



# **SNM COLLEGE, MALIANKARA**

**Govt. Aided Institution**

**Affiliated to Mahatma Gandhi University**

**IQAC MINUTES AND RESOLUTIONS  
(2021-22)**

## NOTICE

**Date: 30/05/2021**

The members of IQAC are hereby informed that the first meeting of IQAC for the academic year 2021-22 is scheduled on 04/06/2021, at 11.00 am through the online platform Google meet. 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 and approve the academic calendar prepared for the academic year 2021-22.
3. To approve the list of faculties in charge of various clubs, cells and committees of the present academic year.
4. To organize webinars and various competitions for students.
5. To introduce new certificate/add on courses
6. To discuss about the preparation of AQAR 2020-21.
7. Read and discuss the action plan of various departments, clubs, cells etc for the academic year 2021-22.
8. Support for online classes.
9. Conduct of internal examinations
10. Distributing mentoring register and faculty diary.
11. Approval of the master time table
12. To organize faculty development sessions to prepare our teachers to cope up with the new system of teaching learning process.
13. Result analysis of final year students.
14. Any other subject with kind permission of principal.

## MINUTES OF IQAC MEETING

**Meeting NO: 1**

**Date: 04/06/2021**

**Time: 11 am**

The first meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara for the academic year 2021-22 was held on 04/06/2021 at 11 am through the online platform google meet. The meeting was chaired by respected principal Dr Jitha T H. After a silent prayer Ms Ninu S Lal, IQAC coordinator 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 Dr. Neelima C A, IQAC member.

### Members Present

1.	Dr. Jitha T H
2.	Mr. M R Bose
3.	Ms. Ninu S. Lal
4.	Mr. K A Ajan
5.	Mr. Rajesh M P
6.	Dr. C A Neelima
7.	Dr. U R Krishnakumar
8.	Dr. Babitha K
9.	Ms. Priya S Nair
10.	Dr. Baiju E C
11.	Dr. Ajeesh S
12.	Ms. Minu M

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.	Academic calendar discussion	The academic calendar was approved.
3.	List of faculties in charge of various cells, clubs and committees	It was decided to approve the new Academic committees.
4.	Organize various webinars and competitions	It was decided to organize all events in online mode. IQAC of the college decided to provide all technical support to conduct various programs through online platforms. It was decided to instruct all clubs, cells and departments to conduct all programmes through snmc virtual platform.
5.	Certificate courses	It was decided to add new certificate courses to the existing ones.
6.	Distributing mentoring register and faculty diary.	It was decided to distribute mentoring register to all class tutors and faculty diary to all the teaching faculty of the institution. Departments were to be directed to conduct mentoring in a systematic way.
7.	Preparation of AQAR 2020-21	IQAC decided to collect the data for the preparation of AQAR 2020-21.
8.	Organising faculty development programmes and knowledge based sessions for the welfare of the teaching faculty.	IQAC decided to conduct a faculty development programme on life skills as a brush up session.

9.	Result analysis of final year students	It was decided to direct departments to provide detailed result analysis of previous batch students.
9.	Organisation of faculty development programme under the guidance of IQAC by the Department of Physics.	It was decided to organise an online faculty development programme by Department of Physics under the guidance of IQAC in collaboration with Kerala Higher Education Council. Dr Neena P, Assistant Professor, Dept of Physics was assigned as the coordinator of the event.

## NOTICE

**Date:24/08/2021**

The members of IQAC are hereby informed that a meeting of IQAC is scheduled on 25/08/2021, at 12.30 am through the online platform Google meet. All are requested to join on time to discuss the following agenda of the meeting.

### Agenda

1. To discuss the decisions of the previous meeting.
2. To analyse the feedback of the faculty development programmes conducted.
3. To discuss on the commencement of online classes for the first year students.
4. Conduct a bridge course for the first year UG students through the LMS Moodle platform.
5. To discuss the celebration of Onam in the present scenario of covid 19 pandemic.
6. Registration in Young Innovators Programme (YIP).
7. Discussion on the activities of the village adoption programme for the academic year 2021-22.
8. Discussion on signing a Memorandum of Understanding with ACAAR, CUSAT and SNM College, Maliankara as part of SAAKALYA Mission.
9. Discussion on the activities of SAAKALYA Mission
10. Any other matters of relevance with the permission of respected Principal.

