

SREE AYYAPPA COLLEGE

ERAMALLIKKARA, CHENGANNUR, ALAPPUZHA DISTRICT

KERALA



(GOVT. AIDED COLLEGE AFFILIATED TO THE UNIVERSITY OF KERALA)

NAAC Accredited



Internal Quality Assurance Cell(IQAC)

Meeting Minutes

Academic Year 2023-2024

Academic Year 2023-24

Meeting No : 1

Academic Year 2023-24

137

Meeting No : 1

SSR Preparation & Submission Discussion Meeting

Date : 05.06.2023

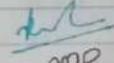
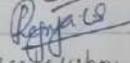
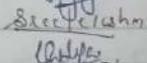
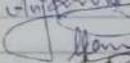
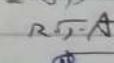
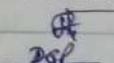
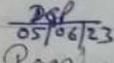
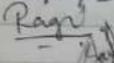
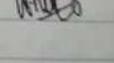
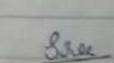
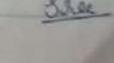
Time : 2.15 PM

Room
Venue : ~~College~~ No: 208

Agenda:

1. SSR preparation and submission
2. Any other relevant matter.

Members Present:

1. Prof (Dr) Surash S Principal 
2. Ms Sobha P K IQAC Coordinator. 
3. Dr. Rejya. C S 
4. Dr. Sreelakshmi C Warrick 
5. Dr. Vandhya. N 
6. Ascoathy R 
7. Dr. CHITHRA K. R 
8. Dr. Jini 
9. Jishnu Nampoothuri. P J 
10. Dr. Anil Amara 
11. M. Hemant 
12. Dr. Athira Dasidharan 
13. Athira A 
14. Dr. Ajayan Thankayan 
15. Dr. ~~Ar~~ Aranth Kumar R T 
16. Reghu. R 
17. Dr. Deek. G P 
18. Ragi. G. R. 
19. Sajisha P. S. 
20. Dr. Nitika. B 
21. Jishanai B. J. 
22. Sreelakshmi. A. V. 

05/06/23

Raji

Dr. Jini

Sree

05/06/2023

23. Dr. Remya L.

24. Dr. Latha K. K. L. ~~...~~

Remya L.

Minutes:

Meeting commenced at 2.15 PM.

Principal Prof (Dr) Suresh S briefed regarding the IQA submission and acceptance. After the initial clarifications, NAAC accepted the IQA of SAC on 3/6/2023. He also reported that SSR submission had to be completed before July 18th 2023.

IQAC Coordinator Bobba P K presented the schedule for SSR submission work and action plan of IQAC for NAAC peer team visit. The schedule and action plan were accepted in the meeting. Accordingly it was decided to conduct the SSR acceptance meeting on July 14th and submission on July 15th. It was also decided to conduct three content review meetings for SSR preparation on June 13th, 25th and July 6th.

The guest faculty members were also included into different criteria wise list. It was also decided to reconstitute student IQAC for 2023-24 and to conduct the meeting. Proposal for the purchase of stationary items would be submitted to principal for approval and necessary action.

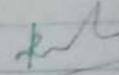
Criteria consensus remarks were also sought in the meeting regarding the progress.

of data collection for SSR.

The meeting concluded at 4:15 PM



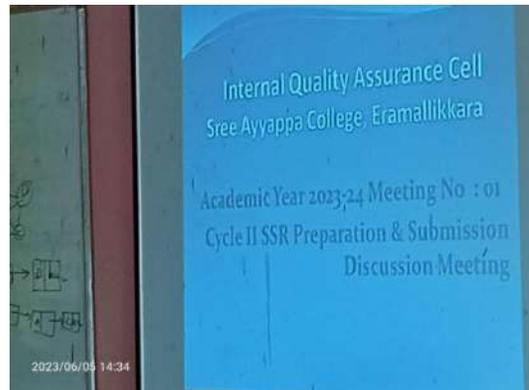
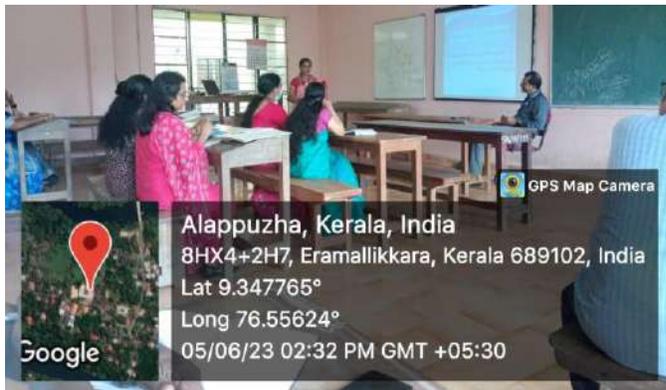
IQAC Coordinator



PRINCIPAL



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



Meeting No : 2

Meeting No: 2

Student IQAC meeting

Date: 12.06.2023

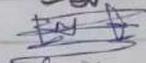
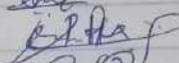
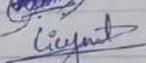
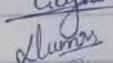
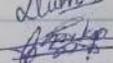
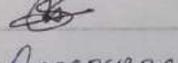
Venue: Room No: 208

Time: 12.20 PM

Agenda:

1. Student Participation in SSR preparation
2. Arrangements for NAAC visit
3. Any other relevant matters.

Members Present:

1. Sobha P K (IQAC Coordinator) 
2. Dr. Uma Devi (NAAC Coordinator) 
3. Nandu Kaishor S 
4. Anil G. Das 
5. Poince. K. Alex 
6. Anomal. O 
7. Ciccy Maria Thomas 
8. Namidha M. S 
9. Gopika J. R 
10. Shajana. S 
11. Dhanapurna. A 
12. S Anju. Vignaman 

Minutes

The meeting commenced at 12.20 PM.

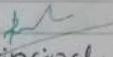
The basic idea of accreditation and NAAC inspection were explained to the members. The role of student IQAC during SSR submission and at the NAA peer team

Visit was also explained in detail. Prince K Alenc (III BA EMS) was selected as the student IQAC coordinator for the academic year 2023-24. The members were entrusted to intimate their class mates regarding the importance of NAAC accreditation.

