

Internal Quality Assurance Cell(IQAC) Academic Year 2022-2023 Meeting Minutes and Action Taken Report(ATR) PART A IQAC Minutes

Academic year 2022-2023

108

IQAC Meeting -1 [15.06.2022]

Agenda

1. AQAR 2020-21. Submission
2. IIRA & SSR Preparation
3. Action Plan for 2022-23 Academic Year
4. Any other matters of importance

Members Present

1. Prof.(Dr.) K.C. Prakash	Principal
2. Dr. Pappa.C	Pappa.C
3. Dr. Madhavan.V	Madhavan.V
4. Dr. Nithya.B	Nithya.B
5. Dr. Remya	Remya
6. Ms. Sreelekshmi	Sreelekshmi
7. Sreelekshmi - APO	Sreelekshmi
8. Dr. Sreelekshmi C. Wazied	Sreelekshmi
9. Dr. Vaidhya.N	Vaidhya.N
10. Dr. Pooja.M	Pooja.M
11. Dr. RT Ananth Kumar	Ananth Kumar
12. Jishanar.B.J	Jishanar.B.J
13. Sobha.PK	Sobha.PK
14. Dr. Deepa.S	Deepa.S
15. Prof.(Dr) Suresh.S	Suresh.S

Minutes of the meeting

The meeting is chaired by Prof (Dr) K.C. Prakash Principal. The agenda items were presented and approved by the members. Following decisions were taken after discussion.

(1) Part - A of AQAR 2020-21 is completed. Data

Collection and Compilation for Part-B is to be completed. It is decided to complete Part B by 15th July 2022. All Criteria Conveners are asked to complete the same before the stipulated time period.

2) It is decided to submit the IIRAT by 12th August 2022 and SSR Submission by 30th September 2022.

3) Newsletter for the Academic year 2021-2022

will be prepared by Dr. Ananth Kumar R.T.

4) All Criteria Conveners are asked to prepare and submit an Action Plan for the Academic year 2022-2023.

5) Various Subcommittees Conveners and members are listed below.

Criteria - I

Dr. Rejya, C.S Dept. of BC & IMB, Convener
Mrs. Sreelekshmi AN, Dept. of CS, member

Criteria - II

Dr. Vidya N, Dept. of Mathematics, Convener
Mrs. Sobha P.K, Dept. of CS, Member
Dr. Alkara Sasidharan, Dept. of English & MS. "

Criteria - III

Dr. George G, Dept. of BC & IMB Convener
Dr. Sreeraj M, Dept. of CS, member
Dr. Ananth Kumar R.T, Dept. of Physics, "
Dr. Rejya L, Dept. of Hindi, "

Criteria - IV

Mrs. K.L. Vshakumari, Dept. of Electronics, Convener
Dr. Ananth Kumar R.T, Dept. of Physics, member

Criteria - V

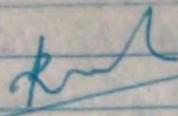
Dr. Nilka B, Dept. of BC & IMB, Convener
Mrs. Jisha Nair B.J, Dept. of CS, Member

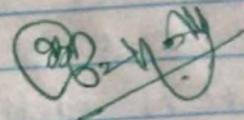
Criteria - VI

Dr. Madhavani N, Dept. of Physical Edu, Convener
Dr. Sreelekshmi C. Warrior, Dept. of Maths, member

Criteria - VII

Mr. Deepu. G.P., Dept. of Electronics, Convenor
Mrs Lavanya M., Dept. of Eng & M.S member


Prof. Dr. Suresh
IQAC Convenor



PRINCIPAL
Sree Ayyappa College (T.D.B)
Eramolikkara - 689 109
Thiruvananthoor, Changanassery
Alappuzha Dist, Kerala



IRAC - Meeting -2 29.06.2022

Agenda

- 1 A&AR 2020-21 Submission - Review of Criteria
- 2 Placement and Promotion of Assistant Professors - PBAs
Expd and Screening Committee
Members Present.

- | | | |
|----|----------------------------|--------------------|
| 1 | Prof. M. Prakash | <u>[Signature]</u> |
| 2 | Prof. (Dr.) Suresh. S | <u>[Signature]</u> |
| 3 | P. Bijukumar. | <u>[Signature]</u> |
| 4 | M. DEEPA | <u>[Signature]</u> |
| 5 | Ms. Lavanya M. | <u>[Signature]</u> |
| 6 | Chandana G | <u>[Signature]</u> |
| 7 | Dr. Remya L | <u>[Signature]</u> |
| 8 | Dr. Ananth Kumar RT | <u>[Signature]</u> |
| 9 | Dr. Sreeraj P. H | <u>[Signature]</u> |
| 10 | Dr. Sreelakshmi G. Warrior | <u>[Signature]</u> |
| 11 | Dr. Vidhya. N | <u>[Signature]</u> |
| 12 | Dr. Nitika. B | <u>[Signature]</u> |
| 13 | Laksh. Kumy. K. L | <u>[Signature]</u> |
| 14 | Sobha M | <u>[Signature]</u> |
| 15 | Dr. Madhavan. | <u>[Signature]</u> |

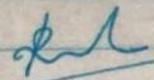
Decisions

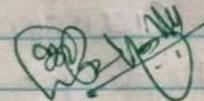
- 1 Discussion on Criteria VI done. All criteria concerns presented the status of their data collection. It is decided to complete the data by July 15. It is also decided to begin document uploading by July 25. Criteria wise survey meeting will be conducted online mode until the A&AR Submission. All faculty members are asked to provide their relevant data required for A&AR Submission without fail.
- 2 The following teachers submitted their Performance

Based Appraisal System (PBAS) report for their promotion under CAS (Career Advancement Scheme) from stage 11 to 12 [Academic level 11 to 12]. It is decided to request the university to form a Screening Committee in this regard.

The Faculties are

1. Dr. Nilka. B, Assistant Professor & HOD, Dept. of Biochemistry and Industrial Microbiology (BC & IM)
2. Dr. Ganga G, Assistant Professor, BC & IMB
3. Dr. Regiya. C.S, Assistant Professor, BC & IMB
4. Dr. Remya L., Assistant Professor, Dept. of Hindi.

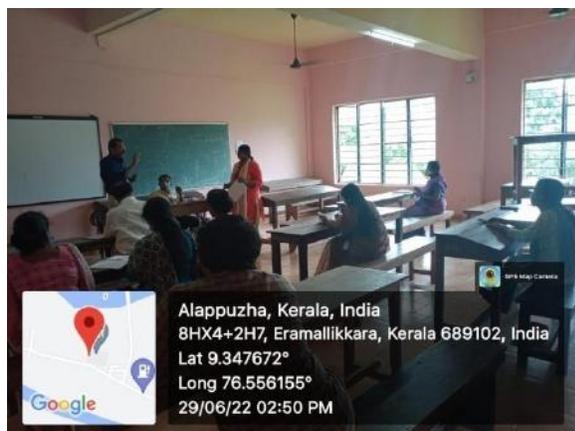

 Prof. (Dr.) Sureth S
 IACAC Coordinator



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Meeting Photos:



Prof.(Dr.)Suresh.S
IQAC Convener

Prof.(Dr) K C Prakash
PRINCIPAL

Meeting No : 3

Date : 30.07.2022

Plat form: Google meet

Time: 7.pm to 9.45.pm

Link: <https://meet.google.com/owe-qctc-hucz>

Agenda

1. AQAR 2020-2021 Submission

Members Present

1. Principal - Prof.(Dr.)K.C.Prakash
2. IQAC Convener- Prof.(Dr.)Suresh.S
3. Dr.Deepu.GP
4. Dr.Nitha.B
5. Dr.Sreelekshmi.C.warrier
6. Dr. Madhavan.N
7. Dr .Ganga .G

Minutes:

The prepared AQAR for the academic year 2020-21 is discussed in detail. After incorporating the modification suggested by the criteria conveners, the committee decided to approve the AQAR .The convener of IQAC is entrusted to upload the completed AQAR.



