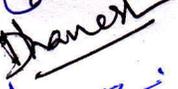


SAS S.N.D.P Yogam College, Konni
Proceedings of IQAC meeting held on July 1, 2019
at 11.00 am in the Principals Room

Members present

1.Prof.BIJUPUSHPAN.PhD.,	(Principal)	CHAIRMAN	
2. Mr.K. PADMAKUMAR	.(RDC Chairman)	Member	
3.Prof.KISHORKUMAR.B.S,PhD.,	(Faculty Member)	Coordinator	
4.Prof.RAJIMOL.D.PhD.,	Faculty	Member	
5.Prof.SATHYANARAYANAN.S.,	Faculty	Member	
6.Prof.SIMI.M.,	Faculty	Member	
7.Prof.AJITH.P.S.PhD.,	Faculty	Member	
8.Prof.SANGEETHAKUMARI.,	Faculty	Member	
10.Prof.NISHARAJ.PhD.,	Faculty	Member	
11.Prof.AJOYBHASKER.,	Faculty	Member	
12.Prof P.B.S LEKSHMI. (Principal, IHRD, Kalanjoor)		Member	
13. Dr.PRAVEENA. (College of Indigenous Food Technology)		Member	
14.Mrs.BINDHU.K.L.	(Jn.Supt)	Member	
15.Mr.RAJEEVKUMAR.K	(HA)	Member	
16.Dr.P.N.VIDHYADHARAN.,	(DMO,kottayam)	Member	
17.Mr..MOHANAN	(PTA.Vice. President)	Member	
18.Mr.ANITHKUMAR.G., (Administrative staff college office)		Member	

19.Mr.K.R.K PRADEEP., Mathrubhoomi,	Member	
20.Mr.SREENIVASAN., (Member Local Bodies)	Member	
21.Mr.SUMEESH., (Alumni)	Member	
22.Mr.SUNIL.C.P. (Alumni)	Member	
24.Mr.DHANESH (Student Rep)	Member	
25. Miss.ANJANAKRISHNA., (Student rep)	Member	

At the outset, the Principi, welcomed the new members and thanked the outgoing members for their contribution to IQAC. He pointed out that the world is changing fast and there is need to bring about continuous improvement in quality to be globally competitive. The quality improvement was also needed for accreditation and wider recognition. He specially highlighted the need to make landmark improvements in the teaching-learning system to enhance employability and placements of students

Agenda Item No. 1: To confirm the minutes of the last meeting of the IQAC held on Jan, 2019

Decision: 1.The minutes of the meeting were unanimously confirmed as no objection or comments were received.

Agenda Item No. 2. Annual Plan of the college 2019-20

Decision:2. IQAC prepared the Annual Plan of the college and the same is discussed in the Staff council meeting held on 15th June 2019. The staff council after a detailed discussion approved the plan with necessary changes and the approved plan was finally uploaded in the college website. The committee observed that for evaluating the progress of programme based on the approved annual plan and as per the NAAC guide lines an evaluation of the activities of various departments is to be conducted. In this connection committee decided to nominate Prof.Simi.M and Prof.Sathyanarayan.S for conducting the Department audit. This three member department audit committee may evaluate the present performance of various departments in the college and submit a detailed report to the IQAC in its next meeting .

Agenda Item No. 3. Anti ragging cell

Decision.3: It was resolved that the anti ragging postures will be displayed in different part of the campus and an anti ragging campaigning was initiated for preventing any type of Ragging in the campus. The meeting also decided to nominate Smti. Binu .V as the coordinator of existing Anti Ragging Cell. For displaying in different part of the campus IQAC has handed over a bunch of posters prohibiting any type of Ragging in the campus.

Agenda Item No. 4. RUSSA funding

Decision: 4. Principal informed the committee that the earth work, site clearing, grading and leveling work have been completed and the remaining work is the geo technical investigation and that work also have already initiated. However the funding process of RUSSA to all the colleges in the list including our college is slow and hence it is difficult to complete the work before March 2020 as per the present work schedule of RUSA.

