

SAS SNDP Yogam College, Konni
Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 6th July 2020
(A.Y.2020-21)

Sl.No	Name of the Person	Designation and affiliation
Chairperson		
01	Dr. Biju Pushpan	Principal
Coordinator/Director of IQAC		
02	Dr. Priya Senan V	Assistant Professor, Department of Biotechnology
Administrative officer		
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, Department of Computer Sciences
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, Department 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
Nominee from alumni,/Student/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
Nominee from Industry/Employer/stakeholders		
19	Dr. Praveena	College of Indigenous Food Technology, Konni

Agenda No.01 : Introduction of certificate courses

Agenda No. 02: Action plan and academic calendar

Agenda No.03: Starting of MoU

Agenda No.04: Extension programme on waste management

Agenda No.05: Organising International virtual conference

Agenda No.06: Conducting webinar series in IPR and soft skills in various colleges

Agenda No.07: Encouraging faculties to attend professional development training

Agenda No.08: Competitive exam coaching

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Sl. No	Agenda	Decisions
1	Agenda:01- Introduction of certificate courses	As per the decisions taken in the previous academic year, each department will insist on starting certificate courses of 30 hr duration.
2	Agenda:02- Action plan and academic calendar	Action plan and academic plan of the department will be collected.
3	Agenda:03- Starting of MoU	Steps will taken to sign MoUs with other institutions during this academic year
4	Agenda:04- Extension programme on waste management	Extension programme on waste management is proposed to be started by the departments.
5	Agenda:05- Organising International virtual conference	Departments are directed to start international virtual conference in respective discipline
6	Agenda:06- Conducting webinar series in IPR and Soft skills in various colleges	IQAC, IPR cell and NSS will take steps to start webinar series in Soft Skill and IPR in various colleges.
7	Agenda:07- Encouraging faculties to attend professional development training	Faculties are encouraged to attend online professional development training programmes.
8	Agenda:08- Competitive exam coaching	Steps will be taken to continue online competitive examination coaching

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ACTION TAKEN REPORT
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Sl.No	Decisions	Action Taken
1	As per the decisions taken in the previous academic year, each department will insist on starting certificate courses of 30 hr duration.	Started certificate course in Mushroom cultivation (Biotechnology), Vedic Mathematics (Mathematics), GST (Law and Commerce), IPR (Law and BBA) and Research Methodology (Commerce)
2	Action plan and academic plan of the department will be collected.	Action plan and Academic calendar prepared
3	Steps will taken to sign MoUs with other institutions during this academic year	Started MoU with Daksha Academy Thiruvananthapuram and MMNSS College, Konni
4	Extension programme on waste management is proposed to be started by the departments.	Commerce department conducted extension programme in waste management in various educational institutions
5	Departments are directed to start international virtual conference in respective discipline	Department of Biotechnology organised international virtual conference
6	IQAC, IPR cell and NSS will take steps to start webinar series in Soft Skill and IPR in various colleges.	Conducted webinar series in IPR and Soft Skill in various educational institutions.
7	Faculties are encouraged to attend online professional development training programmes.	Faculties actively participated in online professional development programmes
8	Steps will be taken to continue online competitive examination coaching	Steps were taken to conduct online competitive exam training

Dr.Priya Senan V
 Coordinator, IQAC

Dr. Biju Pushpan
 Principal

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Nominee from Industry/Employer/stakeholders		
19	Dr. Praveena	College of Indigenous Food Technology, Konni

Agenda No.01 : AQAR 2019-20 uploading

Agenda No. 02: Introduction of Learning Management System

Agenda No.03: Strengthening ICT Facilities on the campus

Agenda No.04: SSR preparation 2020-21

Agenda No.05: Induction programme for first year students

Agenda No.06: Website design completion process

Agenda No.07: Feedback system 2020-21

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Sl.No	Agenda	Decisions
1	Agenda No.01 : AQAR 2019-20 uploading	Weighed up and fixed the date of uploading AQAR 2019-20
2	Agenda No. 02: Introduction of Learning Management System	Measures were taken to request the college management, once again, for subscribing a Learning Management System.
3	Agenda No.03: Strengthening ICT Facilities on the campus	ICT facilities will be improved further on the campus with the financial support of RUSA
4	Agenda No.04: SSR preparation 2020-21	Steps have been taken to identify the weaker areas in each of the seven criteria
5	Agenda No.05: Induction programme for first year students	An induction cum orientation programme with four day duration will be hosted online for the freshers
6	Agenda No.06: Website Design completion process	Designing of the college website will be completed without any delay
7	Agenda No.07: Feedback system 2020-21	Talked through the collection of feedback system for the academic year 2020-21