Prof.(Dr.)Suresh.S
IQAC Convener



Prof.(Dr) K C Prakash
PRINCIPAL

Meeting No : 4

Date : 01.11.2022

Venue: Principal's Chamber

Agenda:

1. AQAR
2. AAA
3. SSR
4. Any other relevant matter

Members Present:

1. Prof. (Dr.) Suresh S(Principal)
2. Ms Sobha P K(IQAC Convener)
3. Dr Rejiya C S(Convener Criteria I)
4. Dr Athira Saidharan(For Convener Criteria II)
5. Dr Ganga G(Convener Criteria III)
6. Dr Usha Kumary K L(Convener Criteria IV)
7. Dr Nitha B(Convener Criteria V)
8. Dr N Madhavan(Convener Criteria VI)
9. Dr Deepu G P(Convener Criteria VII)

Minutes:

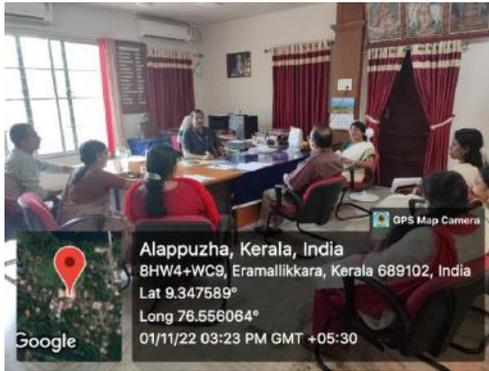
The meeting of the college NAAC criteria conveners commenced at 2.15 PM which was presided over by Principal Prof. (Dr.) Suresh S.

The plan for the NAAC visit for Cycle II was discussed in the meeting. It was decided to prepare the SSR and submit by Jan 2023. The expected date of visit would be in June 2023. Following decisions were taken in view of the Cycle II accreditation of the college.

1. The Academic and Administration Audit(AAA) would be completed for the preparation of SSR. First phase of AAA would be completed in Nov 2022. An internal team was constituted in the meeting with Ms Sobha P K(IQAC Convener) and Dr Ganga G(NAAC Coordinator) as members for conducting internal AAA on Nov 15th 2022 in every department. A review meeting on AAA report would be held on Nov 18th 2022 in this regard.
2. It was also decided to submit the AQAR 2021-2022 by uploading the documents by the criteria convener in a parallel manner.
3. The SSR would be prepared soon after the AAA.
4. It was also decided to collect the email ids of students, alumni members and stake holders in each department for the feedback collection by NAAC
5. Ms Sobha P K(IQAC Convener) was entrusted to refer the SSRs submitted recently by colleges with A+ and above grades.
6. It was decided to provide registers, files and print out papers to each department for the preparation of supporting documents of NAAC accreditation
7. Principal was entrusted to take necessary steps for the campus beautification prior to the NAAC visit.
8. Dr Usha Kumary K L(Alumni Association, Faculty in Charge) was entrusted for the registration of College Alumni Association.
9. Dr Deepu G P would prepare a detailed project report(DPR) to the solar grid connection project by ANERT in the campus. He was entrusted to submit the DPR by Nov 10th, 2022

The meeting concluded at 3.25 PM.

Meeting Photos:



**Ms Sobha P K
IQAC Convener**

**Prof(Dr) Suresh S
PRINCIPAL**

Meeting No : 5

Date : 24.11.2022

Venue: College Auditorium

Agenda:

1. Review of Administrative and Academic Auditing(Internal) 2021-22
2. Preparation and submission of AQAR 2021-22 and SSR(Cycle II)
3. Any other relevant matters

Minutes:

The Review of Administrative and Academic Auditing (Internal) 2021-22 of the teaching, non teaching and technical staff , Head Accountant and Librarian commenced at 3.15 PM which was presided over by Principal Prof. (Dr.) Suresh S.

Mrs Sobha P K(Convener, IQAC) presented a detailed report of the Academic and Administration Audit(AAA)-2021-22 conducted by the internal auditing team with members Mrs Sobha P K and Dr Ganga G. The auditing was conducted for 6 departments and for the college library. The strength and weakness of each section were discussed in detail. The auditing report was accepted in the meeting.

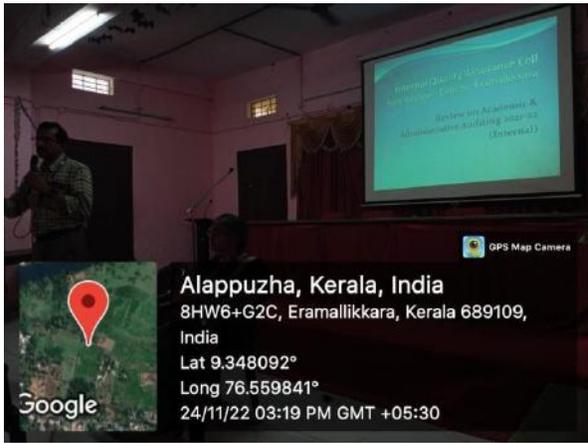
It was decided to conduct the auditing of the administrative office and Ladies Hostel in due course. It was also decided to start the preparation for uploading AQAR 2021-22 and SSR(Cycle II) at the earliest. The criteria wise and department wise meetings would also be conducted for the preparation of the data for AQAR and SSR.

The meeting concluded at 5.30 PM.

List of Members Present

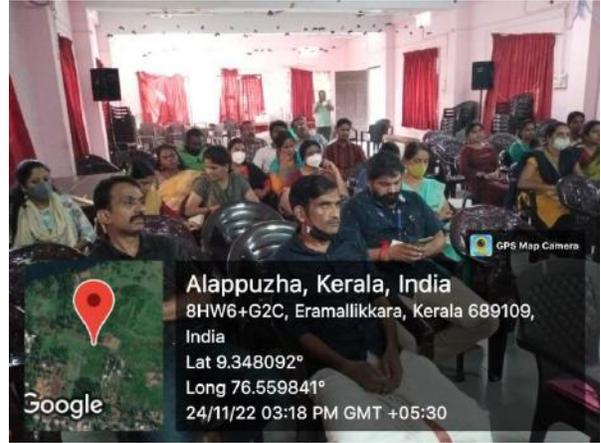
<u>Members Present:</u>	
1. Prof (Dr) Suresh S (Principal)	<i>[Signature]</i>
2. Sobha PK (IQAC Convener)	<i>[Signature]</i>
3. Dr. Madhavan.V	<i>[Signature]</i>
4. Dr. Aravind Kumar RT	<i>[Signature]</i>
5. P. Bijulakshmi	<i>[Signature]</i>
6. Dr. Shreejith M	<i>[Signature]</i>
7. Dr. Romya L.	<i>[Signature]</i>
8. Dr. Sreedekshmi V	<i>[Signature]</i>
9. Dr. Vidhya N	<i>[Signature]</i>
10. Sumantha Suresh	<i>[Signature]</i>
11. Gayatri S	<i>[Signature]</i>
12. Rashmi Rajendran B	<i>[Signature]</i>
13. Rashmi K. Rajan	<i>[Signature]</i>
14. Gowri. V. Nair	<i>[Signature]</i>
15. Aswathy. R.	<i>[Signature]</i>
16. Johnson Jose	<i>[Signature]</i>
17. Shabias Ashraf	<i>[Signature]</i>
18. PARVEEN RAJ	<i>[Signature]</i>
19. Sishini Nampoorathil. P.S	<i>[Signature]</i>
20. Reethu kumar.V	<i>[Signature]</i>
21. Dr DEEPA GP	<i>[Signature]</i>
22. Swathi Lekshmi B	<i>[Signature]</i>
23. Athira A	<i>[Signature]</i>
24. Dr. Athira Basidhasan	<i>[Signature]</i>
25. Lavanya M.	<i>[Signature]</i>
26. Sreedekshmi AN.	<i>[Signature]</i>
27. Nithya Mohan	<i>[Signature]</i>
28. Saranya PM	<i>[Signature]</i>
29. Bajisha. P.S.	<i>[Signature]</i>
30. Santhya Viswam	<i>[Signature]</i>
31. Elanga. G	<i>[Signature]</i>
32. Dr. Rajiya. CS	<i>[Signature]</i>
33. Dr. Nithya. B	<i>[Signature]</i>
34. Geethu. N	<i>[Signature]</i>
35. Dr. Vish. Kumy. K.L.L	<i>[Signature]</i>