As per the suggestion of the members it was decided to conduct an orientation programme for all students regarding NAAC accreditation. Student members were also intimated to submit any grievances to Grievance committee regarding the academic and non academic matters.

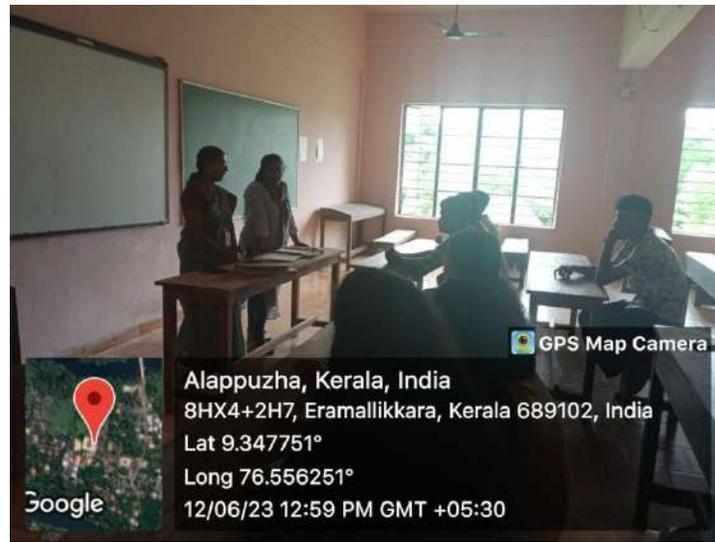
The meeting concluded at 4.15 PM.


IQAC Co-ordinator

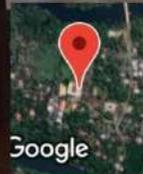

Principal.



PRINCIPAL
St. Joseph's College (T.D.B)
Eramallikara - 689102
Thiruvananthapuram - Kerala
Alappuzha - 689102



GPS Map Camera



Google

Alappuzha, Kerala, India
8HX4+2H7, Eramallikara, Kerala 689102, India
Lat 9.347751°
Long 76.556251°
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Meeting No : 3

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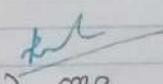
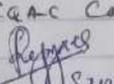
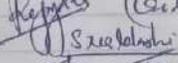
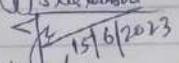
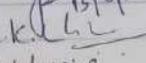
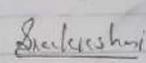
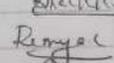
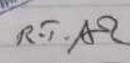
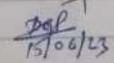
Meeting No: 3 SSR Preparation and Submission Discussion Meeting

Date: 15.06.2023 Venue: Room No 208
Time: 12:45 PM

Agenda:

1. Review of documentation preparation for SSR.
2. Seminar schedule preparation
3. Programme calendar for 2023-24
4. Any other relevant matters

Members Present:-

1. Principal Prof (Dr) Suresh S 
2. Sobha PK (Iqac Coordinator) 
3. Dr. Remya C  (Co-ordinator 1)
4. Sreelekshmi AN  Sreelekshmi
5. Jisha Nair B.J  15/6/2023
6. Dr. Usha Kurian K.L 
7. Dr. Sreelekshmi E. Wairick  Sreelekshmi
8. Dr. Remya L.  Remya
9. Dr. Shreya M 
10. Dr. Chithra K.R 
11. Dr. Ajayan Thankoyan 
12. Dr. Shreya M 
13. Dr. Aranth Kumar R.T  R.T. AR
14. Lavanya M. 
15. Dr. Deepa G.P  15/6/23

Minutes:

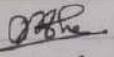
The meeting commenced at 12:45 PM.

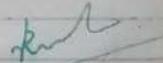
All criterial convenors presented their status of uploading the documents required for SSR. Certain documents like scholarship data, Faculty details (Yearwise), e-governance details, Library data, WWS, SSP etc need to be collected from the respective sources.

It was decided to conduct seminars on Professional Ethics and OBE for faculty members and students during June 2023. It was also decided to prepare a programme calendar for the academic year 2023-24 for charting out all the programmes by different committees/clubs/NSS etc by including the tentative schedule.

Principal reported in the meeting about the proposal submitted to Hon. Travancore Revaswom Board for releasing the financial assistance for the college. The proposal included construction works, maintenance works, painting works and lab equipment purchase. A proposal for the appointment of permanent faculty members as per the Govt approved workload also would be forwarded to TDB for urgent action.

The meeting concluded to 6.15 PM


IQAC coordinator


PRINCIPAL



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Sree Ayyappa College (T.D.B.)
Eramangara - 689 109
Thiruvananthapuram, Chengannur
Alappuzha Dist, Kerala

Meeting No : 4

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Meeting No: 4

Student IQAC & Criteria Convenor Meeting

Date: 21.6.2023

Venue: Room No 2

Time: 12.15 PM

Agenda:

- 1) Student Participation in SSR preparation.
- 2) Any other relevant matters.

Members present:

1. Prof (Dr) Suresh S Principal
2. IQAC Coordinator Sabha PK SPK
3. Dr. Madhavan. N Manj
4. Dr. Nithya. B What 21/6/2023
5. Dr. Vidhya. N Chitra
5. Dr. Lash. Kumar. K.L.L.L
6. Dr. Deepa. P DSP 21/6/2023
9. Dr. Janga. J JJ
10. Nandakrishnan. S NKS
11. Mrs Jacob Manoj Manoj
12. Namitha. M.S Namitha
13. Sivakamy. B.A Sivakamy
14. Prince. K. Alex Prince
15. Annapurna. A Annapurna
16. Akash. G. Anil Akash
17. Geetha. G.R Geetha
18. Lily Maria Thomas Lily
19. Shafana. S Shafana

Minutes:

Meeting commenced at 12.15 PM



Principal explained the importance of student participation in accreditation process and motivated student IQAC members to join hands with faculty members for SSR submission work.

Different criteria conveners informed the student regarding the data collection works involved under each criteria of NAAC SSR submission work. IQAC coordinator Ms Sobha P K presented different areas of works where the students can contribute their effort. Student members expressed their willingness to work with different criteria. Student IQAC co-ordinator Prince K Alex was entrusted to constitute different groups for alumni data collection, brochure and posters design work, typing and other data entry works.

