

SAHRDAYA COLLEGE OF ADVANCED STUDIES, KODAKARA

**INTERNAL QUALITY ASSURANCE CELL**

**ANNUAL REPORT 2021-'22**

The Internal Quality Assurance Cell of the college started functioning on 01-06-2019.

The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions. It will channelize all efforts & measures of the institution towards promoting its holistic academic excellence.

**FUNCTIONS**

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
4. Dissemination of information on various quality parameters of higher education
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
6. Documentation of the various programmes/activities leading to quality improvement
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
8. Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality

## 9. Development of Quality Culture in the institution

**COMPOSITION:**

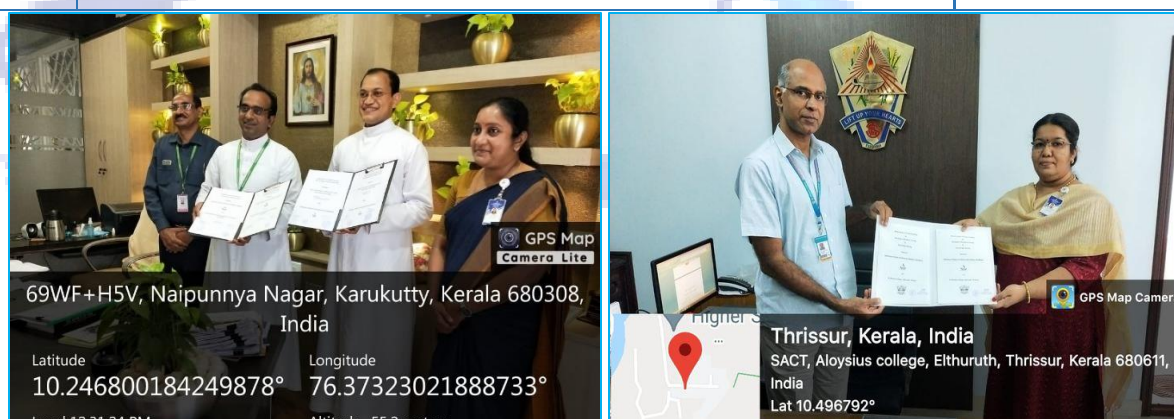
Sl.No.	Member	Designation	Role in IQAC
1	Dr. Mathew Paul Ukken	Principal	Member
2	Dr. Rani M J	Vice Principal	Member
3	Dr. Joy K L	Vice Principal	Member
4	Dr. Karuna K	Assistant Professor	Member
5	Savio Francis Fernandez	Assistant Professor	Member
6	Shiji V K	Assistant Professor	Member
7	Sandhya Gopinathan	Assistant Professor	Member
8	Dr. Preeji KP	Assistant Professor	Member
9	Renjith M	Assistant Professor	Member
10	Jisha Sivadasan	Assistant Professor	Member
11	Ajish Paul George	Assistant Professor	Member
12	Dr. Fr. Devis Chenginiyadan	Executive Director	Member
13	Pretty Victor	Senior Clerk	Member
14	Jilly N J	Librarian	Member
14	STUDENT	Students' Council Chairperson	Member
15	K.P. Wilson	Director, K P Pathrose Vaidyan's Kandamkulathy Vaidyasala Private Limited	Member
16	Sheena Sarah Winny	Assistant Professor	Coordinator

The college entered into formal agreements with various organisations and institutions (for facilitating Add-on courses/knowledge sharing/academic exchanges) as furnished below:

**SAHRDAYA COLLEGE OF ADVANCED STUDIES, KODAKARA**  
**INTERNAL QUALITY ASSURANCE CELL –REPORT 2021-'22**  
**(01 June 2021 to 31 May 2022)**

## MEMORANDUM OF UNDERSTANDING 2021-'22

Sl.no.	Name of Organisation	Date of signing
1	Technova Tech	22.06.2021
2	Trichur Educational Trust(TET)	01.07.2021
3	The Institute of Cost Accountants of India	17.07.2021
4	Technova Tech	22.07.2021
5	Naipunya Institute of Management and Information Technology	05.08.2020
6	Naipunya Institute of Management and Information Technology	09.08.2021
7	CILT	15.09.2020
8	Speedwings Academy of Aviation Studies	01.10.2020
9	St.Aloysius College, Elthuruth	27.10.2021
10	Don Bosco College, Mannuthy	25.11.2021
11	Christ College (Autonomous) Irinjalakuda	23.12.2021



