

Sahodaran Ayyappan Smaraka SNDP Yogam College, Konni
Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 23rd June 2021
(A.Y.2021-22)

Sl.No	Name of the Person	Designation and affiliation
Chairperson		
01	Ms. Sabeena Balachandran	Principal
Coordinator/Director of IQAC		
02	Dr. Priya Senan V	Assistant Professor, Department of Biotechnology
Administrative officers		
03	Rajiv Kumar K	Member, Head Accountant
04	Bindhu K L	Member, Junior Superintend
Teacher Faculties		
05	Prof. Sathyanarayanan S	Associate Professor, Department of English
06	Prof. Simi M	Associate Professor, Dept. of Computer Science
07	Dr. Ajith P S	Associate Professor, Department of Commerce
08	Prof. Krishna Kumari K	Associate Professor, Department of Statistics
09	Prof. Krishna Kumar M R	Associate Professor, Dept. of Computer Sciences
10	Prof. Anitha A O	Associate Professor, Department of English
11	Prof. Rajesh N	Associate Professor, Dept. of Computer Sciences
12	Prof. Jijith V S	Assistant Professor, Dept. of Computer Sciences
13	Dr. Sona A	Assistant Professor, Department of Biotechnology
14	Prof. Vishnu Vijayan	Assistant Professor, Department of Physics
Members from Management		
15	Sri. Anil Kumar D	RDC Member, Management Representative
Nominees from Alumni/Students/Local society		
16	Kum. Sana Hussain	Member, Student Representative
17	Mr. Sunil C P	Member, Alumni Association
18	Sri. Praveen Plavilayil	Vice President, Konni Grama Panchayath
Nominees from Industry/Employer/Stakeholders		
19	Dr. Praveena	College of Indigenous Food Technology, Konni

Agenda

1. Reconstitution of IQAC
2. Change of IQAC Coordinator
3. Action plan and Academic calendar
4. IIQA uploading
5. SSR documentation
6. Certificate Programs
7. Feedback analysis
8. Orientation Program for Administrative Staff
9. Parambh 2021
10. Mentor-Mentee system - update

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Sl. No	Agenda	Decisions
1	Agenda:01- Reconstitution of IQAC	IQAC reconstituted for change of student and alumni nominees
2	Agenda:02- Change of IQAC Coordinator	Dr. Sona A proposed as IQAC Coordinator
3	Agenda:03- Action plan and Academic calendar	Action plan and academic plan of the department will be collected.
4	Agenda:04- IIQA uploading	Decided to upload IIQA
5	Agenda:05- SSR documentation	SSR documentation will be initiated
6	Agenda:06- Certificate Programs	Each department is insisted to start certificate programs
7	Agenda:07- Feedback analysis	Feedback analysis of the academic year will be completed
8	Agenda:08- Orientation Program for Administrative Staff	Steps will be taken to organise Orientation Program for Administrative Staff
9	Agenda:9- Prarambh 2021	An induction cum orientation programme with four day duration will be hosted online for the freshers
10	Agenda:10 Mentor-Mentee system - update	Departments are directed to strengthen Mentor-Mentee system.

Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT
(on the decisions of IQAC meeting held on 23rd June 2021
(A.Y.2021-22)

Sl.No	Decisions	Action Taken
1	IQAC reconstituted for change of student and alumni nominees	IQAC reconstituted
2	Dr. Sona A proposed as IQAC Coordinator	Dr. Sona A appointed as IQAC Coordinator
3	Action plan and academic plan of the department will be collected.	Action plan and Academic calendar prepared
4	Decided to upload IIQA	IIQA uploaded on 18 th August 2021.
5	SSR documentation will initiate	SSR uploaded on 13 th October 2021.
6	Each department insisted to start certificate programs	Started Certificate Programs by various departments
7	Feedback analysis of the academic year will complete	Feedback analysis completed
8	Steps will be taken to organise Orientation Program for Administrative Staff	Organized Orientation Program for Administrative Staff
9	An induction cum orientation programme with three days duration will be hosted online for the freshers	An induction cum orientation programme with three days duration was hosted online (27 th to 29 th October 2021)
10	Department are directed to strengthen Mentor-Mentee system.	Mentor-Mentee system strengthened