## **MINUTES OF IQAC MEETING**

**Meeting No: 2**

**Date: 25/08/2021**

**Time: 12.30 pm**

The meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara was held on 25/08/2021 at 12.30 am through the online platform google meet. The meeting was chaired by respected principal Dr Jitha T H. After a silent prayer, Ms Ninu S Lal, 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 Mr Ajan K A, NAAC Coordinator.

### **Members Present**

1.	Dr. Jitha T H
2.	Mr. M R Bose
3.	Ms. Ninu S. Lal
4.	Mr. K A Ajan
5.	Mr. Jinesh Bose
6.	Ms. Vinumol Manoj
7.	Mr. Unnikrishnan
8.	Mr. Rajesh M P
9.	Dr. C A Neelima
10.	Dr. U R Krishnakumar
11.	Dr. Babitha K
12.	Ms. Priya S Nair
13.	Dr. Baiju E C
14.	Dr. Ajeesh S
15.	Ms. Minu M
16	Mr. Aravind M V

Sl No	Agenda	Resolution
1.	Discussion on the developments of the previous meeting minutes	<ul style="list-style-type: none"> <li>• New certificate courses were implemented with structured guidelines.</li> <li>• Distributed faculty diary among the teaching faculty.</li> <li>• Internal examinations were conducted online with a well drafted time table.</li> </ul>
2.	Analysis of the feedback of the faculty development programmes conducted.	The merits and drawbacks of the sessions were analysed based on the feedback of the participants and necessary suggestions for improvement were discussed.
3.	Commencement of online classes for the first -year students.	It was decided to direct departments to introduce to the students, the code of conduct to be followed.
4.	Bridge course for first year students.	It was decided to conduct bridge course for the students by the respective departments and to evaluate their performance by conducting an examination. A report of the bride course should be submitted by all departments.
5.	Onam celebration amidst the covid 19 scenario.	It was decided to celebrate Onam through online platforms. NSS and NCC were assigned with the responsibility organise Onam celebration.
6.	Registration of Young Innovator's Programme	It was decided to register in Young Innovator's Programme of Kerala Government startup mission.
7.	Discussion on the activities of the village adoption programme for the academic year 2021-22.	Dr Reena T S was assigned the responsibility of village adoption programme. It was decided

		to collect the list of activities to be organised by each department.
8.	MoU with Advanced Centre for Atmospheric Radar Research, CUSAT under mission SAAKALYA.	It was decided to sign a Memorandum of Understanding under SAAKALYA, between Advanced Centre for Atmospheric Radar Research, CUSAT and SNM College, Maliankara to facilitate research activities. The responsibility was assigned to the Department of Botany to carry forward the documentation in connection with the MoU.
9.	Activities of SAAKALYA Mission	It was decided to promote more green initiatives under SAAKALYA Mission. The green initiative policy was renewed and discussed in the meeting.

## NOTICE

**Date : 06/12/2021**

The members of IQAC are hereby informed that a meeting of IQAC is scheduled on 07/12/2021 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 discuss the minutes of the previous meeting.
2. Discussion on MoU with MS Swaminathan Research Foundation.
3. To discuss the MOOC course on Organic Farming conducted by Mahatma Gandhi University in the post covid scenario.
4. Discussion on Christmas celebrations.



## MINUTES OF IQAC MEETING

**Meeting No: 3**

**Date: 07/12/2021**

**Time: 12.30 pm**

The meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara was held on 25/08/2021 at 12.30 am through the online platform google meet. The meeting was chaired by respected principal Dr Jitha T H. After a silent prayer, Ms Ninu S Lal, 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 Krishna Kumar U R, IQAC member.

