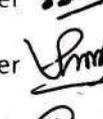
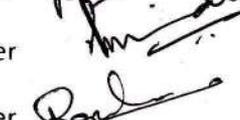
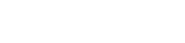
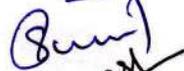


# SAS S.N.D.P Yogam College, Konni

## Proceedings of IQAC meeting held on July 1, 2019 at 11.00 am in the Principals Room

### 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. R. SIMOL. 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.,	(DMO, kottayam)	Member	
17. Mr. MOHANAN	(PTA. Vice. President)	Member	
18. Mr. ANITHKUMAR. G., (Administrative staff college office)		Member	

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

At the outset, the Principi, welcomed the new members and thanked the outgoing members for their contribution to IQAC. He pointed out that the world is changing fast and there is need to bring about continuous improvement in quality to be globally competitive. The quality improvement was also needed for accreditation and wider recognition. He specially highlighted the need to make landmark improvements in the teaching-learning system to enhance employability and placements of students

**Agenda Item No. 1: To confirm the minutes of the last meeting of the IQAC held on Jan, 2019**

**Decision: 1.**The minutes of the meeting were unanimously confirmed as no objection or comments were received.

**Agenda Item No. 2. Annual Plan of the college 2019-20**

**Decision:2.** IQAC prepared the Annual Plan of the college and the same is discussed in the Staff council meeting held on 15<sup>th</sup> June 2019. The staff council after a detailed discussion approved the plan with necessary changes and the approved plan was finally uploaded in the college website. The committee observed that for evaluating the progress of programme based on the approved annual plan and as per the NAAC guide lines an evaluation of the activities of various departments is to be conducted. In this connection committee decided to nominate Prof.Simi.M and Prof.Sathyanarayan.S for conducting the Department audit. This three member department audit committee may evaluate the present performance of various departments in the college and submit a detailed report to the IQAC in its next meeting .

**Agenda Item No. 3. Anti ragging cell**

**Decision:3:** It was resolved that the anti ragging postures will be displayed in different part of the campus and an anti ragging campaigning was initiated for preventing any type of Ragging in the campus. The meeting also decided to nominate Smti. Binu .V as the coordinator of existing Anti Ragging Cell. For displaying in different part of the campus IQAC has handed over a bunch of posters prohibiting any type of Ragging in the campus.

**Agenda Item No. 4. RUSSA funding**

**Decision: 4.** Principal informed the committee that the earth work, site clearing, grading and leveling work have been completed and the remaining work is the geo technical investigation and that work also have already initiated. However the funding process of RUSSA to all the colleges in the list including our college is slow and hence it is difficult to complete the work before March 2020 as per the present work schedule of RUSA.

**Agenda Item: 05. *Conduct of orientation class for the fresher***

**Decision: 05 :** Coordinator IQAC informed the committee that the a four day Induction programme "Prarambh-2k19" has been arranged for students from 2<sup>nd</sup> to 5<sup>th</sup> June 2019. The various sessions in the seminar was arranged as per the NACC guidelines and the expenses related with the conduct of the programme will be meet by the PTA of the college.

**Agenda Item: 06: *IQAC National Seminar***

**Decision: 06.** As informed earlier a seminar organizing committee was formed for the conduct of NACC sponsored National seminar on 24<sup>th</sup> and 25<sup>th</sup> July 2019. The committee as part of the conduct of the seminar released a brochure inviting papers for publication in the proceedings. It was also informed the committee that the organizing committee is planning to invite Minister for Higher Education for inaugurating the function. MG Vice – Chancellor has already agreed to attend the inaugural function.

**Agenda Item: 07: *IQAC Action plan.***

**Decision: 07.** IQAC prepared the action plan with a proper vision and mission and also with the guide lines of NAAC. The same was discussed in the meeting and with necessary inclusion like social survey of Mathematics department and conduct of one day workshop for non-teaching staff. The committee decided to execute the Plan of Action in the 2019-20 academic year.

**Agenda Item:08: IQAC Strategic plan of the college.**

**Decision: 08.** IQAC committee observed that a strategic plan of the college is highly essential for achieving the vision and mission of the college. There for it was resolved to prepare and present a strategic plan before the committee in its next meeting.