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### **COLLABORATIVE ACTIVITIES:**

Faculty Exchange Programme(Computer Science) with Naipunnya Institute of Management and Information Technology,Pongam. From 10-08-2020 to 14-08-2020

Faculty Exchange Programme(Computer Science) with Naipunnya Institute of Management and Information Technology,Pongam. From 10-08-2020 to 13-08-2020

One Day Workshop on NAAC RAF Criterion Overview held on 06-02-2021 in collaboration with Vimala College (Autonomous), Thrissur, under UGC Paramarsh Scheme

Faculty Exchange Programme (English) with Naipunnya Institute of Management and Information Technology 16-03-2021 & 18-03-2021

Faculty Exchange Programme (English) with Naipunnya Institute of Management and Information Technology 18-03-2021 & 26-03-2021

Faculty Exchange Programme (English) with Naipunnya Institute of Management and Information Technology 27-08-2021 & 02-08-2021

Faculty Exchange Programme (English) with Naipunnya Institute of Management and Information Technology 04-08-2021 & 06-08-2021

Faculty Exchange Programme (Mathematics) with St. Joseph's College Irinjalakuda on 25-10-2021 & 29-10-2021

Orientation lecture on Role of Administrative Staff in the NAAC Accreditation Process conducted at St.Aloysius College, Elthuruth, Thrissur on 30-10-2021

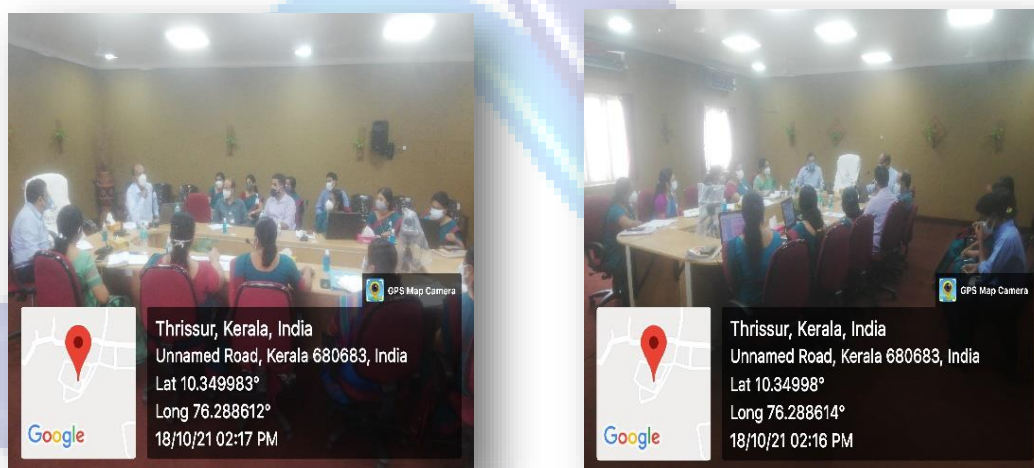
Webinar on Literature Search and Referencing, was organized by Internal Quality Assurance Cells of Sahrdaya College of Advanced Studies, Kodakara and St. Aloysius College, Elthuruth on 29-01-2022

Faculty Exchange Programme (English) with St. Aloysius College, Elthuruth on 30-03-2022 & 31-03-2022

### **INITIATIVES:**

1. Course Files (semester wise) of members of faculty released in June 2021 & November 2021 and distributed to all.
2. Feedback on syllabus collected from students, members of faculty, alumni and parents.
3. Self-appraisal by as well as performance appraisal of members of faculty taken.
4. ISO internal and external audits conducted. External audits conducted on 17.08.2021.
5. Internal examinations of UG and PG Programmes conducted as per academic calendar.
6. Two Add-on programmes each, offered to all students.
7. Issues of Laureola, trimonthly newsletter of the college published.
8. Gurukula mentoring initiative carried out in online/offline modes effectively, to address the academic as well as emotional well-being of the students.
9. Remedial classes (online/offline mode) offered to students to enhance academic score.