Dr.Priya Senan V
Coordinator, IQAC

Ms. Sabeena Balachandran
Principal

SAS SNDP Yogam College, Konni
Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 28th September 2021
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Sl.No	Name of the Person	Designation and affiliation
Chairperson		
01	Dr. Kishor Kumar BS	Principal
Coordinator/Director of IQAC		
02	Dr. Sona A	Assistant Professor, Department of Biotechnology
Administrative officers		
03	Rajiv Kumar K	Member, Head Accountant
04	Bindhu K L	Member, Junior Superintend
Teacher Faculties		
05	Prof. Sathyanarayanan S	Associate Professor, Department of English
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12	Prof. Jijith V S	Assistant Professor, Dept. of Computer Sciences
13	Dr. Priya Senan V	Assistant Professor, Department of Biotechnology
14	Prof. Vishnu Vijayan	Assistant Professor, Department of Physics
Members from Management		
15	Sri. Anil Kumar D	RDC Member, Management Representative
Nominees from Alumni/Student/Local society		
16	Kum. Sana Hussain	Member, Student Representative
17	Mr. Mohammad Abbas	Member, Alumni Association
18	Sri. Praveen Plavilayil	Vice President, Konni Grama Panchayath
Nominees from Industry/Employer/stakeholders		
19	Dr. Praveena	College of Indigenous Food Technology, Konni

Agenda

1. SSR uploading
2. Career guidance orientation
3. Gender Equity Justice Program
4. Legal awareness program
5. Encouraging faculties to attend FDPs
6. Encouraging faculties to publish articles
7. Strengthening of Placement Cell
8. Reconstitution of antiragging and grievance cell
9. MoU with institutions

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Sl.No	Agenda	Decisions
1	SSR uploading	SSR will be uploaded.
2	Career guidance orientation	Steps will be taken to initiate orientation on career guidance
3	Gender Equity Justice Program	Gender Justice ... will be reconstituted
4	Legal awareness program	Decided to conduct legal awareness program
5	Encouraging faculties to attend FDPs	Faculties are encouraged to attend online professional development training programmes.
6	Encouraging faculties to publish articles	Directions will be given to publish research articles in UGC care-list Journals
7	Strengthening of Placement Cell	Placement cell will be strengthened
8	Reconstitution of anti-ragging and grievance cell	Anti-ragging and grievance cell will be reconstituted
9	MoU with institutions	Steps will be taken to sign MoUs with other institutions during this academic year

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1	SSR will be uploaded	SSR uploaded on 13 th October 2021.
2	Steps will be taken to initiate orientation on career guidance	Orientation on career guidance started
3	Gender Justice ... will be reconstituted	Gender Justice programs conducted
4	Decided to conduct legal awareness program	Legal awareness program conducted
5	Faculties are encouraged to attend online professional development training programmes.	Faculties actively participated in online professional development programmes
6	Directions will be given to publish research articles in UGC care-list Journals	Published research articles
7	Placement cell will be strengthened	Placement cell strengthened
8	Anti-ragging and grievance cell will be reconstituted	Anti-ragging and grievance cell reconstituted
9	Steps will taken to sign MoUs with other institutions during this academic year	Signed MoU with different agencies.

Dr.Sona A
Coordinator, IQAC

Dr. Kishor Kumar BS
Principal

SAS SNDP Yogam College, Konni
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13	Dr. Priya Senan V	Assistant Professor, Department of Biotechnology
Members from Management		
14	Sri.Anil Kumar D	RDC Member, Management Representative
Nominees from Alumni/Students/Local society		
15	Mr.Karthik Raj	Member, Student Representative
16	Mr. Mohammed Abbas	Member, Alumni Association
17	Mr. K U Jenish Kumar	Member of Kerala Legislative Assembly, Konni
Nominees from Industry/Employer/Stakeholders		
18	Prof. Dr. P K Josekutty	Principal, St.Thomas College, Thavalappara
19	Prof.Dr.Capt.Roys Mallasserry	Principal, SNDP Yogam College, Konni

Agenda

1. Preparation for Peer Team Visit
2. Professional training for teaching and nonteaching staff
3. Organizing Alumni meet
4. Improving infrastructure facilities and library management system
5. Faculties to take membership in professional bodies

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Sl.No	Agenda	Decisions
1	Preparation for Peer Team Visit	Will prepare for Peer team visit
2	Professional training for teaching and nonteaching staff	Decided to organise professional training for teaching and nonteaching staff
3	Organizing Alumni meet	Alumni meet will be organised
4	Improving infrastructure facilities and library management system	Infrastructure facilities and library management system will be improved
5	Faculties to take membership in professional bodies	Encouraged faculties to take membership in professional bodies

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ACTION TAKEN REPORT
(on the decisions of IQAC meeting held on 23rd March 2022
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Sl.No	Decisions	Action Taken
1	Will prepare for Peer team visit	Peer team visit scheduled
2	Decided to organise professional training for teaching and nonteaching staff	Processing
3	Alumni meet will be organised	Online meeting organised
4	Infrastructure facilities and library management system will be improved	Infrastructure facilities and library management system were improved
5	Encouraged faculties to take membership in professional bodies	Faculties took membership in professional bodies

Dr.Sona A
Coordinator, IQAC

Dr. Kishor Kumar BS
Principal