**Agenda Item:9: *ASAP Annual programme.***

**Decision: 09.** IQAC discussed the Annual Plan with the ASAP programme coordinator AND District Programme coordinator on 14<sup>th</sup> June 2019. The programme coordinator informed the committee that this year programme starts with Annual Orientation programme for first year UG students, followed by selection of competent students through a test and interview. The selected students will give 180 hours of continues skill training.

**Agenda Item:10: *Brilliance PSC coaching.***

**Decision:10.** Principal informed the committee that an amount of 1.50 lakhs is spending from PTA every year for conducting PSC coaching classes for students in the college on all Saturdays towards their

carrier development. Since most of the students are coming from BPL families, the PSC coaching classes are conducting without collecting fee from students. Large numbers of students are making use of this facility.

**Agenda Item: 11: *Any other matter with the permission of the chair.***

**Decision. 11:** Principal informed the committee that as per the norms, before every meeting of IQAC Principal issue invitation notice to all the members of the IQAC on time. However some of the members are not regular and not informing the chair the reason for their absence This type of response from the staff members side may be due to their absence in the college/ students on account of completion of their course of study /and the absence of alumni members or other member nominees are may be of lack of time to spare to attend to attend the meetings. He informed the committee that this is not allowed and member in spite of the notice not attending the meeting without informing will be eliminated. And such members are to be replaced with new members. Hence the committee decided that the student members of the committee Dhanesh and Anjana Krishna are completed their course and in their vacant position two new student members are to be nominated one each from UG &PG. Similarly as per the University norms the head of the department in various departments are changed recently and Manger has nominated a new nominee to the Manger. The committee after observing the norms of IQAC decided to nominate Prof.Krishnakumar.M.R head of the department of Computer Science and Mr.Anil Kumar.D, representative to the Manager to the committee as new IQAC members. The committee also decided to nominate new alumni members due to the inconvenience of existing members.

**Action taken report of IQAC meeting of SAS SNDP Yogam College,  
Konni held on 1/7/19**

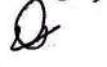
SI No	Agenda	Action Taken Report
1	To confirm the minutes of the last meeting of the IQAC held on Jan 2019	The minutes of the last meeting read out in the meeting and confirmed.
2	Annual plan of the College 2019-20	Annual plan 2019-20 was prepared and finalized.
3	Anti Ragging cell	Meeting of the Anti Ragging cell was conducted in the beginning of the academic year to prevent any type of ragging in the campus.
4	RUSA funding	RUSA Project finalized and submitted for approval.
5	Conduct of orientation class for the fresher	IQAC conducted orientations for the freshers.
6	IQAC National Seminar	Seminar proposal approved letter received from NAAC.
7	IQAC Action plan	IQAC action plan 2019 was prepared and submitted for approval of the staff council.
8	IQAC Strategic plan of the college	IQAC strategic plan prepared and finalized.
9	ASAP Annual programme	ASAP annual orientation programme conducted by the district coordinator.
10	Brilliance PSC Coaching	Brilliant coaching classes conducting on every Saturday as per the previous decisions.
11	Any other matter with the permission of the chair	No more discussions.

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## SAS SNDP YOGAM COLLEGE, KONNI

(MINUTE<sup>S</sup> OF THE MEETING HELD ON 25<sup>th</sup> 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 5<sup>th</sup> February 2019 and the College day celebration on 11<sup>th</sup> and 12<sup>th</sup> 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- | Mr, Jijith.         |

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 15<sup>th</sup> 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.

**Action taken report of IQAC meeting of SAS SNDP Yogam College,  
Konni held on 25/1/19**

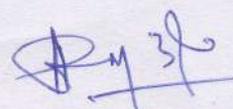
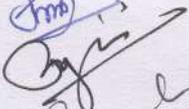
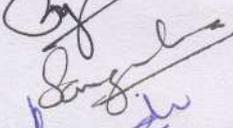
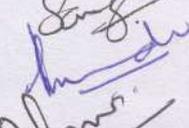
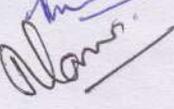
<b>Sl No</b>	<b>Agenda</b>	<b>Action Taken Report</b>
1	Inclusion and introduction of newly nominated members	New members are informed the action taken by the committee as per the decision of the meeting.
2	Review of NAAC reassessment	Committees are constituted to resolve the issues raised by the peer team.
3	RUSA funding	The project approved and weighting for funding.
4	Measures to strengthen carrier guidance and counseling cell	Dr. Priya Senan and Shaji N. Raj are entrusted to take appropriate actions to resolve the carrier and guidance cell challenges.
5	Feedback from students and analysis	Feedback collected and analyzed, steps initiated.
6	To energize the activities of the club	Principal directed all committee to submit report of various activities of the clubs.
7	Annual sport & games and college day celebrations	Annual day and sports day conducted successfully.
8	Formation of Criteria wise committee	Criteria wise committee formed and committees are directed to take appropriate measures to resolve the issues.
9	Seminar proposal for NAAC	Proposal submitted.
10	Measures to improve the result	Process initiated to resolve the issues.
11	Publication of Journal/News letter	Process is in progress to publish timelines.
12	New course application to the university	Application submitted for new course as per the demand of the student community.
13	Vision 2020 preparation by the departments	All the departments are directed to submit the program.
14	Any other matter with the permission of the chair	No other issues discussed other than the above.