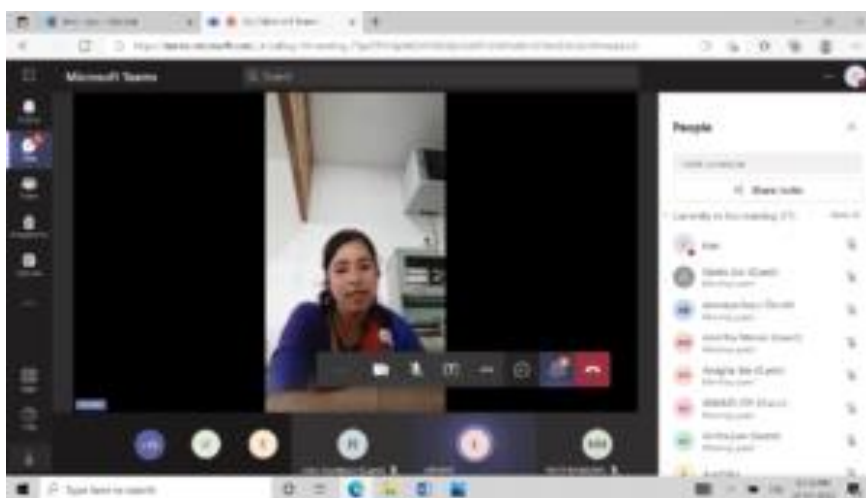
10. Student for Student (S4S), group study system (online/offline mode) in all UG classes under the supervision of respective class animators.
11. Internal academic and administrative audits conducted in July-Aug 2021.
12. Institution's Innovation Council conducted programmes/activities to promote research acumen and innovation.
13. Academic and Administrative Audit was held on 18.10.2021. Dr. M.P Rajan, Accreditation Ambassador, Paramarsh Scheme, Vimala College (Autonomous), Thrissur was the external expert.



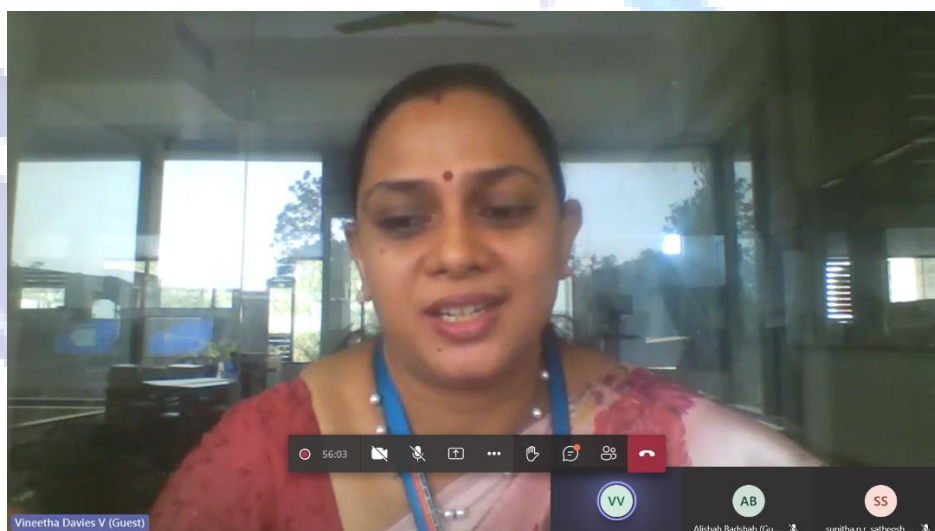
14. Orientation on Digital Resources was jointly organized by IQAC and college library on Thursday 27 January 2022, from 3.15 to 3.45pm, on Microsoft Teams. Ms. Jilly N.J, college librarian was the resource person. The session opened an informative window to the digital/E-resources of the college.

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15. Webinar on Literature Search and Referencing was organized on 29 January 2022 by Internal Quality Assurance Cells of Sahrdaya College of Advanced Studies, Kodakara and St. Aloysius College, Elthuruth as an activity under the MoU signed between the two institutions. Resource person of the technical session was Ms.Vineetha Davies. V., UGC Librarian, St. Aloysius College.