Agenda Item: 05. *Conduct of orientation class for the fresher*

Decision: 05 : Coordinator IQAC informed the committee that the a four day Induction programme "Prarambh-2k19" has been arranged for students from 2nd to 5th June 2019. The various sessions in the seminar was arranged as per the NACC guidelines and the expenses related with the conduct of the programme will be meet by the PTA of the college.

Agenda Item: 06: *IQAC National Seminar*

Decision: 06. As informed earlier a seminar organizing committee was formed for the conduct of NACC sponsored National seminar on 24th and 25th July 2019. The committee as part of the conduct of the seminar released a brochure inviting papers for publication in the proceedings. It was also informed the committee that the organizing committee is planning to invite Minister for Higher Education for inaugurating the function. MG Vice – Chancellor has already agreed to attend the inaugural function.

Agenda Item: 07: *IQAC Action plan.*

Decision: 07. IQAC prepared the action plan with a proper vision and mission and also with the guide lines of NAAC. The same was discussed in the meeting and with necessary inclusion like social survey of Mathematics department and conduct of one day workshop for non-teaching staff. The committee decided to execute the Plan of Action in the 2019-20 academic year.

Agenda Item: 08: IQAC Strategic plan of the college.

Decision: 08. IQAC committee observed that a strategic plan of the college is highly essential for achieving the vision and mission of the college. There for it was resolved to prepare and present a strategic plan before the committee in its next meeting.

Agenda Item: 9: *ASAP Annual programme.*

Decision: 09. IQAC discussed the Annual Plan with the ASAP programme coordinator AND District Programme coordinator on 14th June 2019. The programme coordinator informed the committee that this year programme starts with Annual Orientation programme for first year UG students, followed by selection of competent students through a test and interview. The selected students will give 180 hours of continues skill training.

Agenda Item: 10: *Brilliance PSC coaching.*

Decision: 10. Principal informed the committee that an amount of 1.50 lakhs is spending from PTA every year for conducting PSC coaching classes for students in the college on all Saturdays towards their

carrier development. Since most of the students are coming from BPL families, the PSC coaching classes are conducting without collecting fee from students. Large numbers of students are making use of this facility.

Agenda Item: 11: *Any other matter with the permission of the chair.*

Decision. 11: Principal informed the committee that as per the norms, before every meeting of IQAC Principal issue invitation notice to all the members of the IQAC on time. However some of the members are not regular and not informing the chair the reason for their absence This type of response from the staff members side may be due to their absence in the college/ students on account of completion of their course of study /and the absence of alumni members or other member nominees are may be of lack of time to spare to attend to attend the meetings. He informed the committee that this is not allowed and member in spite of the notice not attending the meeting without informing will be eliminated. And such members are to be replaced with new members. Hence the committee decided that the student members of the committee Dhanesh and Anjana Krishna are completed their course and in their vacant position two new student members are to be nominated one each from UG & PG. Similarly as per the University norms the head of the department in various departments are changed recently and Manger has nominated a new nominee to the Manger. The committee after observing the norms of IQAC decided to nominate Prof.Krishnakumar.M.R head of the department of Computer Science and Mr.Anil Kumar.D, representative to the Manager to the committee as new IQAC members. The committee also decided to nominate new alumni members due to the inconvenience of existing members.

