Question paper setters of Other Universities and Autonomous College should inform the details to IQAC with proof of appointment.
- Progress report file to be maintained, Biodata and Performance, Internal exam result analysis
- Biodata format to be recirculated for data collections
- Blood donation and other social service initiatives from all departments to be compiled and documented
- Details of library, department to be maintained. Student support activities to be recorded. Involvement of faculty in governance to be recorded.
Provision of common format and files by IQAC
Immovable and movable assets to be included in the same register (Reg-1 and 2) together.
Form for measuring student progression to be circulated.
Hon. Manager's visit to Departments tentatively fixed for last week of March
- Saturday 20, March 2021 to be devoted for file preparation.


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Internal Quality Assurance Cell (IQAC)
IQAC Room, Sanatana Dharma College, Alappuzha, 688003
Minute of the meeting held on 23rd March 2021

A meeting of the IQAC was held on 23rd March 2021 at 11 AM in the IQAC room.

Members Present:

1. Dr. P. Unnikrishna Pillai – Principal & Chairperson
2. Dr.P.S. Parameswaran, IQAC Co-ordinator
3. Dr V N Sanjai, Joint Co-ordinator
4. Dr Krishnan, Joint Co-ordinator
5. Dr. G Nagendra Prabhu, Member IQAC
6. Dr Prema K H, Member IQAC
7. Dr Sindu Antharjanam, Member IQAC
8. Sri M G Ashok Kumar, Member IQAC
9. Smt. Saritha M, Member IQAC
10. Sri. Santhosh Kumar, Member IQAC
11. Sri Aravind K M, Member IQAC

AGENDA

Appraisal of IQAC Work

MINUTES

1. Briefing by IQAC Coordinator - AQAR -18-19 Uploaded. AQAR 19-20 to be prepared in a time bound manner. Implementation delay in IQAC Work due to the shortage of man-power was mentioned.
2. The report of activities of Anti Ragging Cell and Anti Sexual Harassment Cell should be promptly recorded. College Council decisions to be kept track of.
3. Action taken report- Plans for next academic year to be made
4. Upcoming programme- “Mentoring of Mentors” tentatively fixed for April 2nd week

Resource: Lakshmi Raju, Pune


Coordinator- Dr. Prasanth Pai, Department of Commerce

- 5 Office automation process (MIS) and consideration. Choice of software to be finalized. Selection of MIS- information sought from other colleges.



- 6 Implementation of IQAC decisions - Decisions taken by IQAC need to be discussed in staff meetings- Dr. V. N. Sanjai
Feedback of staff regarding matters like LMS may be collected through IQAC co-ordinators -Dr. Krishnan. M
Selection of suitable MIS - A team consisting of office staff and faculty may conduct visits to other colleges (SB College, Mar Ivanios College) where MIS software is already under use. The team can examine the features of softwares make comparisons and choose one that is suitable as per institutional needs
- 7 Students feedback from final year students to be collected through Google Forms before March 31.
Names of faculty members engaging final year classes to be collected from various departments for the preparation of forms.
Separate forms for core subjects and open course to be prepared.
- 8 Training programmes for administrative staff-suggestions sought from staff. Programme on Lab safety to be given to laboratory support staff.
- 9 Suggestions sought on bulk collection and processing of TC forms for final year students. IQAC members offered positive suggestions and it was decided to suggest the strategy for bulk processing of TC forms to the next meeting of the college council for approval.
Registration of students to the alumni association may also be completed during the final week of the academic year. Nominal amount may be collected as fee for alumni association membership. The option of deducting alumni fee from caution deposit may also be considered.
- 10 Platinum jubilee celebrations. Feedback on IQAC's suggestions not yet received from the Management. IQAC to request the management for their feedback.