16. IQA for First Cycle of Accreditation submitted to NAAC on 30-03-2022.

17. Self Study Report for First Cycle of Accreditation submitted to NAAC on 30-05-2022.

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**(01 June 2021 to 31 May 2022)**

**Members of faculty attended FDPs/Refresher/Orientation/Short Term courses for academic upskilling. Details furnished below:**

**FROM 01-06-2021 TO 31-12-2021**

Name of faculty	Title of the FDP/orientation/refresher/short term course	Date
Adv.Geethu Aby	Art Law	From 01-02-2020 to 30-06-2020
Adv.Geethu Aby	Sports Law	From 01-02-2020 to 30-06-2020
Agitha K.K	International FDP on Advanced Methodologies for contemporary research -A pragmatic Approach	From 16-08-2021 to 23-08-2021
Agitha K.K	Teaching Learning and Research Pedagogy for Excellence in Education	From 31-05-2021 to 14-06-2021
Agnes Benhur	"Outcome Based Education"	From 17-09-2021 to 23-09-2021
Ajish Paul George	FDP on Education 4.0	From 02-12-2021 to 08-12-2021
Anju Sudhakaran	National Level Inter collegiate Online FDP on Outcome based Education &Blooms Taxonomy, byIQAC,KOLKATA	From 08-11-2021 to 15-11-2021
Ann Sara Jacob	Outcome Based Education Organized by Vimala College (Autonomous), Thrissur	From 17-09-2021 to 23-09-2021
Ann Sara Jacob	Mental Health: Matrices and Horizons by Yuvakshetra Institute of Management Studies, Palakkad	From 04 -10-2021 to 12 -10-2021
Anna Pheenix T S	Introduction to advanced cognitive process	From 23-08- 2021 to 16-10- 2021
Anna Pheenix T S	Outcome Based Education Organized by Vimala College (Autonomous), Thrissur	From 17-09-2021 to 23-09-2021
Anna Pheenix T S	Outcome Based Education & Bloom's Taxonomy by Ramakrishna Mission Vivekananda Centenary College (Autonomous), Kolkata	From 08 -11-2021 to 15-11- 2021



Anna Pheenix T S	Mental Health: Matrices and Horizons by Yuvakshetra Institute of Management Studies, Palakkad	From 04 -10-2021 to 12 -10-2021
Anoop M R	One Week Faculty Development Program on Outcome Based Education	From 17-09-2021 to 23-09-2021
Aradhika T V	Effective Teaching Strategies in Higher Education	06-09-2021 to 12-09-2021
Betzy Ritha K	Outcome Based Education	From 17-09-2021 to 23-09-2021
Bini George	One week online national level fdp on role of mathematics in latest engineering trends	From 04-06-2021 to 10-06-2021
Deepthy Poulose	International FDP on Advanced Methodologies for contemporary research -A pragmatic Approach	From 16-08-2021 to 23-08-2021
Dr. Kuleen Elizabeth Casey	Faculty Development program on OBE	From 17-09-2021 to 23-09-2021
Dr. Sr. Bindu Xavier	Mental Health: Matrices and Horizons by Yuvakshetra Institute of Management Studies, Palakkad	From 04 -10-2021 to 12 -10-2021
Dr. Sr. Bindu Xavier	Outcome Based Education Organized by Vimala College (Autonomous), Thrissur	From 17-09-2021 to 23-09-2021
Dr. Sr. Jessy George	Outcome Based Education Organized by Vimala College (Autonomous), Thrissur	From 17-09-2021 to 23-09-2021
Dr. Sr. Jessy George	Mental Health: Matrices and Horizons by Yuvakshetra Institute of Management Studies, Palakkad	From 04 -10-2021 to 12 -10-2021
Dr. Varghese Paul K	Outcome Based Education Organized by Vimala College (Autonomous), Thrissur	From 17-09-2021 to 23-09-2021
Dr. Abraham Joseph	Effective Teaching Strategies in Higher Education	From 06-09-2021 to 12-09-2021
Dr. Hanna Joseph	Best practices for online teaching classrooms, courseware and tools	From 08-07-2021 to 14-07-2021
Dr. Karuna K	Advanced Certificate in Research and Data analysis	From 01-03-2021 to 31-08-2021
Dr. Preeji K P	Outcome Based Education Organized by Vimala College (Autonomous), Thrissur	From 17-09-2021 to 23-09-2021