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## SAS SNDP YOGAM COLLEGE, KONNII

Minutes of the IQAC meeting held on 10-10-2018

### Members present in the Meeting

1.Prof.BIJUPUSHPAN.PhD.,	(Principal)	CHAIRMAN	
2. Mr.K. PADMAKUMAR	(RDC Chairman)	Management representative	
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)		
13.Mrs.BINDHU.K.L.	(Jn.Supt Member)		
25.Mr.NIVIKRISHNA.,	(Industrialist)		

### Agenda 1

To note the on line IQAR for 2017-18 submitted by the IQAC

### Decision

The IQAC coordinator informed the committee that, this year as per the circular of NACC the soft and hard copy of the IQAR 2017-18 has been submitted before time. The coordinator informed that the documentation of all the last year events are completed by IQAC with a photo album.

### Agenda 2

Introduction of the purpose of reconstitution of IQAC to all the members

### Decision

The coordinator informed the committee that some of the IQAC members are retired or few other requested their unwillingness to continue in the committee. In this situation few other members are to be added from among faculties, scholars stakeholders alumini. Committee also observed that such newly proposed` members should be ready to render their service for the development of the college as per the regulations of NAAC. Therefore the committee decided to add two new faculty members such as Prof. Krishnakumar and Dr, Nisaraj. This is to be decided by the committee for the smooth and dynamic functioning of the IQAC.

### Agenda 3

Web page of IQAC on college web site

#### Decision

The Principal informed the committee that the web page of the college is under modification and the firm doing the work informed the Principal that the work will be completed within a week. The committee decided that as and when the work is completed the space for the IQAC will be suitably provided and the IQAC should provide all required information's for the web designers on demand.

### Agenda 4

Activities of the working group of IQAC

#### Decision

It was decided that the working group of the IQAC has to share and shoulder various responsibilities of IQAC. The IQAC coordinator will assign various work to the group for the effective and smooth functioning. As per the decision various committee and their duties are to be prepared and issued to the members before the next meeting.

### Agenda 5

Invitation and appointment of external members to the committee

#### Decision

The meeting decided to give invitation letters to the special invitees to IQAC committee such as Prof. V.S .lekshmi, Dr. Praveena ( Food Technology)

### Agenda 6

ICT intervention in Quality Assurance

#### Decision

For teaching learning and administrative works sufficient use of ICT enabled equipments are need and also such service and equipments are proved to be effective for enhancing the quality in teaching

learning and administrative work. Their for the meeting decided that the ICT enabled services are suitably used in teaching, learning, students support activities, library facilities, attendance, examination and valuation from time to time.

#### Agenda 7

Evaluation and aesthetic design of the current Website of the college.

#### Decision

The committee found that the web page design is in progress and the designers are to be properly monitored for speedy completion of the web design. Their for the committee decided to assign Prof. Krishnakumar to monitor the progress of the work and to assess and evaluate the aesthetic design of the web page time to time.

#### Agenda 8

Workshop on quality assurance

#### Decision

For reaccreditation and refreshing all the facility with latest trends in accreditation. The committee decided to conduct a workshop on "NACC reaccreditation". As expert in this area from Mangement side committee also decided to invite Dr. Raveendran. Retd Prof. on an emergency basis to discuss NACC criteria wise planning and to prepare a master plan for reaccreditation.

#### Agenda 9

Workshop on teachers with student representatives

#### Decisions

For reaccreditation support and cooperation of student and stakeholders are essential. There fore the committee decided to conduct a seminar on " NACC reaccreditation" for the students in the month of January 2019.