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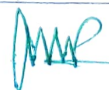
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Internal Quality Assurance Cell
Sanatana Dharma College, Alappuzha-688003

Action Taken Report on the decisions of the IQAC meeting (2020-2021)


Sl.No	Date of Meeting	Decisions	Action taken
1	22-06-2020	Comprehensive solid waste management system in the campus for managing organic and other solid wastes generated in the campus	Completed organic waste management plan (Aerobic compost system) in association with Alappuzha Municipality
2	22-06-2020	Establish special facility for women in the campus to cater to the increasing number of female faculty and students	Proposal submitted by Kerala State Construction Corporation is earmarked for this purpose
3	22-06-2020	AQAR data collection through Google forms.	Collected data using google forms
4	22-06-2020	Discussion & initial formalities from institution side with Google had been done	Implemented dedicated G-Suite account for the college.
5	22-06-2020	Proposed to reconstitute IQAC	Reconstituted IQAC.
6	22-06-2020	Draft a usage policy for the G-Suite account and official e-mail id	Drafted and implemented polity for G-Suite account
7	09-07-2020	Constitute a core committee for regular liaison with Management	Constituted 8 Member Committee
8	09-07-2020	Suggestion to include Expert members to IQAC as per norms	Included 5 expert members
9	13-07-2020	Delegation of duties to the newly nominated members	Duty assigned to the IQAC members
10	13-07-2020	Conduct Academic Administrative Audit by internal and external agencies	Internal audit carried out by IQAC
11	13-07-2020	Encourage national and international research projects and student startups	One international research project and student startup launched
12	13-07-2020	Convene a meeting of staff regarding AQAR submission	Convened all staff meeting on 13 th August, 2020



		and handling of classes during the COVID Pandemic.	
12	11-09-2020	Convene a meeting of the coordinators of newly constituted DIQACs	Convened a meeting of DIQAC coordinators.
13	11-09-2020	Starting of Add-on & Certificate Courses.	Certificate course on GST (NSQF approved) launched in February 2021.
14	28-12-2020	Conduct of online and offline classes.	Decided to conduct offline classes as per Govt. direction.
15	28-12-2020	Provide WiFi routers to all departments	WiFi routers installed in all departments
16	15-01-2021	Submission of AQAR 2018-2019	AQAR 2018-2019 submitted on 20-03-2021.
17	15-01-2021	College website upgradation	Website committee constituted and started revamping the college site. Migration to ac.in domain initiated.
18	15-01-2021	Decided to organize orientation programmes and workshops for faculty members leading to establishment of Teaching Learning Center.	Organized induction programme for guest faculty, Mentoring the mentors etc
19	15-01-2021	Reconstitution and streamlining of College Level Monitoring Committee (CLMC) functioning.	Reconstituted CLMC as per University guidelines.
20	15-01-2021	Improvement of toilet facility for Physically Challenged	New toilet for physically challenged students constructed in the north east corner of the main building.
21	15-01-2021	Induction Programme for first year UG students	Induction Programme for the first Year UG students conducted.
22	15-01-2021	Formulation action plan for Platinum Jubilee Celebrations. Decided to conduct a meeting on 8th February 2021.	Compiled the proposals received from all departments and staff members and present in the meeting on 8 th February 2021.

MP

23	15-01-2021	Implement MIS for the administrative and academic activities	Presentations and quotations from various service providers were called for. Suitable service provider (Campus Genie) was selected and trial run initiated in the month of May 2021.
24	15-01-2021	Updation of stock registers at the department and college level.	Directions were given to all departments and office.
25	15-01-2021	Take steps to improve ranking of the college in NIRF & ARIIA	Nominated Dr.Sreekanth Varma as Nodal Officer and Dr.Jose Mathew for NIRF. A dedicated meeting was held on 3 rd February 2021
24	03-02-2021	Finalised data for submission to NIRF.	Submitted data to NIRF portal.
25	08-02-2021	Finalised proposals on Platinum Jubilee Celebrations	Discussed the consolidated proposal in the meeting and submitted to Management for approval. Many proposals were approved and implemented.
26	12-03-2021	Discussions on modalities on Academic Audit	Proforma for audit distributed and directions were given to all department.
27	23-03-2021	Decided to organise the programme "Mentoring of Mentors" in the second week of April	Online programme on "Mentoring of Mentor" was organized on 12 th and 13 th April
28	23-03-2021	Selection of suitable MIS	Selected a MIS provider – Campus Genie and started the trial run in the month of May 2021.
29	23.03.2021	Bulk collection of TC forms and Collection of student feedback from final year students	Collected feedback forms from final year students and TC forms of all students were collected on the day of the project viva-voce


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