Dr.Preeji K P	Mental Health: Matrices and Horizons by Yuvakshetra Institute of Management Studies, Palakkad	From 04 -10-2021 to 12 -10-2021
Esmi Davis	Outcome Based Education	From 17-09-2021 to 23-09-2021
Farzana Moideenkutty	International FDP on Advanced Methodologies for contemporary research -A pragmatic Approach	From 16-08-2021 to 23-08-2021
Geetha K S	Developing India @75	From 04-09-2021 to 13-09-2021
Geetha K S	Outcome based Education	From 17-09-2021 to 23-09-2021
Geetu Josi	FDP on Soft Skills	From 25-10-2021 to 31-10-2021
Glancy Joy	Outcome based education	From 17-09-2021 to 23-09-2021
Jancy T.T.	International FDP on Advanced Methodologies for contemporary research -A pragmatic Approach	From 16-08-2021 to 23-08-2021
Jayamol P James	Teaching Learning and Research Pedagogy for Excellence Education	From 31-05-2021 to 14-06-2021
Jayamol P James	Outcome based education	From 17-09-2021 to 23-09-2021
Jesna Clement P.	International FDP on Advanced Methodologies for contemporary research -A pragmatic Approach	From 16-08-2021 to 23-08-2021
Jinu M. J.	One week international FDP on "application and implements of mathematics"	From 17-08-2020 to 23-08-2020
Jinu M. J.	Online webinar on an introductory course on fluid dynamic	From 17-08-2020 to 28-08-2020
Jinu M. J.	One week faculty development program on outcome based education	From 17-09-2021 to 23-09-2021
Jisha Sivadasan	International FDP on Advanced Methodologies for contemporary research -A pragmatic Approach	From 16-08-2021 to 23-08-2021
Jisha Sivadasan	Outcome based Education	From 17-09-2021 to 23-09-2021

Jisha Sivadasan	Teaching Learning and Research Pedagogy for Excellence Education	From 31-05-2021 to 14-06-2021
Malavika T P	Outcome Based Education Organized by Vimala College (Autonomous), Thrissur	From 17-09-2021 to 23-09-2021
Malavika T P	Mental Health: Matrices and Horizons by Yuvakshetra Institute of Management Studies, Palakkad	From 04 -10-2021 to 12 -10-2021
Maria Joshy	Effective Teaching Strategies in Higher Education	From 06-09-2021 to 12-09-2021
Maria Joshy	Interdisciplinary & Multilingual refresher course/FDP on Research Methodology	From 23-10-2021 to 06-11-2021
Neethu K. Damu	One week faculty development program on outcome based education	From 17-09-2021 to 23-09-2021
Neethu Nazar	International FDP on Advanced Methodologies for contemporary research -A pragmatic Approach	From 16-08-2021 to 23-08-2021
Neethu Nazar	Teaching Learning and Research Pedagogy for Excellence Education	From 31-05-2021 to 14-06-2021
Neethu U.P.	International FDP on Advanced Methodologies for contemporary research -A pragmatic Approach	From 16-08-2021 to 23-08-2021
Neethu U.P.	Outcome based Education	From 17-09-2021 to 23-09-2021
Neethu U.P.	Teaching Learning and Research Pedagogy for Excellence Education	From 31-05-2021 to 14-06-2021
Nisha K	Effective Teaching Strategies in Higher Education	06-09-2021 to 12-09-2021
Nitha Jojen	Teaching Learning and Research Pedagogy for Excellence Education	From 31-05-2021 to 14-06-2021
Nitha Jojen	Outcome based education	From 17-09-2021 to 23-09-2021
Parvathy G. Menon	National enrichment programme in mathematics - NPEM 2021	From 06-09-2021 to 16-09-2021
Parvathy G. Menon	One week faculty development program on outcome based education	From 17-09-2021 to 23-09-2021