Meeting Photos:



Sobha P K

**Ms Sobha P K
IQAC Convener**



Suresh S

**Prof(Dr) Suresh S
PRINCIPAL**

Meeting No : 6

Date : 17.12.2022

Platform: Google Meet

Google Meet joining info:

Saturday, 17 December · 8:00 – 9:00pm

Video call link: <https://meet.google.com/zha>

Agenda:

1. Preparation of SSR
2. INFOFEST 2023
3. Any other relevant matter

Members Present:

- | | |
|------------------------------------|------------------------------|
| 1. Prof. (Dr.) Suresh S(Principal) | 10. Ms Jisha Nair B J |
| 2. Ms Sobha P K(IQAC Convener) | 11. Dr Athira Sasidharan |
| 3. Dr Rejiya C S | 12. Dr Ajayan Thankayan |
| 4. Dr Vidhya N | 13. Dr Remya L |
| 5. Dr Ganga G | 14. Dr Ananth Kumar R T |
| 6. Dr Usha Kumary K L | 15. Dr Sreeraj M |
| 7. Dr Nitha B | 16. Ms Sreelekshmi A N |
| 8. Dr N Madhavan | 17. Dr Sreelekshmi C Warriar |
| 9. Dr Deepu G P | 18. Ms Lavanya M |

Minutes:

The meeting started with an introductory remarks by IQAC convener Mrs Sobha PK on AAA audit and SSR preparation. Principal Prof (Dr) Suresh S explained the different steps to be carried out for Cycle II accreditation. Different criteria conveners and HoDs explained the difficulties in getting the data like scholarship details, student progression documents, faculty documents etc in a short span of time. After a detailed discussion following dates were finalized for further steps regarding SSR uploading:

- 19.12.2022 Criteria wise Meeting and Department wise meeting
- 30.01.2023 Completion of Department level Data Preparation
- 01.02.2023 Submission of IIQA
- 15.03.2023 Submission of SSR

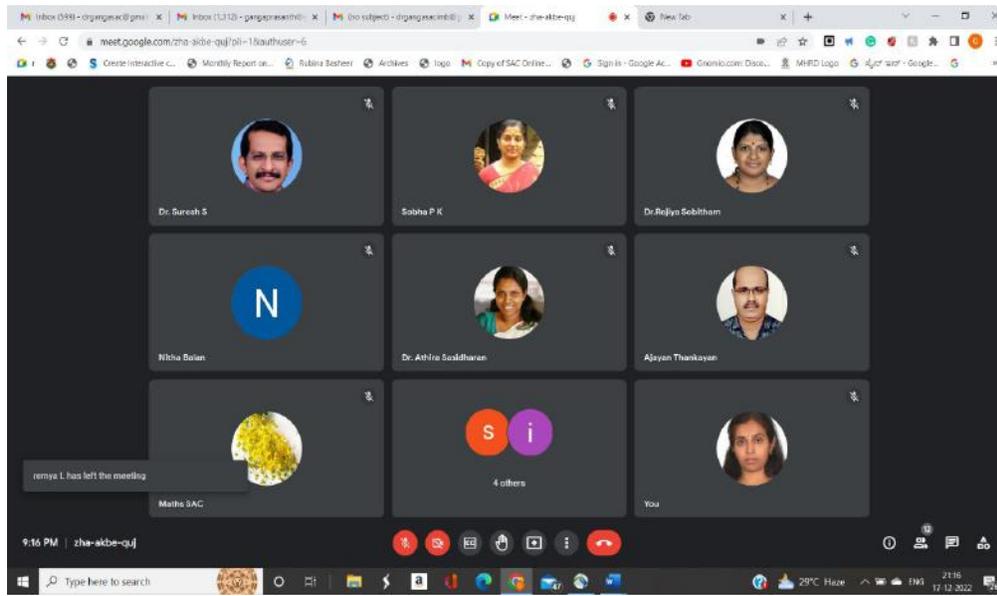
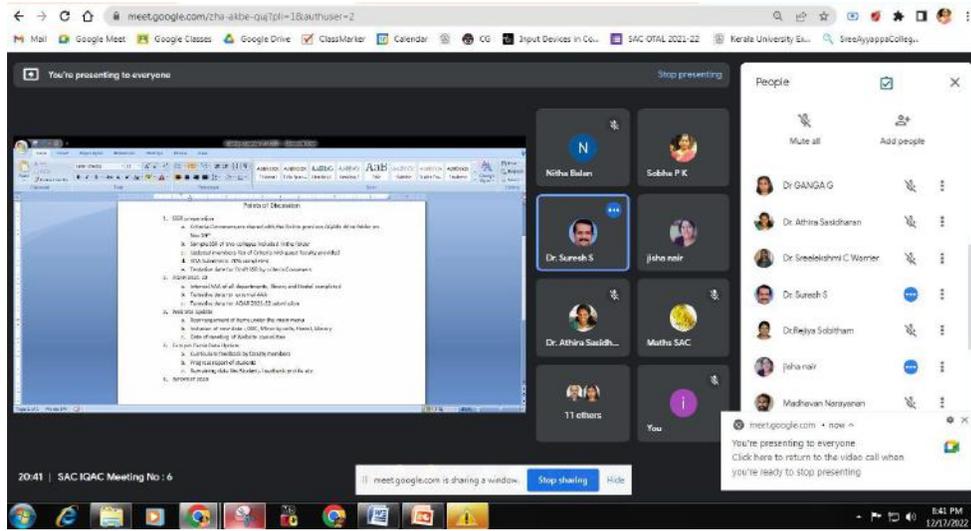
IQAC Convener pointed out the revamp of the website and hence Principal suggested convening a website committee meeting by 19.12.2022.

Convener of SAC LMS Campus Genie Dr Sreelekshmi C Warriar reported that the feedback of faculty on Curriculum except that of Dr Chithra K R and first year profile uploading were completed. It was also reported that information had been passed to all class in charges regarding the preparation of Students' Progress Report. It was decided to upload the internal marks of final year students on or before Dec 22nd 2022.

