Sree Narayana Mangalam College Maliankara

(Affiliated to Mahatma Gandhi University, Kottayam)

IQAC MINUTES & RESOLUTION

Academic Year -2022-23

By

Internal Quality Assurance Cell

SNM College, Maliankara

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NOTICE

Date: 28/05/2022

The members of IQAC are hereby informed that the first meeting of IQAC for the academic year 2022-23 is scheduled on 02/06/2022 at Principal's room. All are requested to come at 2.30 pm to discuss the following agenda of the meeting.

Agenda

1. To read and confirm the minutes of the previous meeting and the action taken report.
2. To discuss and approve the academic calendar prepared for the academic year 2022-23
3. Approval of the master time table
4. To approve the list of faculties in charge of various clubs, cells and committees of the present academic year.
5. To introduce new certificate courses
6. Distribution of Teachers diary and Mentoring register
7. To conduct a class on NEP
8. Class about UGC revised Pay regulations, services & conditions for teaching staffs
9. Establishment of IIC
10. IQAC Composition as per new guidelines

MINUTES OF IQAC MEETING

Meeting NO: 1

Date: 02/06/2022

Time: 2.30 pm

The first meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara for the academic year 2022-23 was held on 02/06/2022 at 2.30 pm at principal's room. The meeting was chaired by respected principal Dr Jitha T H. After a silent prayer Mr. Baiju E C, IQAC coordinator delivered the welcome address to the principal and the members of IQAC. The following matters on the agenda were discussed and it was unanimously resolved to implement them. The meeting adjourned at 04.30 pm after the vote of thanks by Ms. Nitha A U, NAAC co-ordinator.

Sl No	Agenda	Resolution
1.	To read and confirm the minutes of the previous meeting	The minutes of the previous meeting were read by the IQAC co-ordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting.
2.	Academic calendar discussion and approval of Master timetable	The academic calendar and Master timetable was approved.
3.	List of faculties in charge of various cells, clubs and committees	It was decided to approve the new Academic committees.
4.	Certificate courses	It was decided to add two new certificate courses to the existing ones for each department. Guidelines for these courses was decided
5.	Teachers' diary & Mentoring register	Teacher's dairy was decided to complete at the month of March 2023 and submitted to IQAC. Soft copy of Mentoring register shall be kept on department drive. Mentoring should be done twice a semester

| 6 | NEP | It was decided to organise NEP class and tentative schedule is planned & prepared |

NOTICE

Date: 10/07/2022

The members of IQAC are hereby informed that a meeting of IQAC is scheduled on 22/07/2022 at Principal's room. All are requested to come at 2.30 pm to discuss the following agenda of the meeting.

Agenda

1. To discuss about Conduct of Internal Examination
2. To discuss the feedback system
3. To discuss the action plan of various departments, clubs, cells etc for the academic year 2022-23
4. To discuss AQAR criteria wise distribution and action plan
5. To confirm data collection format for each criteria
6. To add students to SNM Virtual Moodle Platform

Meeting No: 2

Date: 22/07/2022

Time: 12.30 pm

The meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara was held on 22/07/2022 at 10.30 am. The meeting was chaired by respected principal Dr Jitha T H. After a silent prayer, Dr. Baiju E C IQAC coordinator delivered the welcome address to the principal and the members of IQAC.

The following matters on the agenda was discussed and the decisions were taken to resolve them. The meeting adjourned at 12.30 pm after the vote of thanks by Dr. Neelima C A, IQAC Member.

Sl No	Agenda	Resolution
1	Conduct of Internal Examination	For Internal Examinations, department shall incorporate PO's, CO's and PSO's Provision to given the overall attainment to students
2	Feedback Collection	It was decided to approve the questionnaire for feedback of all stakeholders. Take initiative for syllabus revision by giving a separate questionnaire for teachers and is to be submitted to university
3	Action Plan of Clubs & Cells	It was decided to approve the action plan and cells. Suggestion to incorporated programs related to IPR, Human Rights was intimated to concerned convenors
4	AQAR Preparation	Criteria wise charge distribution was approved. Tentative date for data collection was finalised. Data collection was decided to start.
5	SNM Virtual Moodle Platform	Students are added to LMS and complete the whole process within one week. Student usage needs to be increased

NOTICE

Date: 07/08/2022

The members of IQAC are hereby informed that a meeting of the IQAC members is scheduled on 17/11/2022, at 10.00 am at Principal's room. All are requested to join on time to discuss the following agenda of the meeting.

