



SNM COLLEGE, MALIANKARA

Govt. Aided Institution

Affiliated to Mahatma Gandhi University

**IQAC MINUTES AND RESOLUTIONS
(2020-21)**

NOTICE

Date: 30/05/2020

The members of IQAC are hereby informed that the first meeting of IQAC for the academic year 2020-21 is scheduled on 03/06/2020, 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 2020-21.
3. To discuss about the conduct of online classes through snmc virtual
4. To discuss on organizing a faculty training programme on MOODLE
5. To approve the list of faculties in charge of various clubs, cells and committees of the present academic year.
6. To organize webinars and various competitions for students through snmc virtual
7. To introduce new certificate/add on courses
8. Read and discuss the action plan of various departments, clubs, cells etc for the academic year 2020-21.
9. Distributing mentoring register and faculty diary.
10. Discussion on organizing a survey on the availability of mobile phones among students for the online sessions
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: 03/06/2020

Time: 11 am

The first meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara for the academic year 2020-21 was held on 03/06/2020 at 11 am through the online platform google meet. The meeting was chaired by respected principal Dr Jitha T H. After a silent prayer Dr Sreejamol P R, 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. Bajju 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 for the academic year 2020-21 was approved.
3	Discussion on the conduct of online classes through snmc virtual	It was decided to constitute an E teaching assistance cell to help the faculty with the online classes.
4	Discussion on organizing faculty training programme on LMS Moodle	It was decided to organize a faculty training programme on Moodle to help the faculty with Moodle administration and installation.
5	List of faculties in charge of various cells, clubs and committees	It was decided to approve the new Academic committees.
6	Organize various webinars and competitions	It was decided to organize all the events in online mode. IQAC of the college decided to provide all technical support to conduct various programs through online platforms. The clubs, cells and departments were instructed to conduct all programmes through snmc virtual platform.
7	Certificate courses	It was decided to add new certificate courses to the existing ones.
8	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.

9	Discussion on organizing a survey on the availability of mobile phones among students for the online classes	It was decided to organize a survey to make an assessment among students regarding the availability of mobile phones for online classes.
10	Preparation of AQAR 2019-20	IQAC decided to collect the data for the preparation of AQAR 2019-20.
11	Result analysis of final year students	It was decided to direct departments to provide detailed result analysis of previous batch students.

NOTICE

Date:27/08/2020

The members of IQAC are hereby informed that a meeting of IQAC is scheduled on 28/08/2020, 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. Introduction of SAAKALYA Mission: An Initiative to Protect Environment
4. Any other matters of relevance with the permission of respected Principal.

MINUTES OF IQAC MEETING

Meeting No: 2

Date: 28/08/2020

Time: 12.30 pm

The meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara was held on 25/08/2020 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, Dr Sreejamol P R, 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"> • New certificate courses were implemented with structured guidelines. • Distributed faculty diary and mentoring register among the teaching faculty. • The cells and clubs organized various programmes through snmc virtual • IQAC commenced the data collection for AQAR 2019-20

		<ul style="list-style-type: none"> The survey on the availability of gadgets for online classes was organized
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 improvements were discussed.
3.	The implementation of SAAKALYA Mission	It was decided to implement the green initiative programme of the institution titled SAAKALYA to maintain a green and clean campus ahead. The departments and various clubs are to organize programmes related to environment under SAAKALYA Mission. The green initiative policy was renewed and discussed in the meeting.

NOTICE

Date : 25/10/2020

The members of IQAC are hereby informed that a meeting of IQAC is scheduled on 26/10/2020 at 12.30 pm through google meet online. 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 the commencement of classes for first year students through snmc virtual
3. Discussion on the enrolment of first year students to snmc virtual and on course creation
4. Discussion on organizing bridge courses for first year students
5. Discussion on the conduct of online internal examination for fifth and third semester students

MINUTES OF IQAC MEETING

Meeting No: 3

Date: 26/10/2020

Time: 12.30 pm

The meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara was held on 26/10/2020 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

Sl No	Agenda	Resolution
1.	Discussion on the minutes of the previous meeting	<ul style="list-style-type: none">The activities related to environment and its protection were organized online under the title SAAKALYA by various departments and clubs

2	Discussion on the commencement of classes for the first year students	It was decided to commence the classes for the first year students on 28/10/2020
3	Discussion on the enrolment of first year students to snmc virtual and on course creation	It was decided to enrol the first year students to snmc virtual. The decisions were made to add courses to snmc virtual.
4	Discussion on organizing bridge courses for first year students	It was decided to organize bridge courses for the first year UG and PG students through snmc virtual. The departments were instructed to upload the syllabus of the bridge courses in snmc virtual.
5	Discussion on the conduct of online internal examination for fifth and third semester students	It was decided to conduct internal examinations online through snmc virtual for the fifth and the third semester students. The decision was made to instruct the departments to prepare questions online.