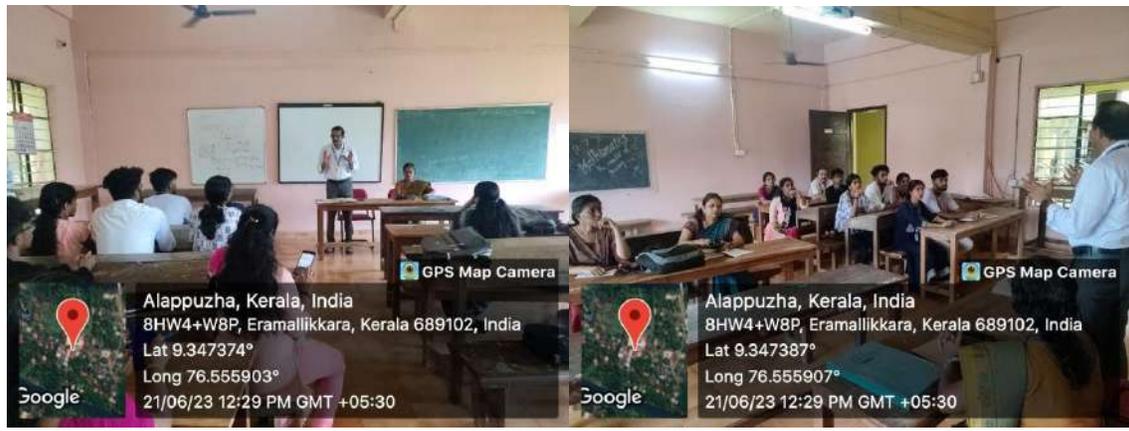
The meeting concluded at 1.40 PM

[Signature]
IQAC coordinator

[Signature]
PRINCIPAL



PRINCIPAL
Sree Ayyappa College (T.B.B)
Eramalikkara - 689 109
Thiruvananthoor, Changanassur
Alappuzha Dist, Kerala



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Long 76.555903°
21/06/23 12:29 PM GMT +05:30

Alappuzha, Kerala, India
8HW4+W8P, Eramalikkara, Kerala 689102, India
Lat 9.347387°
Long 76.555907°
21/06/23 12:29 PM GMT +05:30

Meeting No : 5

Date : 29.06.2023 & 30.06.2023

Platform: Google Meet

IQAC Meeting No : 5(SSR Content Review Meeting 2)

Thursday, June 29 · 7:00 – 10:00pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/rmc-afsm-cqe>

IQAC Meeting 5(Cntd) SSR Content Review

Friday, June 30 · 7:00 – 8:30pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/jkd-xwdj-cho>

Agenda:

1. Content review of SSR
2. Campus genie data update
3. Conduct of Webinar on Professional Ethics and Code of Conduct
4. Feedback 2022-23 - Analysis and remedial action
5. Any other relevant matter

Members Present:

- | | |
|------------------------------------|------------------------------|
| 1. Prof. (Dr.) Suresh S(Principal) | 13. Dr Ananth Kumar R T |
| 2. Ms Sobha P K(IQAC Convener) | 14. Dr Sreeraj M |
| 3. Dr Rejiya C S | 15. Ms Sreelekshmi A N |
| 4. Dr Vidhya N | 16. Dr Sreelekshmi C Warriar |
| 5. Dr Ganga G | 17. Ms Lavanya M |
| 6. Dr Usha Kumary K L | 18. Ms Sajsha P S |
| 7. Dr Nitha B | 19. Ms Saranya P |
| 8. Dr N Madhavan | 20. Ms Aswathy Sandeep |
| 9. Dr Deepu G P | 21. Mr Reghu R |
| 10. Ms Jisha Nair B J | 22. Ms Gayathri S |
| 11. Dr Athira Sasidharan | 23. Mr Hemanth M |
| 12. Dr Remya L | 24. Ms Athira A |

Minutes:

The meeting started with an introductory remarks by IQAC convener Mrs Sobha P K regarding the timely submission of accurate data through SSR. Principal Prof(Dr) Suresh S presented a briefing regarding the proposal submitted to Devaswom Board to meet the expenses for NAAC visit including IIQA and SSR submission fee.

Criteria wise discussion held for I – V on the first day and Vi & VII on the second day. Criteria conveners reported the status of completion of work done under each criterion. Some data were reported to be received like scholarship, INFOFEST, Commerce department. Principal informed that arrangements would be made for the data to be collected from college office like scholarship, guest and permanent faculty appointments. INFOFEST conveners assured that the concerned reports would be made available in two to three days. Commerce faculty members did not respond to the queries regarding the data from their departments. Principal informed that he spoke to Mr Praveen regarding the matter and he assured that the data would be made available soon. Criteria V members informed that getting data at the last moment would be very difficult for them to consolidate to under each head and hence such data should be submitted in the correct format for uploading.