Agenda

1. Course attainment as per revised NAAC guidelines
2. Discussion on NIRF, AISHE, AKHES, and annual report to University
3. Induction program for First year students " Deeksharambh"
4. Commencement of classes for the first -year students
5. Classroom and campus maintenance
6. Awareness program related to IPR

NOTICE

Date: 01/09/2022

The members of IQAC are hereby informed that a meeting of IQAC is scheduled on 12/09/2022 at 12.30 pm at Principal's Room. All are requested to arrive on time to discuss the following agenda of the meeting.

Agenda

1. To organise seminars, workshops etc
2. Discussion on the activities of SAAKALYA Mission
3. Discussion to student related project works as part of curriculum
4. To analyse previous year university examination results
5. Planning of Bridge course for first year students
6. Gender Audit
7. Any other matters of relevance with the permission of respected Principal.

Meeting No: 3

Date: 12/09/2022

Time: 12.30 pm

Sl No	Agenda	Resolution
1.	Seminars, Workshops, fdp's etc	It was decided to organize and prepare a tentative date for the action plan of IQAC programs and was approved
2.	Best Practice SAAKALA	It was decided to promote more green initiatives under SAAKALYA Mission. The green initiative policy was renewed and discussed in the meeting. A newsletter to be done as part of the mission
3.	Student Project works	In this year onwards, project works should be encouraged for students by giving them minor project with one month duration before submission of final project dissemination
4.	University Exam results	It was decided to direct departments to provide detailed result analysis of previous batch students.
5	Bridge Course	It was decided to direct department for the bridge course syllabus and their evaluation criteria and method of conduct to IQAC.
6	Gender Audit	It was decided to conduct Gender Audit by Gender Equality Forum

NOTICE

Date: 12/10/2022

The members of IQAC are hereby informed that a meeting of IQAC is scheduled on 12/10/2022, at 1.30 pm at Principal's Room. All are requested to join on time to discuss the following agenda of the meeting.

Agenda

1. To collect Student progression and placement data for last years
2. To conduct Remedial coaching
3. To adopt Student Centric Methods
4. Career & placement advancement initiatives
5. International day Celebrations
6. Village adoption programs
7. Faculty enrich program by IQAC in collaboration with Staff club

Meeting No: 4

Date: 12/10/2022

Time: 1.30 pm

Sl No	Agenda	Resolution
1.	Student Progression & Placement	It was decided to direct the department to take initiative to collect the data of their progression and placement with supporting document
2.	Remedial Coaching	Remedial classes were given to students who are categorized into slow learner from the attainments
3.	Student Centric Methods	To adopt student centric methods and incorporate into the lesson plan and implemented in well timely manner
4	Career and placement cell	It was direct to placement cell to organise a program for soft skill training and take intuitive to alert job opportunities through cell
5	International day celebrations	Focus the theme for each day and it is directed to department for conducting the programs in a timely manner. Notice one week prior to college community
6	Village adoption program	It was decided to implement village adoption programs and directed to concerned departments

MINUTES OF IQAC MEETING

Meeting NO: 5

Date: 17/11/2022

Time: 10.00 am

A meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara for the academic year 2022-23 was held on 17/11/2022 at 10.00 am The meeting was chaired by respected principal Dr Jitha T H. After a silent prayer, Dr. Baiju EC, IQAC coordinator delivered the welcome address. The following matters on the agenda was discussed and it was unanimously resolved to implement them. The meeting adjourned at 11.30 pm after the vote of thanks by Lakshmi S Bose, IQAC member.