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Sl.No	Decisions	Action Taken
1	Weighed up and fixed the date of uploading AQAR 2019-20	Uploaded AQAR 2019-20
2	Measures were taken to request the college Management, once again, for subscribing a Learning Management System.	Requested to management, Processing
3	ICT facilities will be improved further on the campus with the financial support of RUSA	Processing
4	Steps have been taken to identify the weaker areas in each of the seven criteria	Measures were taken and criteria-wise meetings were held
5	An induction cum orientation programme with four day duration will be hosted online for the freshers	An orientation programme for freshers PRARMBH 2K20 were held as per the decision
6	Designing of the college website will be completed without any delay	Website update process was completed and the live website is made ready.
7	Talked through the collection of feedback system for the academic year 2020-21	Feedback for the academic year 2020-21 were collected, analysed and measures were taken

Dr.Priya Senan V
Coordinator, IQAC

Dr. Biju Pushpan
Principal

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Nominee from Industry/Employer/stakeholders		
19	Dr. Praveena	College of Indigenous Food Technology, Konni

Agenda No.01 : Professional training on teaching and nonteaching staff

Agenda No. 02: Substitution of criteria convener/co-convener

Agenda No.03: Alumni registration through college website

Agenda No.04: Improving infrastructure facilities and library management system

Agenda No.05: Criterion-wise team constitution by including all faculty members

Agenda No.06: SSR preparation initiated

Agenda No.07: IIQA submission

Agenda No.08: Multidisciplinary International Conference

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Sl.No	Agenda	Decisions
1	Agenda:01- Professional training on teaching and nonteaching staff	Decided to conduct online professional training for teaching and non teaching staff
2	Agenda:02- Substitution of criteria convener/co-convener	Prof. Anitha A O was appointed Converner and Amitha S, Co-convener of criterion II. Sweeshma P Dev was appointed co-convener of criterion I.
3	Agenda:03- Alumni registration through college website	Alumni registration through our college website will be initiated
4	Agenda:04- Improving infrastructure facilities and Library management system	Proposals will be submitted to the manager for the requirement of infrastructure facilities and learning management system.
5	Agenda:05- Criterion-wise team constitution by including all faculty members	Criterion-wise team were constituted with the inclusion of all members of teaching staff and Smt.Bindhu K L and Sri.Rajiv Kumar were nominated as the office conveners of NAAC
6	Agenda:06- SSR preparation initiated	SSR preparation will be started according to the directions of conveners.
7	Agenda:07- IIQA submission	IIQA submission process will be started.
8	Agenda:08-Conduct of multidisciplinary International webinar series	Decided to conduct a multidisciplinary International webinar series

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Sl.No	Decisions	Action Taken
1	Decided to conduct online professional training for teaching and non teaching staff	Partially fulfilled the decision due to the covid pandemic situation.
2	Prof. Anitha A O was appointed Converner and Amitha S, Co-convener of criterion II. Sweeshma P Dev was appointed co-convener of criterion I.	Reconstituted the criteria I and II with new conveners and coconveners
3	Alumni registration through our college website will be initiated	Alumni registration through the college website is in progress.
4	Proposals will be submitted to the manager for the requirement of infrastructure facilities and learning management system.	Processing
5	Criterion-wise team were constituted with the inclusion of all members of teaching staff and Smt.Bindhu K L and Sri.Rajiv Kumar were nominated as the office conveners of NAAC	Criterion-wise teams were constituted
6	SSR preparation will be started according to the directions of conveners.	SSR preparation is in progress
7	IIQA submission process will be started.	IIQA preparation is completed
8	Decided to conduct Multidisciplinary International Webinar Series	Conducted Multidisciplinary webinar Series Polysophie -2021 from 30 th May to 20 th June 2021

Dr.Priya Senan V
Coordinator, IQAC

Dr. Binu V
Principal