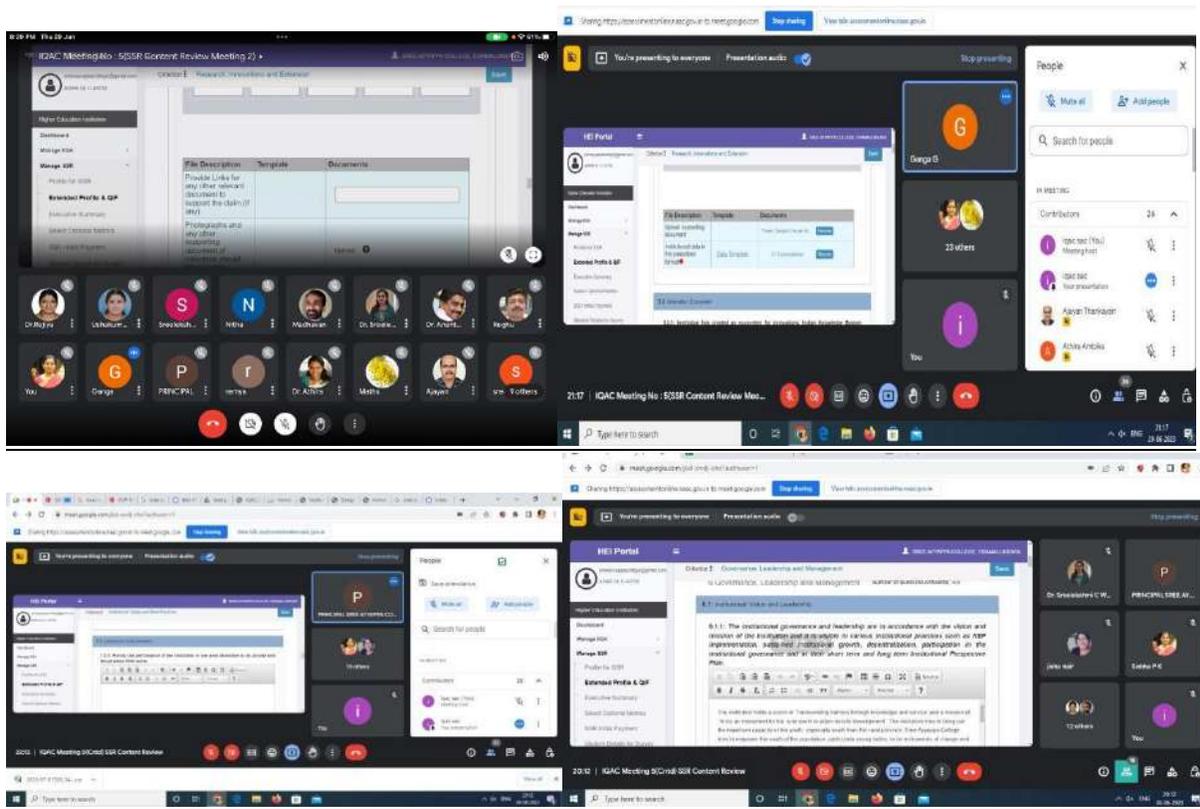
It was decided to entrust the ERP Coordinator to monitor the data update on Campus genie regarding Teaching plans, CA marks, Faculty feedbacks etc.

IQAC Coordinator was delegated for the conduct of the Webinar on Professional Ethics and Code of Conduct in the coming week.

The feedbacks for the academic year 2022-23 were collected by IQAC. Curriculum feedbacks by faculty members were collected through Campus Genie. It was decided to complete the feedback reports and present the same in different meetings of IQAC/College Council/CLMC for analysis and remedial actions.

The meeting concluded at 10.30 PM on 29.06.2023 and continued on the next day at 7 pm to 9.30 pm.

Screen Shots



Ms Sobha P K
IQAC Convener

Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 6

Date : 10.07.2023

Platform: Google Meet

IQAC Meeting(SSR Content Review Meeting 3)

Monday, 10 July · 7:00 – 9:00pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/uts-szgr-hwg>

Agenda:

1. Review of the content of SSR
2. Perspective plan 2023-33
3. IQAC Programme Calendar 2023-24
4. Activities of Incubation Centre
5. Schedule of Skill Courses 2023-24
6. College Website Revamping
7. Any other relevant matter

Members Present:

PRINCIPAL SREE AYYAPPA COLLEGE

Ms. Sobha P K

Dr. Rejiya Sobitham

Mr Hemant mahendran

Dr. Ananth Kumar R.T

Dr Ganga G

Dr. Sreelekshmi C Warriar

Dr Sreelekshmi C Warriar

Dr. Ajayan Thankayan

Ms. Aswathy Sandeep

Ms. Athira Ambika

Dr. Deepu G P

Ms Gayathri S

Ms Jisha Nair B J

Ms. Lavanya M

Dr. Madhavan Narayanan

Dr. Vidhya N

Dr. Nitha Balan

Mr. Reghu R

Ms Sajisha PS

Ms. Saranya PM

Ms Sreelekshmi A N

Dr. Sreeraj m

Dr. Ushakumary K L

Ms Ragi GR

Ms. Sajitha K

Ananth kumar R T

Dr. Athira Sasidharan

Minutes:

The meeting commenced at 7 pm. Different Criteria conveners presented the documentation part of the SSR. Some data were to be updated and was decided to finalize soon. Documentation of Commerce department and Electronics were to be completed. Report preparation of skill courses of different department was also incomplete.

IQAC Coordinator presented the 10 year perspective plan of the College for 2023-33 and was accepted with suggestions from the Principal and other faculty members.

It was decided to circulate the programme chart of IQAC for 2023-24 for collecting the details from different clubs/committees. For the finalization of Skill courses for 2023 -24, Convener, Incubation

Centre was informed to conduct a meeting. The revamping of College website needed to be urgently completed for uploading SSR, and hence website committee was informed to take necessary steps for the same.

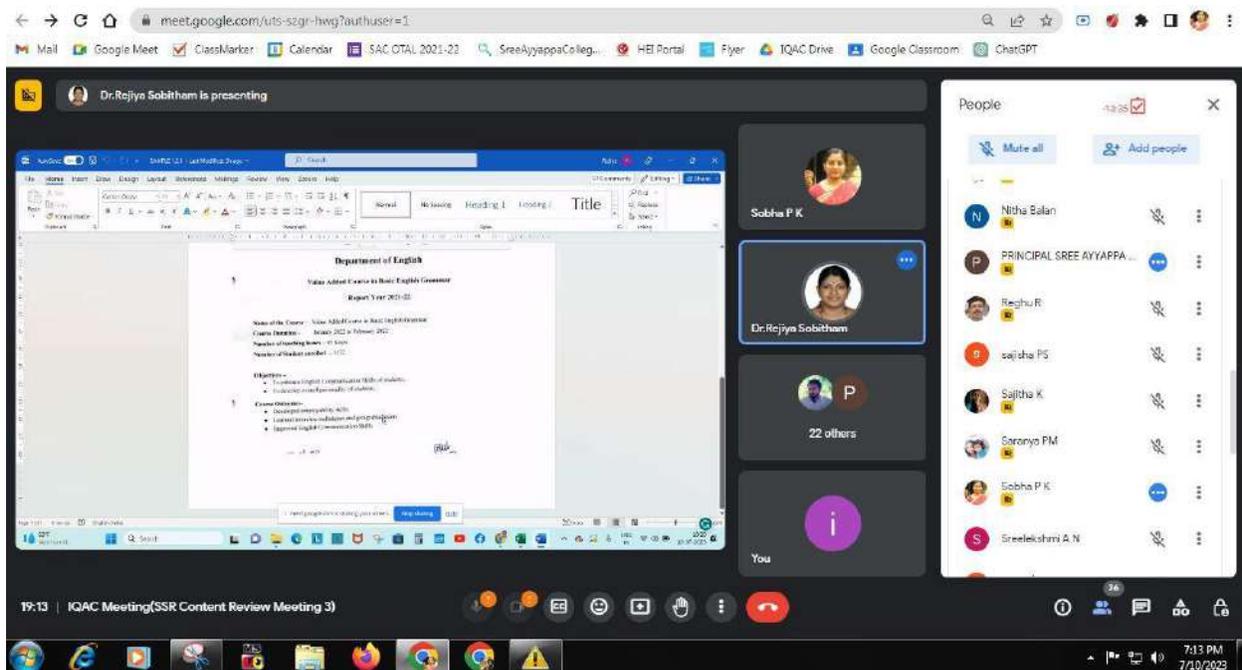
It was decided to conduct a meeting of Incubation Centre Committee for preparing action plan 2023-24.