NOTICE

Date : 11/01/2021

The members of IQAC are hereby informed that a meeting of IQAC is scheduled on 12/01/2021, at 1.30 pm through google meet. 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. Discussion on the organization of Village Adoption Programme for the academic year 2020-21
3. Discussion on the launch of Transcend the coaching for competitive examinations
4. Discussion on MOOC certificate course on organic farming organized by Mahatma Gandhi University

MINUTES OF THE MEETING

Meeting No: 4

Date: 12/01/2021

Time: 12.30 pm

The meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara was held on 12/01/2021 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, 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. Bajju E C
11.	Dr. Ajeesh S
12.	Ms. Minu M

Sl No	Agenda	Resolution
1.	To discuss the minutes of the previous meeting.	<ul style="list-style-type: none"> • The first year students were given bridge courses and the students were enrolled in snmc virtual • The internal examination dates were notified and were conducted through snmc virtual
2	Discussion on the launch of Transcend, coaching for competitive examinations	It was decided to sign an MoU with Lakshya for conducting coaching for the competitive examinations.
3.	Discussion on MOOC organic farming course	It was decided to conduct MOOC course as per the guidelines issued by Mahatma Gandhi University, Kottayam.
4	Discussion on the organization of the village adoption programme	It was decided to organize village adoption programme for the current academic year. Dr Reena T S and Ms Viji M P were assigned the responsibility of organizing the village adoption programme. The departments were directed to organize the community engagement programmes through online and offline mode.

NOTICE

Date: 24/03/2021

The members of IQAC are hereby informed that a meeting of IQAC members is scheduled on 25/03/2021, 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. Discussion on feedback collection
3. To review the online sessions conducted through snmc virtual
4. Any other subject with kind permission of Chairperson.

MINUTES OF IQAC MEETING

Meeting No: 5

Date: 24/03/2021

Time: 10 am

A meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara for the academic year 2020-21 was held on 24/03/2021 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

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.	Discussion on feedback collection	It was decided to circulate the feedback forms among the stakeholders.
3.	To review the online sessions through snmc virtual	All members confirmed the successful conduct of online classes through snmc virtual. The E contents developed by the faculty were reviewed Dr. Jitha T H, suggested all criteria in charge to maintain evidence in a proper manner.

NOTICE

Date: 25/04/2021

The members of IQAC are hereby informed that a meeting of IQAC members is scheduled on 26/04/2021, 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.

1. To read and confirm the minutes of the previous meeting minutes and the action taken report.
2. Feedback collection, analyses and action to be taken
3. 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) Sign new MoUs with well -established institutions
 - d) Classroom and campus maintenance
 - e) Review of welfare activities
4. Review of mentoring register and faculty diary
5. Preparation of the master time table for the academic year 2021-22
6. Any other subject with kind permission of Chairperson.

MINUTES OF IQAC MEETING

Meeting No: 6

Date: 26/04/2021

Time: 10 am

A meeting of Internal Quality Assurance Cell (IQAC), SNM College, Maliankara for the academic year 2020-21 was held on 26/04/2021 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.

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.	Feedback collection, analyses and the action to be taken	It was decided analyse the feedbacks received from the stakeholders and to prepare an action taken report to be uploaded to the college website.
3.	<p>To review plan of action for activities like:</p> <ul style="list-style-type: none"> a) Bridge course/ remedial/ value added/ certificate courses b) E Content & online classes c) Course attainment as per revised NAAC guidelines d) Sign new MoUs with other institutions e) Classroom and campus maintenance f) Alumni Association activities g) Soft skill development programs f) Review of welfare activities 	<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 possibilities of signing new MoUs with other institutions to help students in their internships and project works and to foster research aptitude among 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</p>

		<p>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>
5.	Collection of action plan of various departments, clubs, cells etc for the academic year 2021-22	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 units to present their activities conducted during this academic year before IQAC on 01/06/2021.
6.	Review of mentoring register and faculty diary	It was decided to review mentoring register of all mentors and to collect 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 2019-20	Data collection was in the final stage
9.	Preparation of the master time table for the academic year 2021-2022	It was decided to direct departments to provide department timetable for the academic year 2021-22 and prepare master timetable before 01/06/2021
9.	Any other subject – completion of syllabus	It was decided to conduct online classes to complete pending syllabus of this academic year