

## **Minutes of the meeting of IQAC of SAS SNDP Yogam College, Konni held at 1:30 pm on 12/7/17**

### Agenda.

1. Feedback from students.
2. Submission of AQAR.
3. Smart class room to various departments.
4. Approval of annual plan
5. Anti ragging cell
6. Conduct of IHRD course.
7. Conduct of orientation class for the fresher
8. Any other matter

### Members present

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

### Decisions

1. The minutes of the previous meeting were confirmed.
2. Quality enhancement is the prime task of all the HEI in India. For improving the quality of education the college must take care of the teaching and learning at all levels. Feedback of each teacher and each paper from the students in every semester will be an

effective mechanism to sort out a strategy for imparting quality education. The college should ensure the confidentiality of the data collected from the students and make sure that the feedback should be communicated only to the respective teacher. It is also to be ensured that the feedback should be used only for purpose of improvement and not for punitive action.

3. The draft of the AQAR is ready. It will be submitted to NAAC once the remaining details are received from the concerned department.

4. Maths department requested to make all their class rooms smart classrooms. The department argued that such a request has been placed before the principal long back and is still waiting for a favorable decision and a favorable action. The meeting decided to take appropriate steps to arrange smart class rooms to the Maths department.

5. The committee reviewed the annual draft and annual plan submitted by the IQAC coordinator. After necessary suggestions for corrections the committee approved the plan for the year 2016-17. It is for the first time the college is preparing a calendar for activities through a collective effort.

6. Anti-ragging cell- A display board about the regulations against ragging has to be placed in the campus. The PTA will take care of the matter. The Principal suggested that Prof. Balaji.N.R will be given the charge.

7. Department of Computer Science in association with IHRD will offer a certificate programme in DCA. Prof. Krishnakumar.M.R will be in charge of the course.

8. The faculties pointed out the importance of an official orientation programme for the freshers. The meeting decided to conduct an orientation programme for freshers immediately after the completion of UG admission.

9. It was decided to enquire about the possibilities of centralized online attendance system. Faculties of Computer Application Department has been assigned the same.

10. Any type of leave from Teaching Staff shall be intimated before regular working time, so that classes can be arranged and students will be engaged. It can be done through internal arrangement of concerned department.

11. The first internal exam of third and fifth Semester course should be conducted on first week of September. The question paper of each subject of first and third semester courses with paper code should be given to the Co-ordinator, Prof. Rajesh.N, on or before 15-08-2017.

12.The committee offered support its wholeheartedfor the smooth conduct of College Union Election.

13.The time table should be submitted by the committee by 20th December and 10th July for odd and even semesters respectively. Uploading of the same on the website by the office staff to be completed one week before the beginning of semester.

14.The Cell assessed the commencement of ASAP, a State sponsored programme, as good initiative.

**Action taken report of IQAC meeting of SAS SNDP Yogam  
college, Konni held on 12 /7/17**

Slno	Agenda	Action Taken Report
1	Feedback from students.	Feed back collected from the students and analyzed
2	Submission of AQAR	AQAR submitted
3	Smart class room to various departments	Step initiated to install the smart class room to the remaining class rooms
4	Approval of Annual plan	Annual plan approved with necessary corrections.
5	Anti ragging cell	Anti ragging cell constituted.
6	Conduct of IHRD course	IHRD course begins
7	Conduct of orientation class for fresher's	Two day orientation course for the first year conducted.

## **Minutes of the meeting of IQAC of SAS SNDP Yogam college, Konni held at 1:30 pm on 7/10 /17**

### Agenda.

1. Internal examination.
2. PTA meeting
3. Thought of the Day.
4. Walk with a Scholar
5. College Web site

### Members present

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

### Decisions

1. The minutes of the previous meeting were confirmed.
2. It was decided to conduct two internal exams and valuation in a centralized way. The teachers should submit mark list of the examination to the Principal.
3. Class PTA meeting must be conducted for both the internals.
4. The present students are not properly communicated the value of the thought for the day programme. Therefor it is decided to make proper measures to spread the message and to continue the programme 'Thought of the Day'.
5. Prof. Bindhu Prabha has been appointed as WWS coordinator. The five mentors were already taken charge and they were mentoring the programme as scheduled

by the coordinator. Since the fund has been granted, the external classes will be arranged with skilled mentors /teachers.

