INTERNAL QUALITY ASSURANCE CELL (IQAC)
SAS SNDP YOGAM COLLEGE, KONNI
(*MINUTE OF THE MEETING HELD ON25th JANUARY 2019)*

Members Present

1.Prof.BIJUPUSHPAN.PhD.,	(**Principal)**	CHAIRMAN
2. Mr.K. PADMAKUMAR	**.(RDC Chairman)**	Member
3.Prof.KISHORKUMAR.B.S,PhD.,	(Faculty Member)	**Coordinator**
4.Prof.RAJIMOL.D.PhD.,	Faculty	Member
5.Prof.SATHYANARAYANAN.S.,	Faculty	Member
6.Prof.SIMI.M.,	Faculty	Member
7.Prof.AJITH.P.S.PhD.,	Faculty	Member
8.Prof.SANGEETHAKUMARI.,	Faculty	Member
10.Prof.NISHARAJ.PhD.,	Faculty	Member
11.Prof.AJOYBHASKER.,	Faculty	Member
12.Prof P.B.S LEKSHMI. (Principal,IHRD, Kalanjoor)		Member
13. Dr.PRAVEENA. (College of Indigenous Food Technology)		Member
14.Mrs.BINDHU.K.L.	(Jn.Supt)	Member
15.Mr.RAJEEVKUMAR.K	(HA)	Member
16.Dr.P.N.VIDHYADHARAN.,		Member
17.Mr..MOHANAN (PTA.Vice.Prese)		Member
18.Mr.ANITHKUMAR.G.,		Member

19.Mr.K.R.K PRADEEP., Mathrubhoomi,		Member
20.Mr.SREENIVASAN.,		Member
21.Mr.SUMEESH.,		Member
22.Mr.SUNIL.C.P.		Member
24.Mr.DHANESH	(Student Rep)	Member
25. Miss.ANJANAKRISHNA., student		Member

AGENDA NO 1

Inclusion and introduction of newly nominated members.

Decision

The newly nominated members were present in the meeting and principal welcome and introduce the new members to the IQAC committee. The members assured their wholehearted cooperation for the progress of the college and also in planning and execution of activities.

AGENDA NO 2

Review of NAAC reassessment.

Decision

Principal discuss various comments and suggestions of the NAAC Pear Team report and it is presumed that based on the suggestions and recommendation of the report college has to improve the process and programs and also to improve the infrastructure facilities like sports facilities library facilities etc. The meeting decided to keep an eye on the suggestion of NAAC committee from this date onwards and to work together to improve the suggested facilities and programmes and process of the college.

AGENDA NO 3

RUSA funding

Decision

The principal informed the committee that the college applied for the RUSA funding as per the guidelines of RUSA in consultation with the faculties and management. A total of 2 crore project has been submitted to the RUSA under various heads like, construction, purchase and maintenance of equipments. The RUSA had already approved the project and sanctioned two crore to the college among other eligible colleges in the state. From the sanctioned amount half of the fund is utilized for the construction of a centralized computer lab, seminar hall and toilets and the remaining fund is utilized for the maintenance of electrical connections and wiring, purchase of lab equipments for various departments, library books, library automation, purchase of sports equipments and software's etc.

AGENDA NO 4

Measures to strengthen carrier guidance and counseling cell.

Decision

The meeting decided to take strict measures to improve up on the functioning of the cell, as a first programe a drive is initiated to register all the students to the PSC online registration portal. Also started a PSC, UPSE exam coach program for the job aspirant. A MOU was signed with Brilliance college for this project. Saturdays and Sundays are proposed for the conduct of such coaching classes. It was also decided to hold job fairs in the campus inviting committees and recruiting agents.

AGENDA NO 5

Feedback from students and analysis

Decision

The IQAC collected feedback of students of their completed semester, stake holders and alumini. The meeting decided to analyze collected datas in the feedback from and to publish the status of various academic and non academic activities within a short period.

AGENDA NO 6

To energies the activities of the club

Decision

It was decided to rejuvenate the non functioning clubs through issuing charges to the newly appointed teachers.

AGENDA NO 7

Annul sport & Games and college day celebrations

Decision

It was decided to conduct annual Athletic meet at Municipal Stadium Pathanamthitta on 5th February 2019 and the College day celebration on 11th and 12th February 2019.

AGENDA NO 8

Formation of Criteria wise committee.

Decision

It was decided to constitute criteria wise committees to strengthen the activities of the college based on NAAC criteria's. Accordingly the IQAC constituted following committees and proposed various sub co-conveners. The list of committee and the proposed names of co-conveners of this committees are as follows;

1. Curricular aspects-   Dr. Priya Senan
2. Teaching –Learning and Evaluation-   Dr.Rejimol.D
3. Research, Innovation and Extension-   Dr.Ajith.P.S
4. Infrastructure and Learning resource-   Mr.Krishnakumar.M.R
5. Students support and progress-   Miss.Simi.M
6. Institutional Values and best practices-   Miss.Krishnakumari.

The co-conveners has also authorize to co-opt three teachers in each committees for its smooth functioning. IQAC convener will brief the duties and functions of each committee to the all the co-conveners with a short period.

AGENDA NO 9

Seminar proposal for NAAC

Decision

The IQAC convener informed the committee that a proposal was submitted to NAAC for financial assistance for conducting a onetime National seminar during the month of July 25-26, 2019. The committee observed that the seminar will stimulate the functioning of IQAC, Their for the committee offered full support for the conduct of the program. The convener also pointed out that for the successful conduct of the program various functional committees will be established in the month of June and IQAC will share the responsibilities to these committee members well in advance.

AGENDA NO 10

Decision

Measures to improve the result.

Decision

The committee discusses the matter seriously and decided the following for improving the university results. To improve teaching learning process, maintain attendance and class discipline and conduct remedial classes, class test and class PTA periodically and also find time to inform the absent of students to their parents through the Principle. Attendance should be maintained properly and shortage of won't be allowed for condonation and also do not permit to write the university exams.

AGENDA NO 11

Decision

Publication of Journal/News letter.

Decision

Committee observed that Dr Ajith P.S of commerce department of this college is the sub editor of the proposed journal and he informed the committee that the articles and research works are invited from faculties for publication and the remaining work related with the publication of the journal is in progress.

AGENDA NO 12

New course application to the University.

Decision

The Principal informed the committee that the college applied for two postgraduate courses like Mcom and MSc Maths. He also pointed out that now a day such post graduates degree holders are getting more opportunities for higher studies and employment in India and abroad. The committee observed that the new courses will attract talented students to the campus in the coming years.

AGENDA NO 13

Vision 2020 preparation by the departments.

Decision

The committee observed that a complete development plan of the college is to be prepared and declared before celebrating the silver jubilee of the college in 2020. This will stimulate the faculties and students to achieve better goals in the coming days. In light of the above circumstances the committee decided to request to the department of the college to submit a master plan of their department to the committee before 15th March 2019.

 AGENDA NO 14

Any other matter with the permission of the chair

Decision

The committee member Sri. Sreenivasan pointed out that the Computer Literacy / awareness among middle aged women in konni is one of the growing demand. To resolve such social demand college should plan short term courses. The courses can be conducted in the college computer lab during the vacation / non working days. Considering the importance and relevance of such social demands the committee decided to give suggestion to start such courses with the cooperation of the students and Faculties of Department of Computer Application from this year onwards.