Also, decided to chart out the schedule of conduct of skill courses/certificate courses for the academic year 2023-24.

During the discussion regarding the content and documentation of SSR many faculty members expressed that it was high time to revamp the college website for uploading the documents associated with SSR cycle II. A meeting of the website committee should be scheduled for website update.

The meeting was adjourned at 9:00 PM.

Screen Shots



Ms Sobha P K
IQAC Convener

Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 7

150

Meeting No : 7 SSR Acceptance Meeting

Date: 27.7.2023
Time: 10 AM

Venue: Room No
Reminders Hall.

Agenda:

1. Publication of master time table and academic calendar 2023-24
2. Schedule of orientation programme and bridge courses 2023-24
3. Schedule of skill/certificate courses 2023-24
4. Revamping of college website
5. Publication of college programme calendar 2023-24
6. Acceptance of SSR Cycle II
7. Any other matter of importance

Members Present:

1. Prof (Dr) Suresh S (Principal) *SS*
 2. Ms Sobha P K *SPK*
 3. Ms. Jishanai B J *JB*
 4. Dr Nitka B *NB*
 5. Dr. Mangal R *MR*
 6. Dr. Romya L *Romya L*
 7. Dr. Shweta M *SM*
 8. Dr. Vidhya N *VN*
 9. Dr. Chithra K R *CKR*
 10. Dr. Rejya C *RC*
 11. Sreelekshmi AN *SLA*
 12. Saji She. PS *SS*
 13. Laddya M *LM*
 14. Dr. Ushakumary K L *UK*
- MSIR: Rejha R.

Minutes:

The meeting commenced at 10 AM

1. It was decided to entrust CLMC to publish the academic calendar and master time table and website committee to publish the same on web page
2. The inauguration of the orientation programme was conducted on ~~August~~ July 24th at 12 PM by Prof (Dr) K S Anilkumar, Registrar, University of Kerala. In the meeting it was decided to conduct the rest of the sessions after the admission process completion. Programme Convener Dr Anantha Kumar RT was entrusted to prepare the detailed Schedule and Programme brochure
3. Coordinator of Centre for Incubation and Entrepreneurship (CIE) Dr Anantha Kumar RT was entrusted to convene a meeting of CIE to prepare the schedule of the courses for the academic year 2023-24. The activities of CIE also shall be finalized in the meeting
4. The revamping of college website need to be done in accordance with the SSR submission. College website committee was entrusted to convene a meeting for the same calendar 2023-24
5. Preparation of College Programme is only half way through and reminded all cell/club conveners to forward the details to IQAC urgently
6. After a detailed discussion on the content of the SSR with criteria conveners and members it was decided to accept the SSR and entrusted the IQAC coordinator to submit the SSR.

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The meeting concluded at 08.15 PM

DBL
IQAC coordinator,



[Signature]
PRINCIPAL

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



Meeting No : 8

Meeting No: 8 NAAC Visit Preparatory Meeting

Date: 5.9.2023

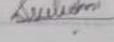
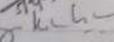
Venue: Principal's chamber

Time: 12 Noon

Agenda:-

1. Review and approval of the minutes of the Previous IQAC meeting
2. Preparation for NAAC visit
3. AQAR 2022-23 Preparation and Submission
4. Feedback Analysis & SSS 2022-23.
5. Upcoming workshops, seminars and Training
6. Faculty & Staff development programmes
7. Infrastructure and Facilities Development
8. AAA 2022-23
9. Any other matter of importance.

Members Present:

1. Prof (Dr) Suresh S (Principal) 
2. Ms Sobha P K (IQAC Coordinator) 
3. Reshu R 
4. Jishe Nair B J  5/9/23
5. Dr. Rajya C S  5/9/23
6. Dr. Netha B  5/9/23
7. Dr. Sreelekshmi C. Unnikrishnan 
8. Dr. Sangeeta 
9. Dr. Ushakumari K. K. 
10. Sreelekshmi A N 
11. Dr. Anand Kumar R  R. A. R.
12. Dr. Madhavan N 
13. Dr. Anjana A 

Minutes:-

The meeting commenced at 12 Noon.

1. The minutes of the previous IQAC meeting and ATR were presented in the meeting by Ms Sobha P, IQAC Coordinator and the same were accepted.
2. Principal Prof (Dr) Suresh S informed that after DRV verification of SSR by NAAC, the visit of the NAAC peer team was expected by second week of November, 2023. As the SSR had passed the prequalification stage arrangements were to be done in the Peer Team visit. The agenda was discussed in detail. Different committees were formed like Conveyance, Reception, Food, Purchase etc. NAAC convener Dr Ganga G was entrusted to prepare the list of team members for each committee and also to convene meeting of the same for the budget preparation to request the seed money from the management. All the HoDs, and club/committee members were intimated to make the respective files ready for presentation. The mock presentations of Principal, IQAC Coordinator, HoDs and club/committee conveners were scheduled from Oct 9th 3.15 to 4.15 pm. The mock visit was scheduled on Oct 20th. The alumni meet (Smaruthippookkalam 2023) was scheduled on Oct 25th. NAAC committee was entrusted to distribute stationery items among departments and clubs/committee conveners.
3. The feedbacks collected in the academic year 2022-23 from different stakeholders and the analysis statement was presented in the meeting. Student Satisfaction Survey 2022-23 analysis report was also presented in the meeting. After detailed discussion it was decided to present

the same in different bodies like college council, CLMC, DLMC etc for appropriate action.