6. IQAC coordinator pointed out the urgent need for updating the college website. The Principal informed the committee that the steps already initiated to make corrections in the website.
7. Prof Bindhuprabha, coordinator of Scholarship committee said that the notice was already issued to the students regarding various scholarships schemes and the response from the eligible students was positive.
8. Principal informed the committee that the NCC room is being shifted to present ladies waiting room and the ladies waiting room is shifted to the present NCC room. The work had been initiated.
9. Computer science department requested to arrange a lab cum lecture class room. The principal informed the committee that a proposal was already submitted to the management for permission.
10. Women cell coordinator informed the need for constructing a Ladies Hostel. The meeting decided to submit a proposal to RUSA/UGC for grant.
11. AQAR for the year 2016-17 was prepared and submitted successfully to NAAC.
12. It was decided to conduct second internal examination during the last week of October.
13. All departments are requested to submit their action plan for the academic year 2017-18 on or before 8<sup>th</sup> December.2018.

**Report of Action taken in the IQAC meeting of SAS SNDP  
Yogam college, Konni held on 7/10/17**

<b>Slnno</b>	<b>Agenda</b>	<b>Action Taken Report</b>
1	Internal Exam	Two centralized internal exams and evaluation are conducted as per the decision of the committee.
2	PTA Meeting	Class PTA meeting were conducted immediately after both the internals
3	Thought of the Day	Steps were initiated to propagate the initiatives and value of thought for the day programme.
4	Walk with a scholar	Walk with a scholar programme is being implemented successfully in this academic year also with the cooperation of teachers
5	College website	Preparation of up gradation of College Web site is in progress

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

Agenda.

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

Members present

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

Decisions :

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



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

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

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

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

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

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

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

<p style="text-align: center;"><b>Minutes of the meeting of IQAC of SAS SNDP Yogam college, Konni held on 12 /3/18 at 1:30 pm</b></p>
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Agenda

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

Members present

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

Decisions :

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

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

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

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

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

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

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

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

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

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

Meeting Records ii) Mentorship Week Data iii) Weekly modular program iv) Academic Calender v) FDP/Seminars/Lectures organized, convened and attended vi) Teaching innovative method vii) Resources added during the academic year viii) Publications ix) Teacher's contribution in Committees/Cells/Societies x) Individual Profile of Faculty xi) Workload Allocation xii) Student teacher ratio in theory and practical/tutorials xiii) Examination Work a) Head Examiner b) Superintendent/Deputy Superintendent/Additional superintendent c) Evaluation work d) Paper setting e) External and internal examiner for practical xiv) Specialized papers offered by the department in IIIrd year for semester and CBCS.

9.To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis, it was decided by the chair that the IQAC members (Faculty) shall be conducting the Internal Audits of all the Departments in the 2nd week of March, 2019. Different time slots were allotted to all the Departments wherein they were expected to make a power-point presentation of their department's strengths, achievements, best practices and future plans.

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

S/no	Agenda	Action Taken Report
1	Extramural funding for research	Research committee has initiated steps and submitted proposals for sponsorship to conduct seminars through various funding agencies.
2	Strengthening the Alumni	The Alumni interaction was arranged with the current batch of students. And the Alumni registration form was uploaded in the website.
3	Students scholarship	Steps were initiated to sponsor scholarships and endowments to students from Alumini/Parents,.etc

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

### Agenda.

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

### Members present

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

### Decisions:

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

The following are the actions to be taken:

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



punctuality in attendance and restriction of mobile phones in the classes. Women Study Cell was endowed with programmes to empower and equip girls to face the challenges posed by society. It was also reiterated that WWS should ensure the fostering of talents of outstanding students and SSP should enhance the support to the needy students through tutorials.

7. Overall strengthening and integration of the activities of the college were suggested to be of prime importance by the IQAC.

A brief account of the future plans:

To enhance the quality of education and research in thrust areas. To motivate the teachers and students with more workshops, seminars and lecture series. To encourage the faculty to apply for more minor and major projects. To strengthen the Alumni and make use of their resources. To inspire the faculty members to publish their research articles in peer reviewed journals. To upgrade UG departments to PG departments. To take initiatives to upgrade PG departments to research centres To provide health insurance for all the students of the college.

**Action taken report of IQAC meeting of SAS SNDP Yogam College, Konni held on 6 /7/18.**

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