Regarding the conduct of INFOFEST 2023, following decisions were taken:

- During Christmas vacation: Finalizing the Invited speaker's List
- First week of Jan, 2023: Publication of Brochure
- 24.02.2023 Tentative date of Inauguration

Screen Shots



The meeting concluded at 9.15 PM


Ms Sobha P K
IQAC Convener


Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 7

Date : 04.01.2023

Platform: Google Meet

SAC IQAC Meeting : 7

Wednesday, January 4 · 8:00 – 9:00pm

Google Meet joining info

Video call link: <https://meet.google.com/hxa-ygfr-ygb>

Agenda:

1. AQAR 2021-22
2. Preparation of SSR Cycle II
3. External AAA
4. Reporting of Various Committees/Cub members regarding their activities
5. Any other relevant matter

Members Present:

- | | |
|------------------------------------|------------------------------|
| 1. Prof. (Dr.) Suresh S(Principal) | 16. Ms Sreelekshmi A N |
| 2. Ms Sobha P K(IQAC Convener) | 17. Dr Sreelekshmi C Warriar |
| 3. Dr Rejiya C S | 18. Ms Lavanya M |
| 4. Dr Vidhya N | 19. Ms Vidhya R Shekhar |
| 5. Dr Ganga G | 20. Ms Gowri Nair |
| 6. Dr Usha Kumary K L | 21. Ms Gayathri S |
| 7. Dr Nitha B | 22. Mr Jishnu P J |
| 8. Dr N Madhavan | 23. Mr Johnson Jose |
| 9. Dr Deepu G P | 24. Ms Nithya Mohan |
| 10. Ms Jisha Nair B J | 25. Ms Rashmi Rajendran B |
| 11. Dr Athira Sasidharan | 26. Ms Reshma K Rajan |
| 12. Dr Ajayan Thankayan | 27. Ms Sajisha P S |
| 13. Dr Remya L | 28. Ms Santhy Syam |
| 14. Dr Ananth Kumar R T | 29. Ms Susmitha Surendran |
| 15. Dr Sreeraj M | 30. Ms Swathi lekshmi B Nair |

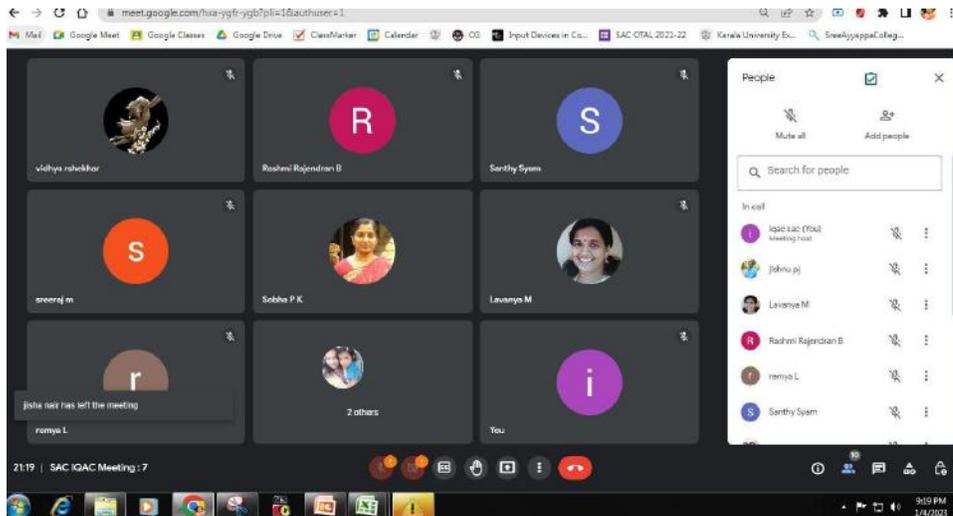
Minutes:

The meeting started with an introductory remarks by IQAC convener Mrs Sobha PK about the steps to be urgently carried out for uploading AQAR 2021-22 and SSR preparation. The brief action plan of IQAC for January 2023 also was presented in the meeting. Principal Prof (Dr) Suresh S informed the criteria conveners to present a brief report on the activities carried out for uploading AQAR 2021-22 and SSR. Different criteria conveners and HoDs gave a briefing regarding the data collection done so far for AQAR and SSR. After a detailed discussion following decisions were taken:

1. IQAC convener was entrusted to conduct the Criteria wise Meeting and Club conveners meeting on 5.01.2023
2. It was decided to add office automation part to College LMS platform Campus Genie Software
3. It was decided to collect student feedback for academic year 2021-22.
4. Principal informed that the Scholarship data from office were made ready for uploading in AQAR.

5. Principal reported that it was decided to revamp the college website in the college council meeting.
6. It was decided to conduct College office internal auditing on Jan 21st.
7. Dr Usha Kumary K L reported that the alumni registration was halfway through and the general body meeting of Alumni to be scheduled in April 2023.

Screen Shots



The meeting concluded at 9.20 PM

Ms Sobha P K
IQAC Convener

Prof(Dr) Suresh S
PRINCIPAL

Meeting No: 8
Criteria wise Meeting

Date: 05.01.2023

Venue: Electronics Department

Time: 10.30 AM - 2.30 PM

Agenda: AQAR 2021-22 & SSR Data Collection.

Members Present:

1. Sobha P K IQAC Convener SPK

Criteria I

2. Dr. Rajiya C

3. Mr. Johnson Jose

Criteria III

4. Dr. Vidhya N VDN

5. Dr. Ajayan Thankayan

6. Ms Gayathri S

7. Ms Sasmita Surendran

8. Ms Gowri V Nair

Criteria IV

9. Dr. Gangga G GG

10. Dr. Remya L.

11. Mr Praveen Raj

Criteria V

12. Dr Anants Kumar RT

13. Ms. Geetha N

14. M Manisha E

15. Ms. Vidya R Sekhar

Criteria VI

16. Ms. Reshmi Rajendran

Criteria VI

17. Dr. Madhavan N Man

18. Dr. Sreelekshmi C Warriar

19. Ms. Reshma K Rajan

20. Ms. Swathilekshmi B.

Criteria VII

18. Dr. Deepu G P

19. Mr. Shebas Ashraf

20. Ms. Athira A.

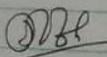
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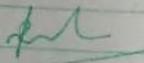
The meeting commenced at 10.30 AM. It was conducted as per the following schedule:

- Criteria I - 10.30 AM
- Criteria II - 11.15 AM
- Criteria III - 12 Noon
- Criteria IV - 12.45 PM
- Criteria V - 1 PM
- Criteria VI - 1.30 PM
- Criteria VII - 2 PM.

The work division strategy of each criteria was monitored. Criteria III and VI conveners informed that 40% of their data collection work was completed. Other criteria members were directed to start the documentation immediately after conducting a meeting on 06.01.2023. Next Review meeting of the IQAC was scheduled on 10/1/2023. Club and committee conveners were directed to forward their review report of activity for academic year 2022-23, to IQAC mail.

The meeting concluded at 2.30 PM


IQAC Convener


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Eramalikkara - 689 109
Thiruvananthoor, Chengannur
Alappuzha Dist, Kerala

Meeting No: 9

Criteria Conveners Meeting

Date: 16.01.2023

Time: 12 Noon

Venue: Principal's chamber

Agenda:

1. AQAR 2021-22 & SSR cycle II Data Collection & Uploading
2. Any other relevant matters

Members Present:

1. Principal Prof (Dr) Suresh S
2. IQAC Convener Sobho P T
3. Cr. I Convener Dr. Rejitha C S
4. Cr. II Convener Dr. Vidhya A
5. Cr. III Convener Dr. Ganga G
6. Cr. IV Convener Dr. K L Ushakumary
7. Cr. V Convener Dr. Nithe B
8. Cr. VI Convener Dr. Madhavan N
9. Cr. VII Convener (In) Mrs Lavanya M.