4. IQAC coordinator Ms Sobha PK reported that the AQAR 2022-23 was open from June 1st and it was decided to submit the same on Dec 20th. It was decided to collect reports 2022-23 from HOD's and club/committee conveners for the date collection of AQAR 2022-23.

5. It was decided to conduct various curricular and extra curricular activities as per the programme calendar published by IQAC. Website committee was entrusted to upload the programme brochure and reports in the college website on a timely basis.

6. It was decided to conduct various workshops and training sessions for faculty and other staff.

7. It was also decided to conduct the Academic and Administrative Audit (AAA) 2022-23. Incorporating various departments, College administrative office, hostel and College Library on Oct 31st.

8. IQAC is entrusted to support faculty members' participation in FDPs/seminars/workshops to enhance professional development by providing financial aid from the college staff club.

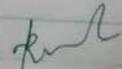
9. IQAC discussed and approved plans for enhancing college physical facilities, including construction of an amphitheater, open auditorium, cricket pitch for net practice, auditorium renovation with the support of retired staff and

alumni members.

10. It was unanimously resolved that the institution shall take a Sustainable step towards enhancing energy efficiency by installing a solar power plant. This decision aligns with the institution's commitment to environmental responsibility and will contribute to our long-term goal of utilizing renewable energy sources to power our campus.
11. The members reached a consensus to implement the refurbishment of damaged chairs and wooden tables within the college premises; aligning with our commitment to cost-effective sustainability.
12. It was decided to conduct INFOFEST 2024 in February 2024.

The meeting concluded at 1 PM


IQAC Coordinator


PRINCIPAL
Sree Ayyappa College (T.D.B)
Eranielkare - 689 106
Thiruvananthapuram, Changanassery
Alappuzha Dist, Kerala



Meeting No: 9

Date: 7.1.2024

Venue: Principal's chamber

Time: 1.00 - 1.30 PM

Agenda:

1. NAAC Peer Team visit preparations
2. Mock visit preparations
3. INFOFEST 2024 Arrangements.
4. Plan of action pending discussion
5. Result analysis
6. Any other matter of importance

Members Present:

1. Prof Dr. Suresh S (Principal)
2. Sri G. Baiju (Secretary, ~~Principal's Chamber~~ CTDB) *Sri Baiju*
3. Ms Sobha PK (IQAC Coordinator) *AB*
4. Dr. N. R. B
5. Dr. Rajiya S *Rajiya* *White*
6. Dr. Ushakumary K L *White*
7. Dr. Vidhya N
8. Dr. Geeta G *G*
9. Dr. Deepa G P *DGP*
10. Dr. Madhavan N.
11. Mr. Biju Kumar P. A *Biju Kumar*
12. Ms Adithya *Adithya*

Minutes:

1. The meeting commenced at 1 PM

NAAC peer team visit preparations were reviewed in the meeting. The tiling work of the footpath near the auditorium was decided to be completed. Cleaning work of the campus needed to be completed urgently.

It was decided to complete the preparations of mock visit by 8th January. The schedule of the mock visit was published.

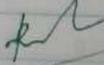
Infotest 2024 was decided to be conducted on February 2024. Dr Ananth Kumar R I was decided to be the convenor of the conference.

The action plan (annual) was discussed in detail and majority of the actions were completed and it was decided to implement the rest of action plans would be completed by March 2024.

It was decided to collect the result analysis of all departments on or before February 15th and the results needed to be discussed in the next IQAC for improvement.

The meeting concluded at 1.30 pm


IQAC Coordinator


PRINCIPAL
Sree Ayyappa College
Erampalickara - 689 109
Thiruvananthapuram, Changanur
Alappuzha Dist, Kerala



Academic Year 2023-24

Meeting No: 10

Date: 02.02.2024

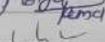
Venue: Principal's chamber

Time: 11 AM

Agenda:

1. Result of Assessment and Accreditation (A&A)
2. Report of NAAC peer team - analysis
3. INFOFESI 2024 schedule
4. Application for PM-USHA fund
5. Application for KIRF ranking
6. Any other matter of importance

Members Present:

1. Prof(Dr) Surash S 
2. Sobhe Plc 
3. Dr. Madhavaram Manj 
4. P. Bijukumar 
5. Dr. Latha Kumari K.L. 
6. Mr DEEPA SP 
7. Dr. George A 

Minutes:

The meeting commenced at 11 AM.

The Principal Announced that the College has been awarded with 'A' grade in the NAAC assessment (Cycle II) on Jan 18th and 19th 2023. The institution was reaccredited with a CGPA of 3.04 on a seven point scale valid for 5 years from 01.02.2024. Appreciation was extended to the IQAC, all faculty, staff, students, management and alumni. He

also emphasized the need to maintain and improve this standard in the future assessments.

The IQAC coordinator presented a detailed analysis of the NAAC Peer team report. Criteria wise analysis was discussed in detail. The strengths, weaknesses, opportunities and challenges highlighted in the report were also emphasized in the meeting.

Conduct of INFLUENT the multidisciplinary annual international conference was finalized in the meeting. It was decided to schedule the event in April 2024. Proposed events include invited talks, Technical sessions and oral presentations. A subcommittee was formed to oversee the planning and execution of the event.

Principal presented the details of applying for PM-USHA (Pradhan Mantri Uchchatar Shiksha Abhiyan) scheme. The fund would be utilized for upgrading the infrastructure of the institution, promoting research and enhancing student facilities. It was decided to submit the application through the online portal.

It was also decided to submit the application for Kerala Institutional Ranking Framework (KIRF) which will help in benchmarking the college's performance against other institutions in the state.

The settlement of all financial bills associated NAAC visit process would be

done immediately.

The meeting concluded at 12 Noon.

[Signature]

IQA C Co-ordinator

[Signature]

PRINCIPAL

PRINCIPAL
Sree Ayyappa College (T.D.B)
Eramalikkara - 689 175
Thiruvananthapuram, Kerala
Alappuzha Dist, Kerala



Meeting No 11

Meeting No : 11

Platform: Google Meet

Date : 30.04.2024

IQAC Meeting No : 11(AQAR 2022-23 Acceptance Meeting)
Tuesday Apr 30, 2024 8pm – 9pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/tob-mtda-yxd>

Agenda:

1. AQAR 2022-23 Approval and submission
2. Plan of Action 2024-25 preparation
3. Website updation
4. Staff club fund releasing 2023-24
5. Preparation of Annual report 2023-24
6. Newsletter 2022-23, 2023-24
7. INFOFEST 2023-24 review
8. Any other relevant matters

Members Present:

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

Minutes:

The meeting commenced with an introductory remarks by IQAC coordinator Mrs Sobha P K regarding the discussions of the previous IQAC meetings held on 2.2.2024. Principal Prof(Dr) Suresh S presented a briefing regarding the bill settlements of NAAC related works carried out during the peer team visit.