**Action taken report of IQAC meeting of SAS SNDP Yogam College,
Konni held on 1/7/19**

SI No	Agenda	Action Taken Report
1	To confirm the minutes of the last meeting of the IQAC held on Jan 2019	The minutes of the last meeting read out in the meeting and confirmed.
2	Annual plan of the College 2019-20	Annual plan 2019-20 was prepared and finalized.
3	Anti Ragging cell	Meeting of the Anti Ragging cell was conducted in the beginning of the academic year to prevent any type of ragging in the campus.
4	RUSA funding	RUSA Project finalized and submitted for approval.
5	Conduct of orientation class for the fresher	IQAC conducted orientations for the freshers.
6	IQAC National Seminar	Seminar proposal approved letter received from NAAC.
7	IQAC Action plan	IQAC action plan 2019 was prepared and submitted for approval of the staff council.
8	IQAC Strategic plan of the college	IQAC strategic plan prepared and finalized.
9	ASAP Annual programme	ASAP annual orientation programme conducted by the district coordinator.
10	Brilliance PSC Coaching	Brilliant coaching classes conducting on every Saturday as per the previous decisions.
11	Any other matter with the permission of the chair	No more discussions.

SAS SNDP YOGAM COLLEGE, KONNI
Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 11th November 2019
(A.Y.2019-20)

Members Present:

Sl.No	Name of the Person	Designation and affiliation
Chairperson		
01	Dr. Biju Pushpan	Principal
Coordinator/Director of IQAC		
02	Dr. Priya Senan V	Assistant Professor, Department of Biotechnology
Administrative officer		
03	Sri. Rajiv Kumar K	Member, Head Accountant
04	Smt.Bindhu K L	Member, Junior Superintendent
Teaching Faculty		
05	Prof. Sathyanarayanan S	Associate Professor, Department of English
06	Prof. Simi M	Associate Professor, Department of Computer Sciences
07	Dr. Ajith P S	Associate Professor, Department of Commerce
08	Prof. Krishna Kumari K	Associate Professor, Department of Statistics
09	Prof. Krishna Kumar K	Associate Professor, Department of Computer Sciences
10	Prof. Anitha A O	Associate Professor, Department of English
11	Prof. Rajesh N	Associate Professor, Department of Computer Sciences
12	Prof. Jijith V S	Assistant Professor, Department of Computer Sciences
13	Dr. Sona A	Assistant Professor, Department of Biotechnology
14	Prof. Vishnu Vijayan	Assistant Professor, Department of Physics
Members from Management		
15	Sri.Anil Kumar D	RDC Member, Management representative
Nominee from alumni,/Student/local society		
16	Kum. Sana Hussain	Member Student Representative
17	Mr. Sunil C P	Member Alumni Association
18	Sri.PraveenPlavilayil	Vice President, Konni Grama Panchayat
Nominee from Industry/Employer/stakeholders		
19	Dr. Praveena	College of Indigenous Food Technology, Konni

Agenda No.01 : Inclusion and introduction of newly nominated members

Agenda No. 02: AQAR preparation and online uploading of AQAR

Agenda No.03: Discussion on the new format of SSR introduced by NAAC

Agenda No.04: Nomination of Conveners and Co-conveners for each criteria for SSR preparation

SAS SNDP YOGAM COLLEGE, KONNI

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 11th November 2019

(A.Y.2019-20)

Sl.No	Agenda	Decisions
1	Agenda No.01 : Inclusion and introduction of newly nominated members	<ul style="list-style-type: none">• Newly nominated members were included in the IQAC as per the revised guidelines of NAAC• Following is the list of the newly included members
2	Agenda No. 02: AQAR preparation and online uploading of AQAR	<ul style="list-style-type: none">• Discussed the AQAR online and preparations were made as per the revised NAAC directions, completely in the online mode.• Decided to upload the AQAR 2018-19 on or before 20th December 2019.
3	Agenda No.03: Discussion on the new format of SSR introduced by NAAC	<ul style="list-style-type: none">• The revised manual of SSR was discussed and noticed the major changes in the criterion.• It was decided to constitute a NAAC core committee for collecting the data for SSR• Regular meetings of NAAC core committee were also planned to update and finalise SSR.
4	Agenda No.04: Nomination of Conveners and Co-conveners for each criteria for SSR preparation	<ul style="list-style-type: none">• The core committee of the NAAC was constituted criteria-wise with a Convener and Co-convener for each criteria• Criteria –I Dr.Sona A (Convener) , Dr. Binu V (Co-convener)• Criteria –II Dr. Rejimol D(Convener), Prof. Anitha A O(Co-convener)• Criteria –III Dr. Ajith P S(Convener), Dr. Indu C Nair(Co-convener)• Criteria IV- Prof. Jijith VS(Convener), Prof. Krishna Kumar K/Prof. Vishnu Vijayan(Co-conveners)• Criteria V- Prof. Krishna Kumari(Convener), Prof. Shyni S(Co-convener)• Criteria VI-Prof. Sathynaryanan S (Convener), Prof.