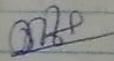
Minutes

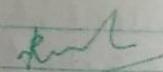
The meeting commenced at 12 noon with a reporting of IQAC Convener regarding the decisions and decisions carried out in the Criteria wise meeting held on 5.1.23. The Criteria members were informed to report the improvement in the data collection and uploading work of AQAR 2021-22. Principal Prof (Dr) Suresh S addressed the criteria conveners and directed to speed up the uploading work to complete by June.

Dr Rejitha C S reported that the copy of the timetable of departments duly signed by Principal is needed for uploading. It was decided to upload master timetable of the college instead.

of department timetables. Principal was authorised to communicate with website creators and Campus Generic officials for update of the content in view of the data required for accreditation. Orientation programme report 2021 Helman urgently required. Add on/skill / Certificate programmes conducted by different departments needed to be made available immediately for uploading. All HOD's were to provide the students progression and student participation data to Criteria V. All faculty members needed to submit the research publications data to the department and to criteria III. Placement officer should provide the report regarding on/off campus recruitment drives, placement details with offer letter to the concerned departments and to Criteria V. Extra-curricular activities of different departments especially Commerce were urgently needed for Criteria III. Scholarship committee had to act immediately for the distribution of PTA/Alumni/Teachers scholarships for 2021-22. Alumni report needed for Criteria V.

The meeting concluded at 4 PM.


IQ AG Convener


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Sree Ayyappa College (T.D.B)
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Alappuzha Dist, Kerala

Meeting No: 10

Student IQAC Meeting

Date: 25.01.2023

Time: 12:30 PM

Venue: S6 BSc CS Classroom

Agenda:

1. Planning for Accreditation work from student IQAC
2. Assignment of activities for student IQAC members.

Members Present:

1. Sobha P K (IQAC Convener) DPK
2. Vivani K S (S6 BSc Electronics) Akash
3. Namitha M S (S6 BSc Mathematics) Namitha
4. Adithya Sajeel (S6 BSc Mathematics) Adithya
5. Porja J (S6 BSc IIMB) Porja
6. Meenu Murali (S6 MSc CS) Meenu
7. Manju J M (S6 MSc CS) Manju
8. Ananya Ajith AJ (S6 MSc CS) Ananya
9. Shajana S Shajana
10. Anand Inpal (S6 BSc CS) Anand
11. Athira K (S6 BSc CS) Athira
12. Samudra Prasad (S6 BSc Maths) Samudra
13. Akshay Ray (S6 BSc CS) Akshay
14. ~~Prasanna~~ Pragas V S (S6 BSc CS) Pragas
15. ~~Ashwini~~ Ashwini Mangi (S6 BSc Mathematics) Ashwini
16. Parameswari S (S6 EMS) Parameswari
17. Sreelakshmi Sabu (S6 EMS) Sreelakshmi
18. Deepthy K. M (S6 EMS) Deepthy
19. Akash S (S6 BSc IIMB) Akash
20. Anomal O (S6 BSc IIMB) Anomal

Minutes:

Student IQAC meeting commenced at 12:30 PM on

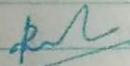
Third year BSc computer Science classroom.

The importance of accreditation work and the duty of student IQAC members in accordance to NAAC team visit were explained to the members by the college IQAC coordinator. Ms. Sobhe P.K. Importance of student participation in various activities of the institution was also discussed in the meeting.

Ms. Parameswari (Third year BA EMS) was selected as student IQAC coordinator for 2022-2023. Student IQAC members were allotted to different criteria of NAAC work. Criteria wise list of student IQAC members were also prepared. The work come under each criteria was also discussed in the meeting.

The meeting concluded at 1.30 PM


IQAC coordinator


PRINCIPAL



PRINCIPAL
Sree Ayyappa College (T.D.E)
Eramalikkara - 689 109
Thiruvananthapuram, Chengannur
Alappuzha Dist, Kerala

Meeting Photos



Meeting No : 11

Date : 25.01.2023

Platform: Google Meet

Google Meet joining info:

IQAC Meeting No : 11

Wednesday, 25 January · 8:00 – 9:00pm

Video call link: <https://meet.google.com/xhk-gkbb-xfp>

Agenda:

1. Presentation of Criteria I for AQAR 2021-22
2. Any other relevant matter

Members Present:

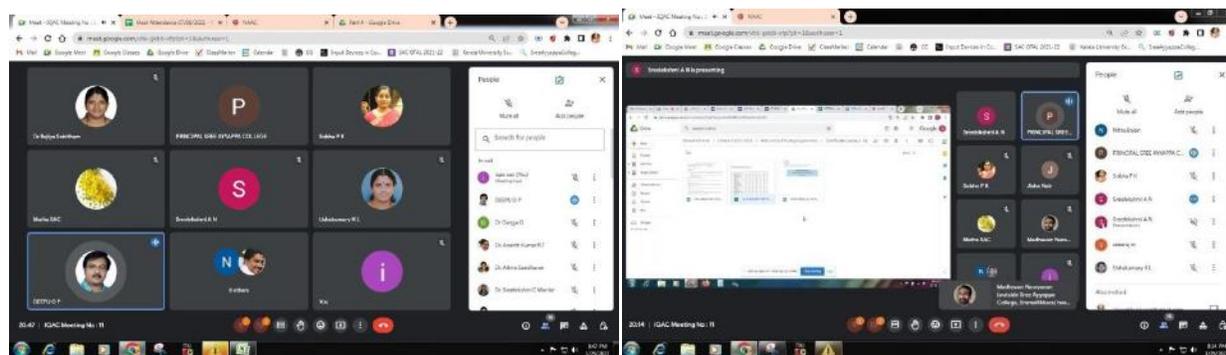
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|------------------------------------|------------------------------|
| 1. Prof. (Dr.) Suresh S(Principal) | 9. Dr Deepu G P |
| 2. Ms Sobha P K(IQAC Convener) | 10. Ms Jisha Nair B J |
| 3. Dr Rejiya C S | 11. Dr Athira Sasidharan |
| 4. Dr Vidhya N | 12. Dr Ananth Kumar R T |
| 5. Dr Ganga G | 13. Dr Sreeraj M |
| 6. Dr UshaKumary K L | 14. Ms Sreelekshmi A N |
| 7. Dr Nitha B | 15. Dr Sreelekshmi C Warriar |
| 8. Dr N Madhavan | 16. Ms Lavanya M |

Minutes:

The meeting started with an introductory remarks by IQAC convener Mrs Sobha PK on AQAR 2021-22 uploading. Principal Prof (Dr) Suresh S intimated to speed up the uploading process of AQAR 2021-22 as the deadline kept for completion of uploading is January 31st 2023. Ms Sreelekshmi A N, Member Criteria I, presented the documentation and supporting data collected. It was monitored that the data collection was almost complete except that of add on courses of Commerce Department. The meeting ended with a summary of the discussions. The next meeting will focus on IQAC Criteria II and scheduled to be on January 28th.

The meeting was adjourned at 9:00 PM.