### Members Present

1.	Dr. Jitha T H
2	Ms. Ninu S. Lal
3.	Mr. K A Ajan
4.	Mr. Rajesh M P
5.	Dr. C A Neelima
6.	Dr. U R Krishnakumar
7.	Dr. Babitha K
8.	Ms. Priya S Nair
9.	Dr. Baiju E C
10.	Dr. Ajeesh S
11.	Ms. Minu M

<b>Sl No</b>	<b>Agenda</b>	<b>Resolution</b>
1.	Discussion on the minutes of the previous meeting	<ul style="list-style-type: none"> <li>• Signed the MoU with Advanced Centre for Atmospheric Radar Research, CUSAT. An Automatic Weather Station was installed in the college premise and students can collect necessary data.</li> <li>• The commencement of Village Adoption Activities by various departments.</li> </ul>
2.	Discussion on signing an MoU with MS Swaminathan Research Foundation.	It was decided to sign a Memorandum of Understanding between MS Swaminathan Research Foundation and SNM College, Maliankara. The responsibility was assigned to the Department of Botany and NSS Program Officers.
3.	To discuss the progress of MOOC course on Organic Farming conducted by Mahatma Gandhi University in the post covid scenario which is carried out by the MOOC Cell of the institution.	A detailed report of the activities done by the students as part of their project for MOOC Course on Organic farming was prepared by MOOC Course coordinator Ms Saipriya Sudarshan and was handed over to IQAC. It was decided to maintain a framework for the project report of the students and the videos uploaded by the students were also analysed.
4.	Discussion on Christmas Celebration	It was decided to celebrate Christmas in accordance with covid 19 protocol.

## **NOTICE**

**Date : 25/02/2022**

The members of IQAC are hereby informed that a meeting of IQAC is scheduled on 26/02/2022, 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 discuss the minutes of the previous meeting.
2. Collection of feedback from stakeholders.
3. To organize an awareness session for the teaching and non- teaching faculty on drug abuse among students.

## MINUTES OF THE MEETING

**Meeting No: 4**

**Date: 25/02/2022**

**Time: 12.30 pm**

The meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara was held on 25/02/2022 at 12.30 am through the online platform google meet. The meeting was chaired by respected principal Dr Jitha T H. After a silent prayer, Mr Ajan K A, 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 12.30 pm after the vote of thanks by Ms Priya S Nair, IQAC member.

### Members Present

1.	Dr. Jitha T H
2.	Mr. M R Bose
3.	Ms. Ninu S. Lal
4.	Mr. K A Ajan
5.	Mr. Rajesh M P
6.	Dr. C A Neelima
7.	Dr. U R Krishnakumar
8.	Dr. Babitha K
9.	Ms. Priya S Nair
10.	Dr. Baiju E C
11.	Dr. Ajeesh S
12.	Ms. Minu M

<b>Sl No</b>	<b>Agenda</b>	<b>Resolution</b>
1.	To discuss the minutes of the previous meeting.	Signed the MoU with MS Swaminathan Research foundation.
2.	Collection of feedback from stakeholders.	It was decided to collect feedback from stakeholders through a systematic procedure.
3.	To organize an awareness session for the teaching and non-teaching faculty on drug abuse among students.	It was decided to organise an awareness session for the teaching and non-teaching faculty on drug abuse among students. The responsibility to organise the session was assigned to anti-narcotic cell and anti-alcoholic forum.

## **NOTICE**

**Date: 07/04/2022**

The members of IQAC are hereby informed that a meeting of IQAC members is scheduled on 09/04/2022, at 10.00 am through the online platform Google meet. 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 minutes and the action taken report.
2. To discuss about feedback analysis report and
3. To review workshop/ webinar conducted till date.
4. To review plan of action for activities like:
  - a) Bridge course/ remedial/ value added/ certificate courses
  - b) E Content & online classes
  - c) Course attainment as per revised NAAC guidelines

- d) Activities conducted under MoU
- e) Classroom and campus maintenance
- f) Review of welfare activities
5. Collection of action plan of various departments, clubs, cells etc for the academic year 2022-23
6. Review of mentoring register and faculty diary
7. Preparation of AQAR 2020-21
8. Discussion on NIRF, AISHE, AKHES, and annual report to University
9. Preparation of the master time table for the academic year 2022-2023
10. Any other subject with kind permission of Chairperson.