		SpacibaRaveendran(Co-convener) • Criteria VII-Prof. Simi M(Convener), Prof. SabeenaBalachandran(Co-convener)
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SAS SNDP YOGAM COLLEGE, KONNI

Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

(on the decisions of IQAC meeting held on 11th November 2019)

(A.Y.2019-20)

Sl.No	Decisions	Action Taken
1	Inclusion of newly nominated members in the IQAC	The IQAC was reconstituted as per the revised NAAC guidelines
2	AQAR preparation and online uploading of AQAR	Uploaded the AQAR 2018-19 successfully on 20 th December 2019.
3	Planning of regular meeting of NAAC core committee to update and finalise SSR.	Regular meetings of NAAC core committee were conducted for updating and finalizing the SSR. Eight core committee meetings were held during the months of January and February 2020
4	Nomination of Conveners and co-conveners for each criteria for SSR preparation	<ul style="list-style-type: none"> • Prof. Sathyanarayanan was appointed NAAC Coordinator • The core committee of the NAAC was constituted criteria- wise with a Convener and Co-convener for each criteria • Criteria –I Dr.Sona A (Convener) , Dr. Binu V (Co-convener) • Criteria –II Dr. Rejimol D(Convener), Prof. Anitha A O (Co-convener) • Criteria –III Dr. Ajith P S (Convener), Dr. Indu C Nair(Co-convener) • Criteria IV- Prof. Jijith VS (Convener), Prof. Krishna Kumar K/Prof. Vishnu Vijayan (Co-conveners) • Criteria V- Prof. Krishna Kumari(Convener)., Prof. Shyni S(Co-convener) • Criteria VI-Prof. Sathynaryanan S (Convener), Prof. SpacibaRaveendran(Co-convener) • Criteria VII-Prof. Simi M (Convener), Prof. Sabeena Balachandran (Co-convener)

IQAC Coordinator
Sd/-
Dr.PriyaSenan V

Chairperson of IQAC
Sd/-
Dr. Biju Pushpan

SAS SNDP YOGAM COLLEGE, KONNI
Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 20th January 2020
(A.Y.2019-20)

Members Present:

Sl. No	Name of the Person	Designation and affiliation
Chairperson		
01	Dr. Biju Pushpan	Principal
Coordinator/Director of IQAC		
02	Dr. Priya Senan V	Assistant Professor, Department of Biotechnology
Administrative officer		
03	Sri. Rajiv Kumar K	Member, Head Accountant
04	Smt.Bindhu K L	Member, Junior Superintend
Teaching Faculty		
05	Prof. Sathyanarayanan S	Associate Professor, Department of English
06	Prof. Simi M	Associate Professor, Department of Computer Sciences
07	Dr. Ajith P S	Associate Professor, Department of Commerce
08	Prof. Krishna Kumari K	Associate Professor, Department of Statistics
09	Prof. Krishna Kumar K	Associate Professor, Department of Computer Sciences
10	Prof. Anitha A O	Associate Professor, Department of English
11	Prof. Rajesh N	Associate Professor, Department of Computer Sciences
12	Prof. Jijith V S	Assistant Professor, Department of Computer Sciences
13	Dr. Sona A	Assistant Professor, Department of Biotechnology
14	Prof. Vishnu Vijayan	Assistant Professor, Department of Physics
Members from Management		
15	Sri.Anil Kumar D	RDC Member, Management representative
Nominee from alumni./Student/local society		
16	Kum. Sana Hussain	Member Student Representative
17	Mr. Sunil C P	Member Alumni Association
18	Sri.PraveenPlavilayil	Vice President, Konni Gramapanchayath
Nominee from Industry/Employer/stakeholders		
19	Dr. Praveena	College of Indigenous Food Technology, Konni