Screen Shots



Ms Sobha P K
IQAC Convener

Prof(Dr) Suresh S
PRINCIPAL

Meeting No: 11
A&AR submission meeting

Date: 15.02.2023

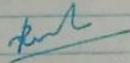
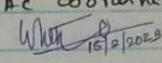
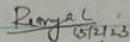
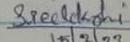
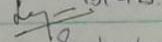
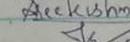
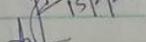
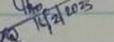
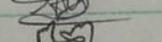
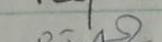
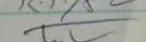
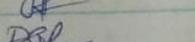
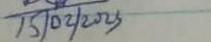
Time: 1.15 PM

Venue: College Auditorium

Agenda

1. External AAA audit 2021-22 suggestions and Summary in the report
2. Proposal for the requirement for the NPAC cycle II
3. IQAC and SSR preparation & submission schedule
4. ~~A&AR 2021~~ IQAC action plan & ATR
5. A&AR 2021-22 Discussion and approval
6. Any other relevant matter

Members Present

1. Prof (Dr) Suresh S Principal 
2. Ms Sobha PK IQAC coordinator 
3. Dr. Nitha B 
15/2/2023
4. Dr. Ranya L. 
15/2/23
5. Sreelekshmi A.N. 
15/2/23
6. Lavanya H. 
15/2/23
7. Dr. Sreelekshmi C. Waseed 
8. Jishanair B J 
15/2/2023
9. Dr. Ajayan Thankayan 
10. Dr. Sreesaj M 
15/2/2023
11. Dr. Vidhya N 
12. Dr. Alkhaia Sasiidhasan 
13. Dr. Madhavan N 
14. Dr. Ananth Kumar R.S.A-2 
15. Dr. Latha Kumary K.L. 
16. Dr. Ganga 
17. Reshu P 
18. Dr. Deepa SP 
15/02/2023

Minutes of the meeting

The meeting commenced at 1.15 PM.

The report summary and suggestions of the external audit conducted for Academic and Administrative (AAA - External) were discussed in the meeting. The action ~~to be taken~~ to take for achieving the suggestions were formulated in the meeting.

Several departments and criteria conveners submitted the proposals for the infrastructural and stationery items purchase and maintenance. The proposals were consolidated and discussions were carried out on it. IQAC coordinator was entrusted to consolidate the requirements and submit to Principal for further action.

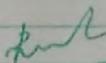
The plan for the submission schedule of IQA and SSR (cycle II) was also discussed in the meeting. IQAC coordinator was entrusted to prepare the detailed plan and publish the same.

IQAC action plan and ATR completed so far for the academic year 2022-23 was presented in the meeting by the IQAC coordinator. It was decided to complete the plans by the end of May 2023.

Various criteria conveners presented the criteria wise AQAR 2021-22 and supporting documents in the meeting. Corrections were also made in the AQAR content as per the suggestions of various faculty members. The AQAR 2021-22 was accepted in the

meeting and IQAC coordinator was entrusted to upload the completed AQAR 2021-22. Student Satisfaction Survey Report 2021-22 was presented in the meeting. As the report showed a fair evaluation on statistical analysis it was decided to accept the report and upload the same in website. The meeting concluded at 6.00 PM.


IQAC Coordinator

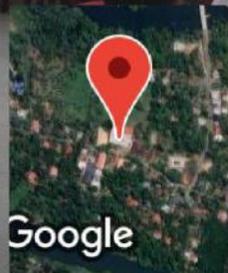

PRINCIPAL



PRINCIPAL
Sree Ayyappa College (T.D.B)
Eramalikkara - 689 109
Thiruvananthapuram, Changanassery
Alappuzha Dist, Kerala



 GPS Map Camera



Alappuzha, Kerala, India

8HW4+WC9, Eramalikkara, Kerala 689102,
India

Lat 9.347643°

Long 76.556055°

15/02/23 01:43 PM GMT +05:30

Google

Meeting No : 13

Date :03.05.2023

Platform: Google Meet

Google Meet joining info:

IQAC Meeting No : 13

SSR submission

Wednesday, 3 May • 19:30–20:30

Google Meet joining info

Video call link: <https://meet.google.com/yto-pcoz-sua>

Agenda:

1. Schedule of SSR work
2. Any Other Matters

Members Present:

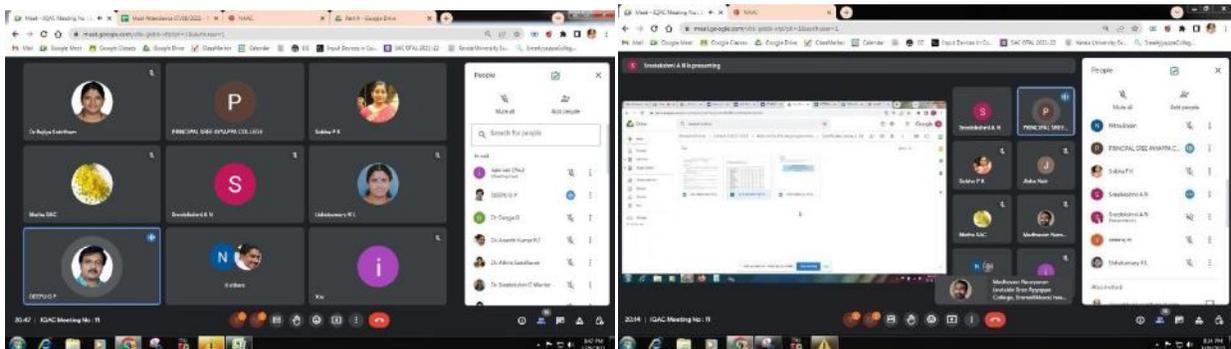
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|------------------------------------|-----------------------------|
| 1. Prof. (Dr.) Suresh S(Principal) | 9. Dr AthiraSasidharan |
| 2. MsSobha P K(IQAC Convener) | 10. DrAnanth Kumar R T |
| 3. DrRejiya C S | 11. Ms Sreelekshmi A N |
| 4. DrVidhya N | 12. DrSreelekshmi C Warriar |
| 5. Dr Ganga G | 13. Ms Lavanya M |
| 6. DrUshaKumary K L | 14. Dr Remya L |
| 7. Dr N Madhavan | 15. Dr AjayanThankayan |
| 8. DrDeepu G P | |

Minutes:

The meeting started with introductory remarks by Principal Prof (Dr) Suresh S regarding the data collection for SSR submission. He explained various steps initiated so far for the improvement of the infrastructure and other facilities in the campus including construction of new class rooms, semi-permanent roofing of the main building, renovation of bath rooms etc. IQAC convener Mrs SobhaPK presented the IQAC action plan for SSR submission and the same was accepted in the meeting. It was also decided to conduct criteria wise preparatory meetings from May 8th 2023. The HoDs and Club/committee members were entrusted to prepare and mail the reports for the academic year 2022-23 to IQAC mail on or before May 20th. The committee members were agreed to refer to the SSRs recently submitted by other colleges before attending the preparatory meetings.

The meeting was adjourned at 9:00 PM.

Screen Shots




Ms Sobha P K
IQAC Convener


Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 15

Date :15.05.2023

Platform: Google Meet

Google Meet joining info:

IQAC Meeting No : 15

SSR Preparatory Meeting 2(Criteria I & III)

Monday, 15 May · 8:30 – 9:30pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/mtm-ftfx-nok>

Agenda:

8.30 - 9.00 PM Criteria III 9.00 - 9.30 PM Criteria I

Members Present:

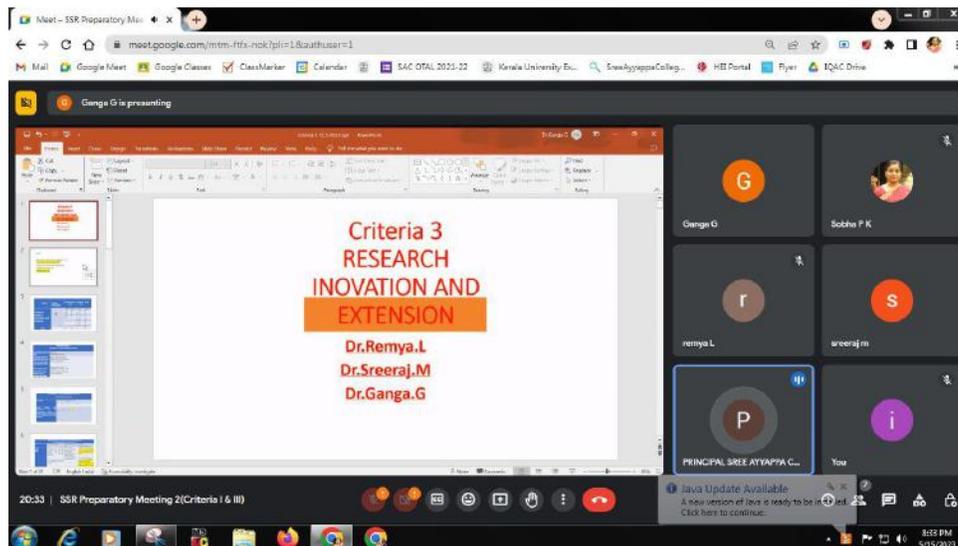
1. Prof. (Dr.) Suresh S(Principal)
2. Ms Sobha P K(IQAC Convener)
3. Dr Deepu G P
4. Dr Ganga G
5. Dr Rejiya C S
6. Ms Sreelekshmi A N
7. Dr Sreeraj M
8. Dr Remya L

Minutes:

Dr Ganga G and Ms Sreelekshmi A N made a presentation of the plan for the data collection for Criteria III and I respectively in SSR. All questions which come under Criteria III and I were discussed in detail. The format of the data to be uploaded also was finalized. It was decided to verify the links associated with student feedbacks in college website for the previous years. Non availability of certain documents also was discussed in detail.

The meeting was adjourned at 9:00 PM.

Screen Shots



Ms Sobha P K
IQAC Convener

Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 16

Date :16.05.2023

Platform: Google Meet

Google Meet joining info:

IQAC Meeting No : 16

SSR Preparatory Meeting 3(Criteria IV & V)

Tuesday, 16 May · 8:00 – 9:00pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/afy-pshu-rnv>

Agenda:

8.00 - 8.30 PM Criteria IV 8.30 - 9.30 PM Criteria V

Members Present:

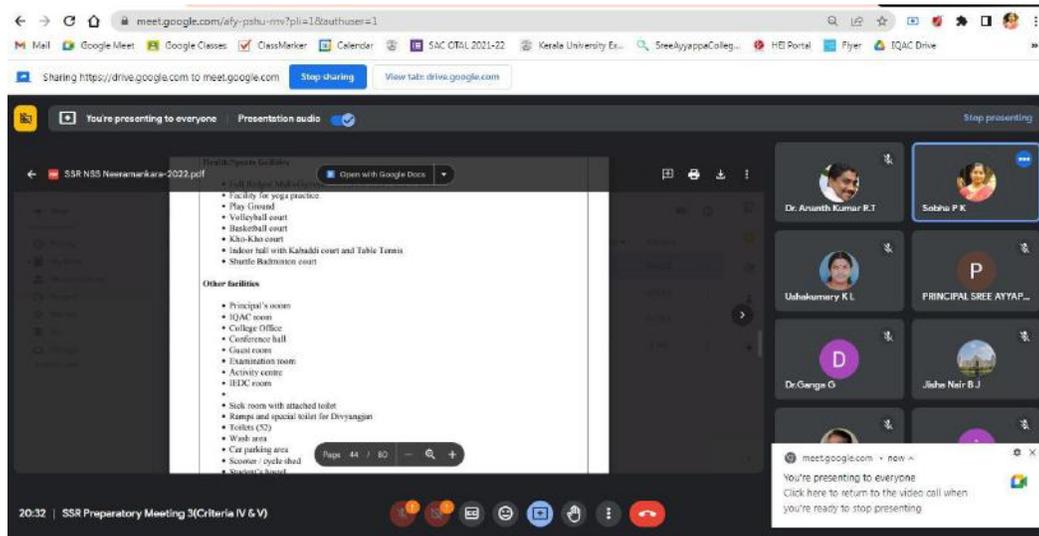
1. Prof. (Dr.) Suresh S(Principal)
2. Ms Sobha P K(IQAC Convener)
3. Dr UshaKumary K L
4. Dr Ganga G
5. Dr Nitha B
6. Ms Jisha Nair B J
7. Dr Ananth Kumar T

Minutes:

Dr UshaKumary K L and Dr NithaB made a presentation of the plan for the data collection for Criteria IV and V respectively in SSR. The difficulty to collect the scholarship data from the office was discussed. Principal informed that arrangements will be made to consolidate the year wise scholarship data from the office.

The meeting was adjourned at 9:00 PM.

Screen Shots




Ms Sobha P K
IQAC Convener


Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 17

Date :17.05.2023

Platform: Google Meet

Google Meet joining info:

IQAC Meeting No : 17

SSR Preparatory Meeting 4(Criteria VI & VII)

Wednesday, 17 May · 8:00 – 9:00pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/rbv-cajd-xem>

Agenda:

8.00 - 8.30 PM Criteria VI 8.30 - 9.30 PM Criteria VII

Members Present:

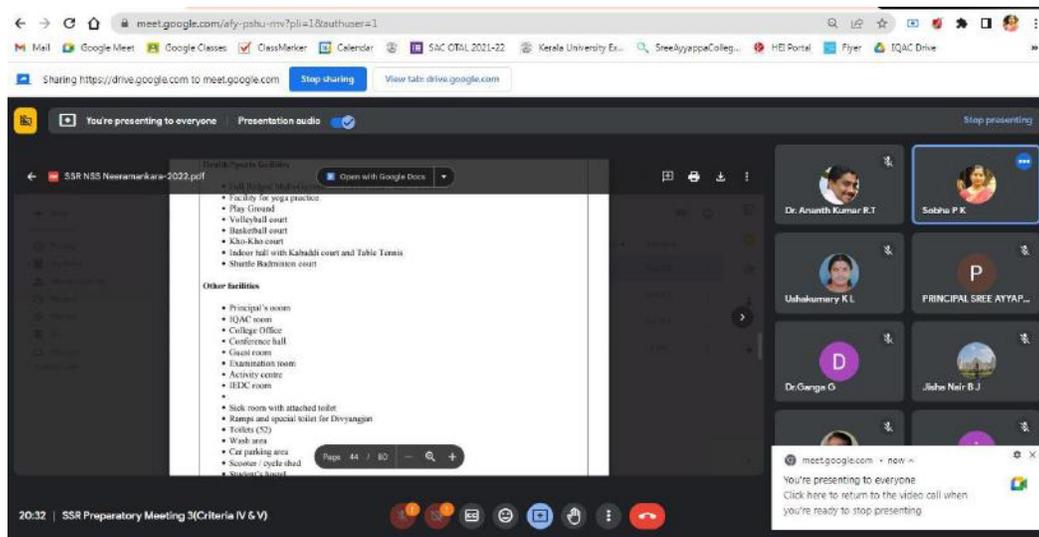
1. Prof. (Dr.) Suresh S(Principal)
2. Ms Sobha P K(IQAC Convener)
3. Madhavan N
4. Dr Ganga G
5. Dr Sreelekshmi C Warriar
6. Ms Lavanya M
7. Dr Deepu G P

Minutes:

Both VI and VII presented their work division and documentation. Criteria VII came up with many ideas and points.It was a good discussion.Even 6 also fairly done their duties entrusted with them.