#### Agenda 10

Identification of the best practices going on different Departments.

#### Decision

The committee resolved that the best practice in each department is already finalized and the process is going smoothly. For the effective and the periodic evaluation of the programme. The committee decided to collect a report of the best practices in each department every year with proper documents.

#### Agenda 11

## Innovation in teaching and research

### Decision

For reviewing the research activities going on in the campus the meeting decided to call a meeting of the research committee and to promote more research activities among students and teachers through securing Projects of the Government agencies.

### Agenda 12

Computerization of the library and converting it into an Academic Information Hub.

### Decision

For accessing the library through technological advanced equipments and to use the modern facilities available in the net and also to modernizing the existing facilities is an immediate requirement. Therefore the committee decided to ask a proposal of library automation from Library Committee urgently.

### Agenda 13

Any other item with the permission of the chair

### Decisions

Since the agenda cover all the urgent matters the meeting do not discussed any other mater other than the proposed agenda.

**Action taken report of IQAC meeting of SAS SNDP Yogam College,  
Konni held on 10/10/2018**

SI No	Agenda	Action Taken Report
1	To note the online IQAR for 2017-18 submitted by the IQAC	The AQAR 2017-18 submitted as per the NAAC guidelines.
2	Introduction of the purpose of reconstitution of IQAC to all the members	Steps initiated to find out new members in the IQAC.
3	Web page of IQAC on college website	Required information to the College website for creating the webpage submitted.
4	Activities of the working group of IQAC	The activities are confirmed and divided to each working group of IQAC.
5	Invitation and appointment of external members to the committee	It is resolved to find out new members to IQAC as per the guidelines.
6	ICT intervention in Quality Assurance	Process initiated.
7	Evaluation and aesthetic design of the current Website of the college	The sub-committee suggested suitable changes in the website based on the requirements.
8	Workshop on quality assurance	It was resolved to conduct a workshop for teaching staff to improve quality in teaching and learning process.
9	Workshop on teachers with student representatives	It was resolved to conduct a workshop of teachers with students representatives.
10	Identification of the best practices going on different departments	The process initiated to collect data of best practices of various departments.
11	Innovation in Teaching and Research	Research committee prepared and submitted a plan of action for Innovation in Teaching and Research.
12	Computerization of the library and converting it into an Academic Information Hub	It was resolved to take appropriate steps to digitalize the College Library.
13	Any other item with the permission of the chair	No other issues discussed other than the above.

**Minutes of the meeting of IQAC of SAS SNDP Yogam  
College, Konni held at 1.30 pm on 6/6/18**

Agenda.

1. Academic calendar preparation
2. Best practices
3. Strengthening DLMC and CLMC
4. Future plan

Members present

SL.NO	NAME
11.	Dr. BIJUPUSHPAN
12.	Mr. K.PADMAKUMAR
13.	Dr. KISHORKUMAR .B.S
14.	Dr.RAJOMOL.D
15.	Mr.SATHYANARAYANAN.S
16.	Ms.SIMLI.M
17.	Dr.Ajith.P.S
18.	Miss. SANGEETHAKUMARI
19.	Miss. BINDHU.K.L
20.	Mr. NIVIKRISHNA

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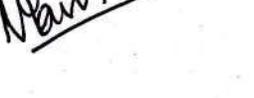
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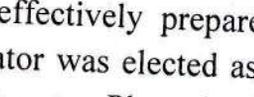
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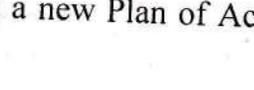
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Decisions:

1. Minutes of previous meeting were confirmed.
2. A subcommittee was created from among its members to effectively prepare an academic calendar for the current academic year. IQAC Coordinator was elected as the coordinator of the committee. The committee decided to chart out a new Plan of Action for the current academic year.