Agenda No.01 : Introduction of certificate courses

Agenda No. 02: Review on feedback mechanism

Agenda No.03: Professional Development training for teachers

Agenda No.04: Student mentoring

Agenda No. 05: Strengthening Research, Innovation and Extension

SAS SNDP YOGAM COLLEGE, KONNI

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 20th January 2020

(A.Y.2019-20)

Sl.No	Agenda	Decisions
1	Agenda No.01 : Introduction of certificate courses	<ul style="list-style-type: none">• Detailed discussion were held for starting certificate courses• Prof. Simi M was appointed the Convener of Curriculum Enrichment Programmes.
2	Agenda No. 02: Review on feedback mechanism	<ul style="list-style-type: none">• Feedback process was discussed, and it was planned to collect the feedback of students, parents, teachers and members of faculty, and employers in google forms from the present academic year onwards.
3	Agenda No.03: Professional Development training for teachers	<ul style="list-style-type: none">• Professional development training in ICT tools would be organized by the IQAC• Faculty members would be encouraged to attend training programmes on ICT tools
4	Agenda No.04: Student mentoring	<ul style="list-style-type: none">• Decided to strengthen the student mentoring programme• Prof. Sooraj S was appointed the convener of student mentoring programme
5	Agenda No. 05: Strengthening Research, Innovation and Extension	<ul style="list-style-type: none">• Decided to conduct a seminar on IPR• MoU would be signed with educational institutions/industrial organizations.• Steps would be taken for updating the website• Decided to strengthen the extension activities of the college.

SAS SNDP YOGAM COLLEGE, KONNI

Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

(on the decisions of IQAC meeting held on 20th January 2020)

(A.Y.2019-20)

Sl.No	Decisions	Action Taken
1	Starting certificate courses: Prof. Simi M was appointed the Convener of Curriculum Enrichment Programmes.	Departments took steps to start certificate courses with the preparation of syllabus and brochure etc. But due to the Covid pandemic, it could not be started in the current academic year.
2	Feedback collection from students, parents, teachers, faculties and employers in google form in this academic year onwards.	Feedback process in online mode by using google form process was started and it was collected from all the stakeholders as per the decision.
3	Professional development training on ICT tools	Training programmes on 'Digital Learning Systems' were organized for teachers.
4	Strengthening the student mentoring programmes	Student mentoring programmes were strengthened.
5	1. Conduct of a seminar on IPR. MoU to be signed with educational institutions/industrial organizations 2. Steps to be taken for updating the website 3. Strengthening the extension activities of the college.	1. Organised a one day seminar on IPR in association with Kerala State Higher Education Council and DCDC, MG University, Kottayam. 2. Website update process is in progress. 3. Started extension activities by each department in association with different educational institutions and agencies

IQAC Coordinator
Sd/-
Dr. Priya Senan V

Chairperson of IQAC
Sd/-
Dr. Biju Pushpan

SAS SNDP YOGAM COLLEGE, KONNI

Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 16th March 2020
(A.Y.2019-20)

Members Present:

Sl.No	Name of the Person	Designation and affiliation
Chairperson		
01	Dr. Biju Pushpan	Principal
Coordinator/Director of IQAC		
02	Dr. Priya Senan V	Assistant Professor, Department of Biotechnology
Administrative officer		
03	Sri. Rajiv Kumar K	Member, Head Accountant
04	Smt.Bindhu K L	Member, Junior Superintendent
Teaching Faculty		
05	Prof. Sathyanarayanan S	Associate Professor, Department of English
06	Prof. Simi M	Associate Professor, Department of Computer Sciences
07	Dr. Ajith P S	Associate Professor, Department of Commerce
08	Prof. Krishna Kumari K	Associate Professor, Department of Statistics
09	Prof. Krishna Kumar K	Associate Professor, Department of Computer Sciences
10	Prof. Anitha A O	Associate Professor, Department of English
11	Prof. Rajesh N	Associate Professor, Department of Computer Sciences
12	Prof. Jijith V S	Assistant Professor, Department of Computer Sciences
13	Dr. Sona A	Assistant Professor, Department of Biotechnology
14	Prof. Vishnu Vijayan	Assistant Professor, Department of Physics
Members from Management		
15	Sri.Anil Kumar D	RDC Member, Management representative
Nominee from alumni./Student/local society		
16	Kum. Sana Hussain	Member Student Representative
17	Mr. Sunil C P	Member Alumni Association
18	Sri.PraveenPlavilayil	Vice President, Konni Gramapanchayath
Nominee from Industry/Employer/stakeholders		
19	Dr. Praveena	College of Indigenous Food Technology, Konni

Agenda No.01 : Strengthening the ICT facilities on the campus

Agenda No. 02: Activating library management system

Agenda No.03: Skill enhancement initiatives

Agenda No. 04: Constitution of grievance and redressal cell

Agenda No 05:Academic audit and self appraisal system

SAS SNDP YOGAM COLLEGE, KONNI

Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 16th March 2020
(A.Y.2019-20)

Sl.No	Agenda	Decisions
1	Agenda No.01 : Strengthening the ICT facilities on the campus	<ul style="list-style-type: none"> • Discussed the steps taken for strengthening the ICT facilities on the campus
2	Agenda No. 02:Activation of library management system	<ul style="list-style-type: none"> • Library automation would be ensured and all the issues in library management system rectified
3	Agenda No.03: Skill enhancement initiatives	<ul style="list-style-type: none"> • Decided to organize skill enhancement programmes on and off the campus. • Decided to start Coaching for competitive examinations
4	Agenda No. 04: Constitution of grievances and redressal cell	<ul style="list-style-type: none"> • Reconstituted the Grievances and Redressal cell. Dr.Binu V was appointed the convener and Prof. Sabeena Balachandran and Prof. Sangita Kumari were appointed members.
5	Agenda No 05:Academic audit and self appraisal system	<ul style="list-style-type: none"> • Decided to collect academic audit from all departments and from each member of faculty as part of the qualitative initiative of the college • Self appraisal of the teaching staff would also be collected at the end of the academic year.

Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

(on the decisions of IQAC meeting held on 16th March 2020)

(A.Y.2019-20)

Sl.No	Decisions	Action Taken
1	Steps to be taken for strengthening the ICT facilities on the campus	Implementing ICT facilities on the campus was strengthened
2	Library automation to be ensured and all the issues in library management system rectified	Appointment of a library assistant and a library information management system were initiated
3	Decision to organize skill enhancement programmes on and outside the campus. Coaching for competitive examinations	Skill development programmes including soft skill were started Competitive examination coaching is being conducted on the campus
4	Reconstitution of the Grievance and Redressal Cell. Dr.Binu V was appointed the convener and Prof. Sabeena Balachandran and Prof. Sangita Kumari were appointed members.	Grievances and Redressal cell came into functioning
5	Decision to collect academic audit from all departments and from each member of faculty as part of the qualitative initiative of the college Self appraisal of the teaching staff to be collected at the end of the academic year.	Academic audits from teachers and departments were collected. Self appraisal of all the members of faculty was collected and documented.

IQAC Coordinator

Sd/-

Dr.PriyaSenan V

Chairperson of IQAC

Sd/-

Dr. Biju Pushpan