Parvathy G. Menon	Innovation ambassador training programme (foundation level)	From 30-06-2021 to 30-07-2021
Parvathy G. Menon	One week online national level FDP on role of mathematics in latest engineering trends	From 04-06-2021 to 10-06-2021
Ramya M.B.	International FDP on Advanced Methodologies for contemporary research -A pragmatic Approach	From 16-08-2021 to 23-08-2021
Rema P.	International FDP on Advanced Methodologies for contemporary research -A pragmatic Approach	From 16-08-2021 to 23-08-2021
Rema P.	Teaching Learning and Research Pedagogy for Excellence Education	From 31-05-2021 to 14-06-2021
Renjith M	Outcome based education	From 17-09-2021 to 23-09-2022
Roselyn Alex	FDP on Creative Methods for Teaching Digital Natives in Higher Education	From 02-08-2021 to 09 -08-2021
Roselyn Alex	Interdisciplinary & Multilingual refresher course/FDP on Research Methodology	From 23-10-2021 to 06-11-2021
Sabitha P.C	Teaching Learning and Research Pedagogy for Excellence Education	From 31-05-2021 to 14-06-2021
Sabitha P.C	Outcome based education	From 17-09-2021 to 23-09-2022
Sandhya Gopinathan	International FDP on Advanced Methodologies for contemporary research -A pragmatic Approach	From 16-08-2021 to 23-08-2021
Sandhya Gopinathan	Teaching Learning and Research Pedagogy for Excellence Education	From 31-05-2021 to 14-06-2021
Sandhya Sarma K.N	Teaching Learning and Research Pedagogy for Excellence Education	From 31-05-2021 to 14-06-2021
Sandhya Sarma K.N	Outcome based education	From 17-09-2021 to 23-09-2022
Sanitha M M	Developing India @75	From 04-09-2021 to 13-09-2021
Savio Francis Fernandez	Research Training - Organised by Ministry of MSME, Agra	From 05-07-2021 to 05-08-2021

Savio Francis Fernandez	One week Faculty Development Programme on Outcome Based Education	From 17-09-2021 to 23-09-2021
Savithri M	Covid-19 and its impact on Women	15-09-2020 to 15-10-2020
Seena A.O	Advanced Methodologies for Contemporary Research-Apragmatic Approach	From 16-08-2021 to 23-08-2021
Sheena Sarah Winny	FDP - Best Practices for Online Teaching : Classrooms,Coursewares and Tools	From 08 -07-2021 to 14 -07-2021
Sheena Sarah Winny	Effective Teaching Strategies in Higher Education	From 06-09-2021 to 12-09-2021
Sheena Sarah Winny	1st Online course on Indian Culture byUGC Human Resource Development Centre Gujarat University	From 04-10-2021 to 10-10-2021
Shiji V K	Effective Teaching Strategies I higher education	From 06-09-2021 to 12-09-2021
Shiji V K	One Week Faculty Development Program on Outcome Based Education	From 17-09-2021 to 23-09-2021
Siji K.G.	Teaching Learning and Research Pedagogy for Excellence Education	From 31-05-2021 to 14-06-2021
Sivaja B Menon	Outcome Based Education	From 17-09-2021 to 23-09-2021
Smera Thomas	Outcome based education	From 17-09-2021 to 23-09-2022
Sreekala K.	International FDP on Advanced Methodologies for contemporary research -A pragmatic Approach	From 16-08-2021 to 23-08-2021
Sreelakshmi T S	Language Learning -A Gateway to the Future"	02-09-2021 to 08-09-2021
Sreelakshmi T S	"Outcome Based Education"	17-09-2021 to 23-09-2021
Sunitha P.R	Effective Teaching Strategies in Higher Education	From 06-09-2021 to 12-09-2021
Ushakumari C C	One Week Faculty Development Program on Outcome Based Education	From 17-09-2021 to 23-09-2021

Varsha Palliyil	Basic Certificate course on Right to information Act 2005	From 10-08-2020 to 25-10-2020
Varsha Palliyil	Certificate Course on Labour law	From 22-06-2021 to 22-09-2021
Vasanthakumary K	Developing India @75	From 04-09-2021 to 13-09-2021
Vincy T V	One Week Faculty Development Program on Outcome Based Education	From 17-09-2021 to 23-09-2021
Vishnavi A R	Outcome based Education	From 17-09-2021 to 23-09-2021

### FROM 01-01-2022 TO 31-03-2022

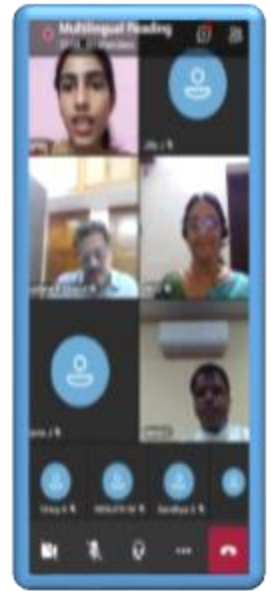
Name of teacher who attended	Title of the program	Duration (from – to) (DD-MM-YYYY)
VASANTHAKUMARY K	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
SANDHYA GOPINATHAN	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
JISHA SIVADASAN	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
SIJI K G	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
NEETHU NAZAR	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
RESHMA V P	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
RESHMIM R	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
JIKSON JOSE	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
NEETHU U P	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
AGITHA K K	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
SHENNA T R	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
SATHIE	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
DR.KARUNA K	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
GEETHA K S	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022