The following are the actions to be taken:

- a. Reinforce the activities of the clubs and forums in the college
  - b. Conduct conferences/workshops
  - c. Organize invited lectures
  - d. Convert remaining classrooms to smart classrooms
  - e. Procure computers and reprographic facilities
  - g. Furnish constructive suggestions in the conduct of examinations
  - h. The Library facilities should be upgraded with networking and by adding sufficient books.
  - h. Effectively coordinate the activities of various committees, The IQAC directed all the departments to plan out their strategies to fulfill the programmes proposed for this year.
3. The Cell assessed the commencement of ASAP, a State sponsored programme, as a good initiative.
4. Conduct entry level exam for the first year students to identify the competency level of students.
5. The steps taken against the environmental degradation were analyzed by the cell. The anti-plastic drive is bringing in good change among the students. Most of the students started bringing their lunch in boxes. The use of disposable glasses has been stopped as we have bought enough steel glasses for using in various functions. The propaganda done by the IQAC to minimize the use display banners has brought in welcome changes.
6. The IQAC emphasized the need of strengthening the DLMC to provide opportunities for the students to present their suggestions and grievances. Functioning of the CLMC was reviewed and measures to intensify its interventions in the conduct of the ongoing UG course, the CBCSS were sought for. Enhancement of library resources to accommodate changes in the syllabus was brought into the notice of the library committee. The Academic Committee was entrusted to spearhead the conduct of internal and external academic audits of departments to promote quality, accountability and transparency. It was also directed to conduct internal exams systematically and publish the results in a time-bound manner. The need for setting higher standards for discipline was highlighted by the IQAC which insisted on the compulsory use of neck-band ID,

**Action taken report of IQAC meeting of SAS SNDP Yogam  
College, Konni held on 6 /~~5~~/18.**

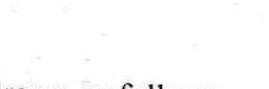
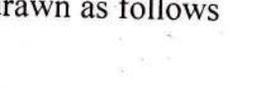
Slno	Agenda	Action Taken Report
1	Academic calendar preparation	Academic calendar was prepared and the committee approved the annual plan.
2	Best practice	All the departments are directed to strengthen their best practices and also directed to prepare a documentary based on their best practices with the support of students.
3	Strengthening DLMC and CLMC	Steps initiated to strengthen the DLMC and CLMC.
4	Future plan	To enhance the quality of education steps initiated to qualitative research, seminars, guest lectures, minor and major projects,. etc

**Minutes of the meeting of IQAC of SAS SNDP Yogam college,  
Konni held on 12/3/18 at 1:30 pm**

**Agenda**

1. Extramural funding for Research.
2. Strengthening the Alumini
3. Student scholarship

**Members present**

SL.NO	NAME	SIGNATURE
1.	Dr. BIJUPUSHPAN	Sd/ 
2.	Mr. K.PADMAKUMAR	Sd/ 
3.	Dr. KISHORKUMAR .B.S	Sd/ 
4.	Dr.RAJIMOL.D	Sd/ 
5.	Mr.SATHYANARAYANAN.S	Sd/ 
6.	Ms.SIMI.M	Sd/ 
7.	Dr.Ajith.P.S	Sd/ 
8.	Miss. SANGEETHAKUMARI	Sd/ 
9.	Miss. BINDHU.K.L	Sd/ 
10.	Mr. NIVIKRISHNA	Sd/ 

**Decisions :**

1. Minutes of previous meeting were confirmed.
2. The Plan of Action for the next academic year 2017-18 was drawn as follows
  1. Conduct conferences/workshops
  2. Organize invited lectures
  3. Buy reprographic equipment

4. Enable the faculty and students to access ICT teaching and learning
5. Continue ASAP (additional skill acquisition program)
6. Broad-base research activities
7. Energise the activities of the clubs
8. Enhance classroom facilities

1.Extra-mural funding through submission of research proposals to granting agencies (e.g., UGC, ICSSR, ICHR DBT, ICMR, DST) from the faculty members will be encouraged. The Principal asked the Research committee to work in this direction. The research proposals may be sent for an internal review and quality enhancement by the research committee of the college before submission to the granting agencies.

2.To strengthen college Alumni association, the Chairperson suggested that every department should invite and engage at least 2-4 alumni to interact with the current batch of students. Alumni forms be uploaded on the website and an alumni registration fee may be introduced, which may be managed by opening of a separate bank account. All the necessary guidelines will be formulated by the alumni committee of staff council.

3.The college should explore more avenues to provide scholarships to needy and deserving students through Alumni association/retired teachers/eminent academicians/societies etc.

4.To conduct Seminars/Workshops for Teaching and Non-Teaching Staff

5.To organize as many as Seminars/Conferences/Workshops as possible enabling the various departments to promote research.

6.To make an appeal to every Department to conduct Extension Programs as healthy practice facilitating the students to associate themselves with communities.

7.To take necessary arrangements for the purchase of books, journals and equipment to cater the needs of the students to enhance their knowledge and research aptitude.