The IQAC Coordinator presented the filled AQAR for 2022-23. The report was accepted unanimously, and the Coordinator was entrusted with uploading the AQAR to the NAAC site.

It was decided to prepare a detailed plan of action for the academic year 2024-2025 taking into account of the NAAC Peer Team Assessment report.

The committee decided to migrate the college website to a new platform. Ms. Sreelekshmi A. N. was appointed as the Convener of the College Website Committee to oversee this transition.

It was decided to release funds from the Staff Club to provide financial support for faculty members who attended faculty development programs during the academic year 2023-24.

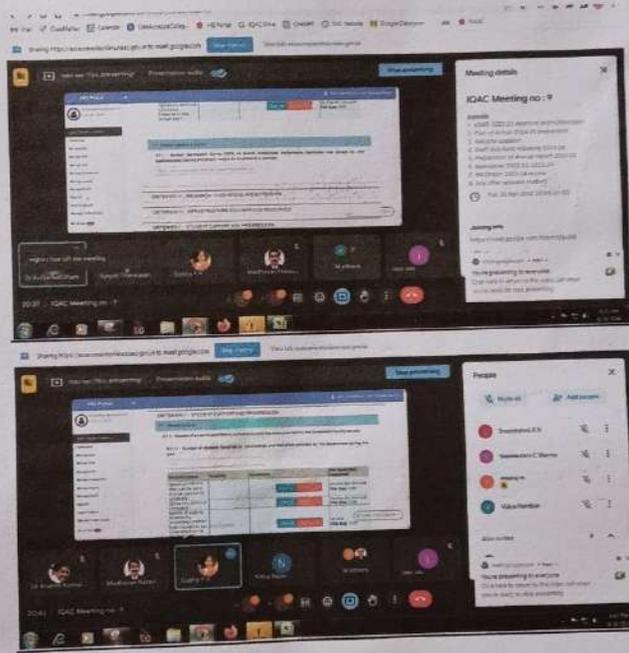
For the preparation of Annual Report of the college, all HoDs/Club and Committee Conveners were informed to forward the reports of all activities/workshops/seminars/conferences conducted during 2023-24 to IQAC mail on or before May 20th, 2024.

It was decided to publish the Newsletter of the college on or before May 20th, 2024. Convener Dr Ananth Kumar R T was entrusted for the same.

Dr. Nitha B., Convener, presented a brief report on the conduct of INFOFEST 2024, highlighting its success and areas for improvement.

The meeting concluded at 9.30 PM.

Screen Shots



Sobha
Ms Sobha P K
IQAC Convener



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

Sree Ayyappa College, Eramallikkara



Internal Quality Assurance Cell(IQAC)

Academic Year 2023-2024

Action Taken Reports

Meeting No : 1

Date : 15.06.2023

Venue: Room no 208

Agenda

1. SSR Preparation and Submission
2. Any other Matters of importance

Action Taken

1. Revised IQAC formation proceeding was published in college website.
2. IQAC Action Plan was published.
3. SSR Data collection works were carried out.
4. SSR Content review meetings were conducted.
5. Student IQAC 2023-24 was formed.
6. SSR Acceptance meeting was scheduled.
7. Proposal for stationary items purchase was submitted to Principal.
8. Seminar on National Education Policy(NEP) was conducted for the faculty members to discuss the impact of NEP 2020 in Higher Education and to make the Institution prepared for the Implementation of NEP
9. Seminar on Academic Bank of Credits(ABC) was also conducted for staff and students for the familiarization of the implementation of ABC and Credit transfer methodology.

Ms Sobha P K
IQAC Convener

Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 2
Student IQAC Meeting

Date : 12.06.2023

Venue: Room no 208

Agenda

1. Student IQAC Participation in SSR preparation
2. Arrangements for NAAC Visit
3. Any other relevant matters

Action Taken

1. The Student IQAC formation proceeding was published in the college website.
2. Orientation programme on NAAC Accreditation was conducted for the students.



Ms Sobha P K
IQAC Convener



Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 3

Date : 15.06.2023

Plat form: Room no 208

Agenda

1. Review of Document preparation for SSR.
2. Seminar Schedule Preparation
3. College Programme Calendar 2023-24
4. Any other Relevant matters.

Action Taken

1. SSR Documents were reviewed.
2. Seminars on Academic Bank of Credits and Outcome Based Education were conducted.
3. College Programme Calendar 2023-24 format circulated among faculty members.
4. The college over roof construction work was completed
5. Proposal was submitted to management for the appointment of permanent faculty members for sanctioned posts.



Ms Sobha P K
IQAC Convener



Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 4
Joined meeting of Student IQAC members and Criteria Conveners

Date : 21.06.2023

Venue: Room no 208

Agenda:

1. Student Participation in SSR preparation
2. Any other relevant matters.

Action Taken Report:

1. Different student groups were formed to participate in SSR preparation.
2. Students played a pivotal role in the data formatting and report preparation works.



Ms Sobha P K
IQAC Convener



Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 5

Date : 29.06.2023 & 30.06.2023

Platform: Google Meet

Agenda:

6. Content review of SSR
7. Campus genie data update
8. Conduct of Webinar on Professional Ethics and Code of Conduct
9. Feedback 2022-23 - Analysis and remedial action
10. Any other relevant matter

Action Taken

1. The content of the SSR was reviewed
2. College LMS data update was ensured
3. Webinar on Professional Ethics and Code of Conduct was carried out
4. The feedback of Students, Alumni and Curriculum feedback of teachers for the academic year 2022-23 were collected.



Ms Sobha P K
IQAC Convener



Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 6

Date : 10.07.2023

Platform: Google Meet

Agenda:

8. Review of the content of SSR
9. Perspective plan 2023-33
10. IQAC Programme Calendar 2023-24
11. Activities of Incubation Centre
12. Schedule of Skill Courses 2023-24
13. College Website Revamping
14. Any other relevant matter

Action Taken

1. Content review of SSR completed
2. The 10 years' Perspective plan of the college for 2023-2033 was published and uploaded to college website.
3. Incubation Centre meeting was conducted.
4. Planning for the conduct of Skill courses/certificate course by the departments commenced.
5. Website committee meeting was conducted and the content of the WebPages of the college website was updated.