Sl No	Agenda	Resolution
1.	Course attainment as per revised NAAC guidelines	It was decided to implement changes made to attain course attainment. Bothe direct and indirect attainments were be the apart of OBE. Questionnaire preparation for indirect assessment is to be prepared
2	NIRF, AISHE, AKHSE	It was decided to start data collection for NIRF, AISHE and the data format is distributed to concerned department
3	Deeksharambh	The program for first year students is scheduled as the date and planning committees program schedule is approved
4	Classroom and Academic maintenance	AMC agreement with Produent technologies was confirmed. AMC register were documented
5	Awareness program for IPR	It was decided to conduct the program on IPR by IPR cell in collaboration with IIC & IQAC

<div align="center">**NOTICE**</div>

Date: 05/12/2022

The members of IQAC are hereby informed that the meeting of IQAC is scheduled on 05/12/2022, at 11.00 am in Principal's Room. All are requested to join on time to discuss the following agenda of the meeting.

Agenda

1. To read and confirm the minutes of the previous meeting and the action taken report.
2. To discuss about collaborations and getting MoUs from external academic and research institutions, companies etc.
3. To conduct Seminar on Research Methodology in association with Department of Statistics.
4. To discuss about the preparation of AQAR 2020-21.

MINUTES OF IQAC MEETING

Meeting NO: 6

Date: 05/12/2022

Time: 11 am

The meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara for the month of December 2022 was held on 05/12/2022 at 11 am in Principal's Room. The meeting was chaired by respected principal Dr Jitha T H. After a silent prayer, IQAC coordinator Dr. Baiju E.C. delivered the welcome address to the principal and the members of IQAC.

The following matters on the agenda was discussed and it was unanimously resolved to implement them. The meeting adjourned at 12.30 pm after the vote of thanks by Smt. Nitha A.U.

Sl No	Agenda	Resolution
1.	To read and confirm the minutes of the previous meeting	The minutes of the previous meeting was read by the IQAC co-ordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting.
2.	Discussions about Collaborations and MoUs	Decided to contact different academic bodies and research bodies like Central Institute of Fisheries & Technology (CIFT), Kerala University of Fisheries and Ocean Studies (KUFOS), Unibiosys Pvt Ltd, G-Tech *etc* for MoUs and collaborations.
3.	Conduction of Seminar on Research Methodology	It was decided to conduct Seminar/Lecture Series on Research Methodology with special reference to Statistical Tools used in Research

| 4. | Discussion about preparation of AQAR -2020-21 | It was decided to organize all data collected for AQAR preparation with the help of Criteria Co-ordinators. |

NOTICE

Date: 11/01/2023

The members of IQAC are hereby informed that the meeting for the month of January 2023 is scheduled on 11/01/2023, at 2.00 pm in Principal's Room. All are requested to join on time to discuss the following agenda of the meeting.

Agenda

1. To read and confirm the minutes of the previous meeting and the action taken report.
2. To conduct capacity building programmes for teaching and non-teaching staff of the Institution.
3. To conduct internal examinations for UG and PG programmes
4. To conduct Talent search programme for final year students under the leadership of Career Guidance and Placement Cell of the College
5. Discuss on completion and submission of AQAR 2020-21 and preparation of AQAR 2021-2022.

MINUTES OF IQAC MEETING

Meeting NO: 7

Date: 11/01/2023

Time: 2 pm

The meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara for the month of January 2023 was held on 11/01/2023 at 2 pm in Principal's Room. The meeting was chaired by respected principal Dr Jitha T H. After a silent prayer, IQAC coordinator Dr. Baiju E.C. delivered the welcome address to the principal and the members of IQAC.

The following matters on the agenda was discussed and it was unanimously resolved to implement them. The meeting adjourned at 3.30 pm after the vote of thanks by Smt. Nitha A.U.

Sl No	Agenda	Resolution
1.	To read and confirm the minutes of the previous meeting	The minutes of the previous meeting was read by the IQAC co-ordinator and it was

		confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting.
2.	To conduct capacity building programmes for teaching and non-teaching staff of the Institution.	It was decided to conduct capacity building programme for non-teaching staff especially based on Service Rules on February2023
3.	To conduct internal examinations for UG and PG programmes	It was decided to conduct internal examinations for both UG and PG programmes on month January itself
4.	Conduct Talent search programme for final year students	It was decided to conduct Talent search programme for final year students on January month under the leadership of Career Guidance and Placement Cell of the College
4.	Discussion about submission of AQAR -2020-21 and preparation of AQAR 2021-2022	It was decided to submit AQAR 2020-2021 12.01.2023 and took a decision to prepare AQAR for the academic year 2021-2022. The meeting was decided to submit the AQAR 2021-22 in the month of June 2023.