8.To take initiative for purchasing MIS with latest modules, software including Wi-Fi environment in Upgrading the College. Following guidelines were discussed on the basis of which the academic audit would be conducted:-

**Action taken report of IQAC meeting of SAS SNDP Yogam college, Konni held on 12/3/18.**

Slno	Agenda	Action Taken Report
1	Extramural funding for research	Research committee has initiated steps and submitted proposals for sponsorship to conduct seminars through various funding agencies.
2	Strengthening the Alumni	The Alumni interaction was arranged with the current batch of students. And the Alumni registration form was uploaded in the website.
3	Students scholarship	Steps were initiated to sponsor scholarships and endowments to students from Alumini/Parents,.etc

# Minutes of the meeting of IQAC of SAS SNDP Yogam college, Konni held at 1:30 pm on 3 /1/18

## Agenda.

1. Remedial coaching
2. Smooth functioning of classes
3. Arts festival and Annul Sports
4. Carreer guidance and counseling cell
6. Seminar/workshop

## Members present

SL.NO	NAME
1.	Dr. BIJUPUSHPAN
2.	Mr. K.PADMAKUMAR
3.	Dr. KISHORKUMAR .B.S
4.	Dr.RAJIMOL.D
5.	Mr.SATHYANARAYANAN.S
6.	Ms.SIMI.M
7.	Dr.Ajith.P.S
8.	Miss. SANGEETHAKUMARI
9.	Miss. BINDHU.K.L
10.	Mr. NIVIKRISHNA

## SIGNATURE

Sd/

## Decisions :

- 1.Prof. Krishnakumari coordinator, remedial teaching presented the activity report of the remedial coaching programme. The coordinator requested the faculties to submit the details of the class taken in each semester at the earliest. It was also decided to schedule

the remedial classes by all the departments with proper notification to students and office. These classes will be organised based on assessment of students' performance, starting from 1st Nov and 1st June for odd and even semesters respectively.

2. Various departments complained about the tendency of mass class bunking among the students for various reasons. It is comparatively a new tendency on the campus. To stop such practices and for the effective functioning of the classes the meeting suggested the following. The attendance of the participants of NCC, NSS, SPORTS and other activities should be reported to class teacher in proper format on the same day he/she return to the class. The list of late comers are to prepared and submitted to the principal for informing the matter to their parents. HOD s must be informed of inter -departmental programme in advance so that he/she could arrange the class properly.

3. The arts festival and sports are to be conducted to give opportunities for the students to take part in different competition and this may create a healthy environment on the campus. Therefore the committee reviewed the steps taken towards arranging such programmes. It was decided to conduct the Annual Sports competitions, Arts Club and College Union inaugurations in the month of December. The Annual Sports will be held at Pathanamthitta and the arts inauguration and College union inauguration and cultural fest will be arranged in the college as in the previous years.

4. The meeting decided to record the job placement of final year students. The meeting discussed in detail the placement opportunities and noted that more job opportunities should be made available to students through campus placement. The Placement Cell Officer Prof.Shaji N Raj suggested that the placement cell coordinators in each department should provide all the information regarding placements, job opportunities, career options to the students. If a student from a department is placed in a firm, the Placement Cell Coordinator is bound to inform the Placement Cell Officer. Every department should maintain a file containing all the details of placement activities.

6. The teachers of various departments informed the committee about the difficulty in conducting sponsored seminars due to the insufficient fund sanction by the funding agency or the lack of timely release of fund etc. For such on similar cases teachers requested advance from PTA. It was also decided that the organizers of events including seminars and workshops should seek a feedback from participants at the end of the event, so that impact analysis can be done and future events be planned taking into account the suggestions of the participants.

## Action taken report of IQAC meeting of SAS SNDP Yogam College, Konni held on 3/1/18.

Slno	Agenda	Action Taken Report
1	Remedial coaching	Remedial coaching schedule was finalized and classes commenced as per the schedule
2	Smooth functioning of classes	Absentees and late comers were reported to the principal on time and parents of such students are summoned for clarifications to stop the bunking.
3	Art festival and Annual sports	Decided to conduct art festival, annual sports and college union election on successive days to avoid class missing of classes.
4	Carreer guidance and counseling cell	The activities of the cell are planned and the placement of students are ensured through campus recruitments/interviews etc
5	Seminar / workshop	Principal agreed for the financial support from PTA for conducting the seminar.