## **MINUTES OF IQAC MEETING**

**Meeting NO: 5**

**Date: 09/04/2022**

**Time: 10 am**

A meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara for the academic year 2021-22 was held on 09/04/2022 at 10 am through the online platform google meet. The meeting was chaired by respected principal Dr Jitha T H. After a silent prayer Ms Ninu S Lal, 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 Ajeesh S, IQAC member.

### **Members Present**

1.	Dr. Jitha T H
2.	Mr. M R Bose
3.	Ms. Ninu S. Lal
4.	Mr. K A Ajan
5.	Mr. Jinesh Bose
6.	Ms. Vinumol Manoj
7.	Mr. Unnikrishnan
8.	Mr. Rajesh M P

9.	Dr. C A Neelima
10.	Dr. U R Krishnakumar
11.	Dr. Babitha K
12.	Ms. Priya S Nair
13.	Dr. Baiju E C
14.	Dr. Ajeesh S
15.	Ms. Minu M
16	Mr. Aravind M V

<b>Sl No</b>	<b>Agenda</b>	<b>Resolution</b>
<b>1.</b>	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.
<b>2.</b>	To discuss about feedback analysis report	It was decided to analyse the feedback collected and to implement necessary actions based on the feedback collected.
<b>3.</b>	To review workshop/webinar conducted till date.	All members confirmed the successful conduct of extension activities in connection with village adoption, environmental activities related to SAAKALYA, webinars, student events and competitions etc. All events and activities received positive response. Dr. Jitha T H, suggested all criteria in charge to maintain evidence in a proper manner.

<p><b>4.</b></p>	<p>To review plan of action for activities like:</p> <ul style="list-style-type: none"> <li>a) Bridge course/ remedial/ value added/ certificate courses</li> <li>b) E Content &amp; online classes</li> <li>c) Course attainment as per revised NAAC guidelines</li> <li>d) Activities conducted under MoU</li> <li>e) Classroom and campus maintenance</li> <li>f) Alumina Association activities</li> <li>g) Soft skill development programs</li> <li>f) Review of welfare activities</li> </ul>	<p>Criteria I in charge discussed the plan and action taken for activities like bridge course/ remedial/ value added / certificate courses</p> <p>Criteria II in charge discussed the status of e content developed by faculty members and the planning for course attainment workshop conduction after the university results declaration. Criteria III in charge/ representative discussed the activities to be conducted under a collaboration for the benefit of students.</p> <p>Criteria IV in charge discussed the need for enhancement of classroom ICT facilities and campus maintenance. Criteria V in charge discussed the status of activities conducted under alumni association and efforts in reaching out to past alumnus through social media. Also discussed the need of providing more soft skill programs for the students in the next academic year</p> <p>Criteria VI in charge mentioned the revision of various policy documents and its availability on the website as per NAAC guidelines.</p> <p>Criteria VII in charge discussed the green, energy and environmental audit report for AY 2021-22.</p>
<p><b>5.</b></p>	<p>Collection of action plan of various departments, clubs, cells etc for the academic year 2022-23</p>	<p>It was decided to collect the action plan of various departments, clubs, cells etc on or before 01/06/2022. IQAC instructed every departments and unit to present their</p>

		activities conducted during this academic year before IQAC on 01/06/2022.
6.	Review of mentoring register and faculty diary	It was decided to review mentoring register of all mentors and recollect the faculty diary of all teaching faculty of the institution. Departments were to be directed to conduct mentoring in a systematic way.
7.	Preparation of AQAR 2020-21	Data collection was in the final stage
8.	Discussion on NIRF, AISHE, AKHES, and annual report to University	It was decided to coordinate all the data collection work of NIRF, AISHE, AKHES through IQAC.
9.	Preparation of the master time table for the academic year 2022-2023	It was decided to direct departments to provide department timetable for the academic year 2022-23 and prepare master timetable before 01/06/2022
9.	Any other subject – completion of syllabus	It was decided to conduct online classes to complete pending syllabus of this academic year