Ms Sobha P K
IQAC Convener



Prof(Dr) Suresh S
PRINCIPAL

Meeting No: 7

Date : 27.07.2023

Venue: Seminar all

Agenda:

1. Publication of Master Timetable and Academic Calendar 2023-24
2. Schedule of Orientation Programme and Bridge Course 2023-24
3. Schedule of Skill/Certificate Courses 2023-24
4. Revamping of the college website
5. Publication of College Programme Calendar 2023-24
6. Acceptance of SSR(Cycle II)
7. Any other relevant matters

Action Taken

1. Master Time table and Academic Calendar 2023-24 were published by CLMC
2. Orientation programme and bridge courses 2023-24 were conducted and reports uploaded in college website
3. The complete revamping of the college website was postponed till NAAC visit. Present website was updated with latest data
4. College Programme Calendar 2023-24 was published
5. SSR Cycle II was accepted and uploaded to NAAC site. DVV clarification also was completed. Paid SSR evaluation fee and logistic fee to NAAC



Ms Sobha P K
IQAC Convener



Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 8

Date : 05.09.2023

Venue: Principals Chamber

Agenda:

1. Review and Approval of previous meeting minutes
2. Preparation for NAAC visit
3. AQAR 2022-23 preparation and submission
4. Analysis of Feedback & SSS 2022-23
5. Planning for the upcoming workshops, seminars and training sessions
6. Faculty and staff development programmes
7. Infrastructure and facilities development
8. Academic and Administrative Audit AAA 2022-23
9. Any other matter of importance

Action Taken:

1. For the preparation for NAAC visit different committees like Conveyance, Food, Reception, Purchase etc were constituted and the work was coordinated by the NAAC Convener Dr Ganga G.
2. Feedbacks and SSS data analysis reports were presented in CLMC and College Council for ATR.
3. AQAR 2022-23 uploading work was commenced.
4. Seminar on Outcome Based Education was conducted for faculty members.
5. Training session on LMS for Non Teaching Staff was conducted.
6. AAA 2022-23 was conducted for all departments, Hostel, Library and Administrative office, the report was published and uploaded on college website. The same was forwarded to all sessions for action.
7. 16 faculty members successfully completed 7 days Faculty Development Program on Curriculum framework in line with NEP 2020, OBE and AI Advancements and 5 faculty members attended Machine Learning with TensorFlow Bootcamp with financial support from Staff Club.
8. Amphitheatre, Open Auditorium and Auditorium Renovation works were completed with the support of College Alumni, previous Principals and staff. 20 KW Solar plant was installed by the management.
9. Rewired old damaged plastic wired chairs as a cost effective option to extend the life span of the chairs.
10. INFOFEST 2024 scheduled to be around February 2024.



Ms Sobha P K
IQAC Convener



Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 9

Date : 07.01.2024

Venue: Principals Chamber

Agenda:

1. NAAC Team Visit Preparations
2. Mock Visit Preparations
3. INFOFEST 2024 Preparations
4. Pending plan of actions
5. Result Analysis
6. Any other matter of importance

Action Taken:

1. Preparations for the NAAC peer team visit was completed well in advance under the coordination of different committees like Reception Committee, Food Committee, Technical Committee etc
2. One day mock visit was conducted on January 9th 2024 by Prof(Dr) Suresh Mathew, Dean of Faculty of Technology and Applied Sciences, Mahatma Gandhi University and NAAC Peer team member
3. The detailed schedule of INFOFEST 2024 was prepared and the brochure was published.
4. Pending plan of actions were completed by May 2024 including Feedback analysis and AQAR submissions
5. The result analysis reports from various departments were submitted to Principal for further action



Ms Sobha P K
IQAC Convener



Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 10

Date : 02.02.2024

Venue: Principals Chamber

Agenda:

1. Result of Assessment & Accreditation(A&A)
2. Report of NAAC Peer Team analysis
3. INFOFEST 2024 Schedule
4. Application for PM-USHA fund
5. Application of KIRF Ranking
6. Any other matter of importance

Action Taken:

1. Triple jump from Cycle I B grade to A grade in Cycle II was appreciated by Management, Alumni, Faculty and Students. An appreciation meeting was conducted by the Management on February 29th to congratulate the team work of Staff students . Sri Saji Cheryan, **minister for fisheries, culture & youth affairs was the Chief guest of the meeting**
2. NAAC Peer Team Report was well reviewed and Plan of Action 2024-25 was prepared accordingly.
3. INFOFEST was conducted in April 2024 under the coordination of Dr Nitha B as the Convener. It included Invited talks, technical sessions and Paper presentations.
4. Application was submitted for PM-USHA fund under the coordination of Dr Sreeraj M
5. College participated in KIRF ranking framework under the coordination of Dr. Sreelekshmi C Warriar



Ms Sobha P K
IQAC Convener



Prof(Dr) Suresh S
PRINCIPAL

Meeting No : 11

Date : 30.04.2024

Platform: Google Meet

Agenda:

1. AQAR 2022-23 Approval and Submission
2. Plan of Action 2024-25 Preparation
3. Website updating
4. Staff club fund releasing 2023-24
5. Preparation of Annual Report 2023-24
6. Newsletter 2022-23 and 2023-24
7. INFOFEST 2024 Review
8. Any other matter of importance

Action Taken:

1. AQAR 2022-23 was submitted and DVV clarifications also completed
2. Plan of action 2024-25 was submitted by IQAC Coordinator to Principal for approval
3. Website updating work started for shifting on to a new platform
4. Staff club fund were distributed for FDP registration by Faculty. Internal Auditing of the Staff Club Fund 2023-24 was completed
5. Annual Report 2023-24 was submitted to by Dr Sreelekshmi C Warriar to Principal for approval
6. News letters were submitted by Dr Ananth Kumar R T to Principal for approval
7. INFOFEST 2024 report was submitted by Dr Nitha B to Principal for approval



Ms Sobha P K
IQAC Convener



Prof(Dr) Suresh S
PRINCIPAL