CHRISTOPHER LOUIS	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
ADV.VARSHA PALLIYIL	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
RESHMA RAVI	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
JANCY T T	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
DR. HANNA JOSEPH	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
RAMYA M B	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
SANDHYA SARMA K N	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
HARITHA K K	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
SHEPHY WILSON	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
SABITHA P C	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
JAYAMOL P JAMES	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
SHEENA SARAH WINNY	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
SUPRIYA K K	DIGITAL PEDAGOGY FOR 21ST CENTURY TEACHERS	FROM 01-03-2022 TO 08-03-2022
SREEKUTTY K G	OUTCOME BASED EDUCATION FROM A SOCIAL WORK COMPETENCE FRAMEWORK	FROM 19-05-2022 TO 25-05-2022

### IQAC ACTIVITIES CONDUCTED IN THE COLLEGE

Date	Title of activity
14-06-2021	Colloquium on "The Connected World-IoT"
19-06-2021	Multilingual Reading Competition
09-07-2021 to 16-07-2021	One week online training program "i -SMART"
26-07-2021 to 30-07-2021	Environ 2021 – international online lecture series
30-07-2021	Webinar on "Impact of Pandemic on Interpersonal Relationship"
11-09-2021	Orientation on Office Proceedings
04-12-2021	"Facultas Excellentia 2021" (FDP)
27-01-2022	Orientation on Digital Resources

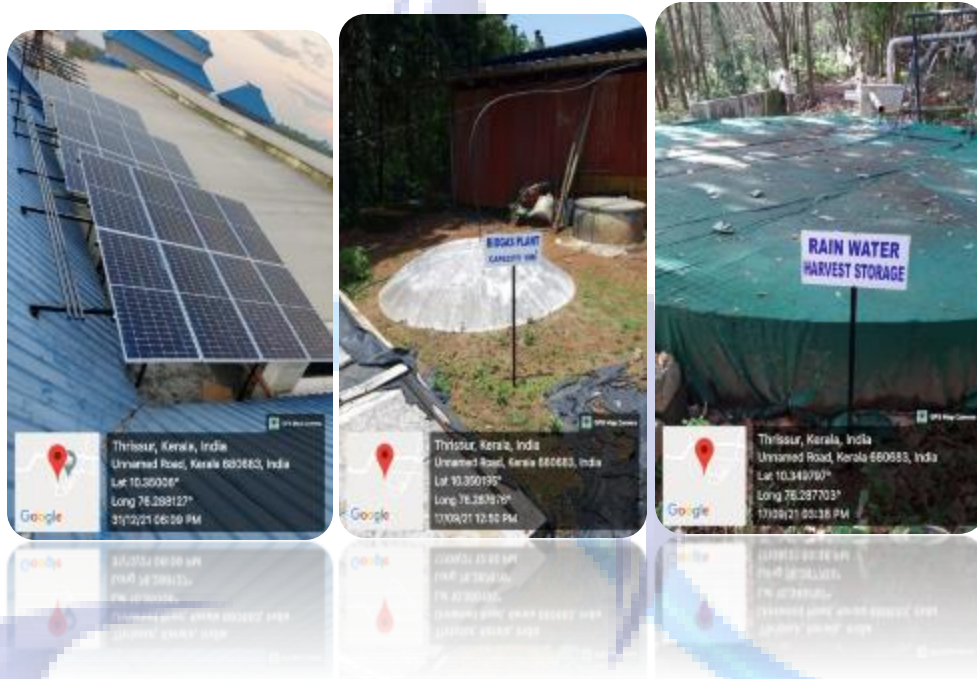


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## INFRASTRUCTURE AUGMENTATION AND AUDITS

- Sustainable resources, physical facilities and academic facilities augmented.
- Energy, Environment and Green Audits conducted on 15 & 16 September 2021 by Athul Energy Consultants Pvt Ltd.



IQAC meetings held regularly and Minutes book maintained.

Sheena Sarah Winny  
IQAC Coordinator

31-03-2022

Dr. Mathew Paul Ukken  
Principal

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