The meeting Concluded at 9 PM

Screen Shots



Ms Sobha P K
IQAC Convener

Prof(Dr) Suresh S
PRINCIPAL

PART B IQAC Action Taken Report(ATR)

Academic Year 2022-23



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

Action Taken Report(ATR) for Meeting No : 1 on 15.06.2022

Date : 23.06.2022

1. AQAR 2020-21 uploading work was in progress for completion before July 15th
2. PBAS report of the faculty members Dr Nitha B, DR Ganga G, Dr Rejiya C S, DR Remya L was submitted to Principal and forwarded to university by Principal

**Prof.(Dr.)Suresh.S
IQAC Convener**

**Prof.(Dr) K C Prakash
PRINCIPAL**



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

Action Taken Report(ATR) for Meeting No : 2 on 29.6.2022

Date : 28.07.2022

1. AQAR 2020-21 uploading work was closely monitored for completion before July 15th
2. Criteria wise subcommittee list was published
3. Action plan for 2022-23 was prepared.

**Prof.(Dr.)Suresh.S
IQAC Convener**

**Prof.(Dr) K C Prakash
PRINCIPAL**



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

Action Taken Report(ATR) for Meeting No : 3 on 30.7.2022

Date : 30.08.2022

1. AQAR 2020-21 was uploaded
2. Rectified all the DVV and resubmitted
3. AQAR 2020-21 was approved by NAAC

**Prof.(Dr.)Suresh.S
IQAC Convener**

**Prof.(Dr) K C Prakash
PRINCIPAL**



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

Action Taken Report(ATR) for Meeting No : 4 on 1.11.2022

Date : 23.11.2022

1. The internal team constituted with Ms Sobha P K(IQAC Convener) and Dr Ganga G(NAAC Coordinator) as members for conducting internal AAA visited all the departments as per the schedule prepared by IQAC, on Nov 4th, 2022 and audited the documents for the academic year 2021-22 in every department and College Library. A report was prepared by the team for the review meeting on Nov 24th 2022.
2. Started filling the institution status data for AQAR 2021-2022 in the HEI portal of NAAC.
3. The SSR would be prepared soon after the AAA.
4. IQAC intimated the HoDs to collect the email ids of students, alumni members, parents and stake holders in each department for the feedback collection by NAAC
5. Ms Sobha P K(IQAC Convener) prepared a plan of action for IQAC for the Months November and December 2022. The SSRs submitted recently by colleges with A+ and above grades were referred.
6. Registers, files and print out papers were handed over to each department for the preparation of supporting documents of NAAC accreditation.
7. The campus was cleaned by utilizing the Staff Fund.
8. The executive committee meeting of the College Alumni Association was called for the registration of College Alumni Association.
9. One more company had given their proposal for implementing Solar Grid Project in the campus. The proposal of Anert and the new company would be consolidated

**Ms Sobha P K
IQAC Convener**

**Prof(Dr) Suresh S
PRINCIPAL**



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

Action Taken Report(ATR) for Meeting No : 5 on 24.11.2022

Date : 01.01.2023

1. Internal Auditing of College library and hostel were completed
2. The suggestions in the internal auditing were discussed with Principal
3. Intimated College librarian to update all the registers maintained in the library

**Ms Sobha P K
IQAC Convener**

**Prof(Dr) Suresh S
PRINCIPAL**



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

Action Taken Report(ATR) for Meeting No : 6 on 17.12.2022

Date : 01.01.2023

1. Arrangements for the conduct of INFOFEST 2023 was initiated by the committee
2. Informed Principal to add Office automation part to the Campus Genie LMS
3. Student feedback collection process was initiated

**Ms Sobha P K
IQAC Convener**

**Prof(Dr) Suresh S
PRINCIPAL**



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

Action Taken Report(ATR) for Meeting No : 7 on 04.01.2023

Date : 04.01.2023

1. Criteria wise meeting schedule prepared and published
2. Conduct of External AAA was scheduled to be on Feb 13th, 2023.

**Ms Sobha P K
IQAC Convener**

**Prof(Dr) Suresh S
PRINCIPAL**



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

Action Taken Report(ATR) for Meeting No : 8 on 05.01.2023

Date : 12.01.2023

1. Criteria wise meeting report was mailed to Principal for further steps
2. Reports and documents received from different departments and committees/clubs were arranged in IQAC google folder and shared among all criteria members.
3. AQAR 2021-22 uploading work was ensured to be completed before Jan 31st.

**Ms Sobha P K
IQAC Convener**

**Prof(Dr) Suresh S
PRINCIPAL**



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

Action Taken Report(ATR) for Meeting No : 9 on 16.01.2023

Date : 24.01.2023

1. Master time table of the college was forwarded to Criteria I
2. The links in the College website were started revising.
3. The reports on different skill development and add on courses of different departments for 2021-22 were collected.
4. Scholarship distribution function was scheduled.

**Ms Sobha P K
IQAC Convener**

**Prof(Dr) Suresh S
PRINCIPAL**



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

Action Taken Report(ATR) for Meeting No : 10 on 25.01.2023

Date : 10.02.2023

1. Student IQAC list was published in the college website.
2. Criteria wise list of students were forwarded to different criteria conveners to accommodate them into the plan of action.
3. Students were actively involved in the data collection work.

**Ms Sobha P K
IQAC Convener**

**Prof(Dr) Suresh S
PRINCIPAL**



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

Action Taken Report(ATR) for Meeting No : 11 on 25.01.2023

Date : 10.02.2023

1. Criteria wise meeting were conducted by conveners and AQAR 2021-22 preparations monitored
2. AAA was conducted for different departments, college library and ladies hostel on 13.02.2023.
3. Academic and administrative auditing report was uploaded in college website 16.02.2023.
4. Proposal was submitted to Principal for the conduct of webinars/workshops on NEP, ABC and OBE
5. Scholarship report 2021-22 was published in the college website.
6. The RTI link of the college website was revised to accommodate the data update.

**Ms Sobha P K
IQAC Convener**

**Prof(Dr) Suresh S
PRINCIPAL**



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

Action Taken Report(ATR) for Meeting No : 12 on 15.02.2023

Date : 01.05.2023

1. The proposal for stationary item purchase was submitted to Principal for approval and action.
2. Department wise request for lab maintenances and equipment purchase was also consolidated and forwarded to Principal
3. Schedule of IIQA and SSR submission was prepared and published.
4. AQAR 2021-22 was submitted and was approved by NAAC without DVV.
5. SSS for 2021-22 was uploaded in the college website

**Ms Sobha P K
IQAC Convener**

**Prof(Dr) Suresh S
PRINCIPAL**



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

Action Taken Report(ATR) for Meeting No : 13 on 03.05.2023

Date : 07.05.2023

1. Model SSRs of recently accredited colleges were shared among the criterion members.
2. Schedule of the preparatory meetings was published.
3. Requested Principal for the arrangements of printing Feedback forms for students.
4. IQAC started collecting reports from clubs and committees for the academic year 2022-23
5. I IQA data uploading work completed.

**Ms Sobha P K
IQAC Convener**

**Prof(Dr) Suresh S
PRINCIPAL**



**Sree Ayyappa College, Eramallikkara
Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Action Taken Reports(ATR)**

**Action Taken Report(ATR) for Meeting No : 14 to 17 on 8.05.2023, 15.05.2023,
16.05.2023 and 17.05.2023**

Date : 28.05.2023

1. SSR data collection work for Criteria I to VII was found to be in progress as per the work allotment for each member.
2. Principal informed the administrative office to consolidate the scholarship data
3. The difficulty in data collection for SSR was sorted out for each criterion.
4. IQAC coordinator communicated with each faculty member and ensured the progress of the work.
5. IIQA was submitted and DVV was received.
6. Started resolving the each item in the DVV provided by NAAC
- 7.

**Ms Sobha P K
IQAC Convener**

**Prof(Dr) Suresh S
PRINCIPAL**