NOTICE

Date : 14/02/2023

The members of IQAC are hereby informed that a meeting of IQAC is scheduled on 17/02/2023, at 1.30 pm at Principal's Room. All are requested to join on time to discuss the following agenda of the meeting.

Agenda

8. To discuss the minutes of the previous meeting.
9. Collection of feedback from stakeholders.
10. Registration of college in Unnat Bharath Abhiyan programme of central government
11. Registration of the college as local chapter in Swayam-NPTEL online platform to encourage online learning.
12. Organise a Multi-disciplinary International Conference as part of SAAKALYA mission
13. Discuss on signing of new MoUs for student training, Skill development course, and Career Orientation Programs, Student Internship Training, Professional Training services and Student Projects.

MINUTES OF THE MEETING

Meeting No: 8

Date: 17/02/2022

Time: 1.30 pm

The meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara was held on 17/02/2022 at 1.30 pm at Principal's room. The meeting was chaired by respected principal Dr Jitha T H. After a silent prayer, Ms. Nitha A U, NAAC coordinator delivered the welcome address to the principal and the members of IQAC.

The following matters on the agenda was discussed and the decisions were taken to resolve them. The meeting adjourned at 3.00 pm after the vote of thanks by Ms Priya S Nair, IQAC member.

Sl No	Agenda	Resolution
1.	To discuss the minutes of the previous meeting.	Minute of the previous meeting was read by the IQAC coordinator and it was confirmed. As per the minutes of the meeting the action taken report was discussed in the meeting.
2.	Collection of feedback from stakeholders.	It was decided to collect feedback from students, teachers, alumni, employer through a systematic procedure.
3.	Registration of college in Unnat Bharath Abhiyan programme of central government	Decided to register in UBA and adopt 3 villages in Ernakulam District.
4	Registration of the college as local chapter in Swayam-NPTEL online	It was decided to register our college in Swayam-NPTEL as local chapter to

	platform to encourage online learning.	promote online learning of teachers and students.
5.	Organise a Multi-disciplinary International Conference as part of SAAKALYA mission	It was decided to Multi-disciplinary International Conference as part of SAAKALYA mission. The responsibility to organise the Conference was assigned to IQAC, Bhoomithrasena and Journal committee of the college.
6.	Discuss on signing of new MoUs for student training, Skill development course, and Career Orientation Programs, Student Internship Training, Professional Training services and Student Projects.	It was decided to initiate new MoUs with other institutions including soft skill development institutions, research institutions and other government institutions.

NOTICE

Date: 22/05/2023

The members of IQAC are hereby informed that the meeting for the month of May 2023 is scheduled on 22/05/2023, at 2.00 pm in Google Meet Platform. All are requested to join on time to discuss the following agenda of the meeting.

Agenda

1. To read and confirm the minutes of the previous meeting and the action taken report.
2. To conduct capacity building programmes for teaching and non-teaching staff of the Institution.
3. To conduct internal examinations for UG and PG programmes
4. To conduct Talent search programme for final year students under the leadership of Career Guidance and Placement Cell of the College
5. Discuss on completion and submission of AQAR 2020-21 and preparation of AQAR 2021-2022.

MINUTES OF IQAC MEETING

Meeting No: 9

Date: 22/05/2023

Time: 11 am

The meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara for the month of May 2023 was held on 22/05/2023 at 2 pm in Google Meet platform. The meeting was chaired by respected principal Dr Jitha T H. After a silent prayer, IQAC coordinator Dr. Baiju E.C. delivered the welcome address to the principal and the members of IQAC.

The following matters on the agenda was discussed and it was unanimously resolved to implement them. The meeting adjourned at 3.30 pm after the vote of thanks by Smt. Nitha A.U.

Sl No	Agenda	Resolution
1.	To read and confirm the minutes of the previous meeting	The minutes of the previous meeting was read by the IQAC co-ordinator and it was confirmed. As per the minutes of the meeting, the action taken report was discussed in the meeting.
2.	To discuss about SSR preparation	It was decided to take necessary steps for SSR preparation
3.	To conduct a Faculty Development Programme	It was decided to conduct Faculty Development Programme on Virtual Lab in association with Amrita Virtual Lab