



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

2022-2023



NAAC TRACK ID:
KLCOGN111882



AISHEID-C44890



Venue:-IQAC Room



Time:- 11.30 am to 1.00 pm



No.of participants:-13

A meeting of the Internal Quality Assurance Cell was held at 11.30am on Friday, 12th July 2022 in the IQAC Room.

Agenda

- 1. NAAC Preparatory Mock Visit and Department Presentation**
- 2. Any other matter permitted by chair**

Attendees

1. Rev.Dr.DevisChenginiyadan
2. Dr.Mathew Paul Ukken
3. Dr.K.L Joy
4. Dr.Rani M J
5. Dr.Karuna K Nair
6. Ms.Shiji V K
7. Ms.SandhyaGopinathan
8. Ms.Preeji K P
9. Mr.Renjith M
10. Ms.JishaSivadasan
11. Ms.Esmi Davis
12. Mr.Ajish Paul George
13. Ms.Sheena Sarah Winny

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL-2022-2023
SAHRDAYA COLLEGE OF ADVANCED STUDIES, KODAKARA

IQAC Coordinator Ms.Sheena Sarah Winny, welcomed the gathering. The Principal Dr.MathewPaul Ukken gave the introductory address and introduced the agenda for the meeting. The discussion followed and following decisions were taken against them.

AGENDA	DECISIONS
Action Taken Report	The action taken report against the 22 nd meeting was discussed. It was decided to conduct department audit to scrutinize the progress of data submission
Conduct of Department Audit	It was decided to conduct a department audit to assess the preparation for NAAC Peer Team Visit.
Presentation by the Head of the Departments	It was also decided that the Head of the department should prepare and present the department profile which will be assessed by the IQAC Core Committee.

Dr.Joy K L, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 1.00 pm.



IQAC COORDINATOR

IQAC COORDINATOR
SAHRDAYA
COLLEGE OF ADVANCED STUDIES
KODAKARA - 680684



CHAIRPERSON, IQAC

Dr. MATHEW PAUL UKKEN
PRINCIPAL
SAHRDAYA
COLLEGE OF ADVANCED STUDIES
KODAKARA - 680684





Venue:-IQAC Room



Time:- 3.15pm to 04:00 pm



No.of participants:-13

A meeting of the Internal Quality Assurance Cell was held at 3.15 pm on Monday, 26thSeptember 2022 in the IQAC Room.

Agenda

1. NAAC Peer Team Visit Preparedness.

Attendees

1. Rev.Dr.Devis Chenginiyadan
2. Dr.Mathew Paul Ukken
3. Dr.K.L Joy
4. Dr.Rani M J
5. Dr.Karuna K Nair
6. Ms.Shiji V K
7. Ms.Sandhya Gopinathan
8. Ms.Preeji K P
9. Mr.Renjith M
10. Ms.Jisha Sivadasan
11. Ms.Esmi Davis
12. Mr.Ajish Paul George
13. Ms.Sheena Sarah Winny

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL-2022-2023
SAHRDAYA COLLEGE OF ADVANCED STUDIES, KODAKARA

IQAC Coordinator Ms.Sheena Sarah Winny, welcomed the gathering. The Principal Dr.Mathew Paul Ukken gave the introduction. IQAC Coordinator introduced the Agenda and discussion followed. The following decisions were discussed against each item

AGENDA	DECISIONS
Action Taken Report	The action taken report against the meeting held on 22 nd April 2022 was discussed. All departments have updated the criterion files in the concerned departments, in order to be ready for NAAC Peer Team Visit.
NAAC PTV Preparedness	NAAC visit preparations must be regularly monitored
Updatons of Data Collection	The data collected after assessment period must be updated within two weeks

Dr.Joy K L,Vice Principal proposed the Vote of Thanks. Meeting came to an end by 4.00 pm



IQAC COORDINATOR

IQAC COORDINATOR
SAHRDAYA
COLLEGE OF ADVANCED STUDIES
KODAKARA - 680684



CHAIRPERSON, IQAC

Dr. MATHEW PAUL UKKEN
PRINCIPAL
SAHRDAYA
COLLEGE OF ADVANCED STUDIES
KODAKARA - 680684





Venue:- IQAC Room



Time:- 2.30 pm to 4.00 pm



No.of participants:-13

A meeting of the Internal Quality Assurance Cell was held at 2.30 pm on Tuesday, 24th November 2022 in the IQAC Room.

Programme Chart

- 1. Prayer***
- 2. Welcome address***
- 3. Report presentation of previous meeting***
- 4. Agenda discussion***
 - a. Evaluation of NAAC PTV preparations***
 - b. MOCK Visit***
 - c. Any other matter permitted by the chair***

Attendees

1. Rev.Dr.DevisChenginiyadan
2. Dr.Mathew Paul Ukken
3. Dr.K.L Joy
4. Dr.Rani M J
5. Dr.Karuna K Nair
6. Ms.Shiji V K
7. Ms.Sandhya Gopinathan
8. Mr.Renjith M
9. Ms.Jisha Sivadasan
10. Ms.Sheena Sarah Winny
11. Mr. Ajish Paul George
12. Ms. Esmi Devis
13. Dr. Preeji K P

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL-2022-2023
SAHRDAYA COLLEGE OF ADVANCED STUDIES, KODAKARA

IQAC Coordinator Ms.Sheena Sarah Winny, welcomed the gathering. The Principal Dr.Mathew Paul Ukken gave the introductory address and introduced the agenda for the meeting. The discussion followed and following decisions were taken against them.

AGENDA	ACTION TAKEN
Documentation review meeting	It was decided in the meeting that a documentation review meeting should be convened once in a month
NAAC visit committee meetings	It was decided that the Seven criterion in charges should verify the documentation with regards to their criterion in departments
Best Practices	It was also decided that the The best practices of the institution Sapthasadassu and Sahridayam should be showcased in an appropriate manner
Labels and Boards to be placed	Labels and Name boards required should be collected from all departments and sections and to be placed before 2 nd December.
Mock Visit	Mock visit may be planned to be conducted in the second week of December
Filing of documents	Criterion In charges to complete the filing of metric wise documents before 2 nd december
Statutory books	All the statutory books like minute's books, reports etc of mandatory Clubs, Cells and Committees should be kept at the Principals office with Principal as the custodian.

Dr.Joy K L, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 4.00 pm

Sheenasarah

IQAC COORDINATOR

Mathew Paul Ukken

CHAIRPERSON, IQAC

IQAC COORDINATOR
SAHRDAYA
 COLLEGE OF ADVANCED STUDIES
 KODAKARA - 680684



Dr. MATHEW PAUL UKKEN
 PRINCIPAL
SAHRDAYA
 COLLEGE OF ADVANCED STUDIES
 KODAKARA - 680684





Venue:-IQAC Room



Time:- 9.15 am to 10.15 am



No.of participants:-10

A Special meeting of the Internal Quality Assurance Cell was held at 9.15 am on Tuesday, 3rd January 2023 in the IQAC Room.

Programme Chart

- 1. Prayer***
- 2. Welcome address***
- 3. Report presentation of previous meeting***
- 4. Agenda discussion***
 - a. NAAC Accreditation result***
 - b. Appeal Process***
 - c. New IQAC Coordinator***
 - d. Any other matter permitted by the chair***

Attendees

1. Rev.Dr.DevisChenginiyadan
2. Dr.Mathew Paul Ukken
3. Dr.K.L Joy
4. Dr.Rani M J
5. Dr.Karuna K Nair
6. Ms.Shiji V K
7. Ms.SandhyaGopinathan
8. Mr.Renjith M
9. Ms.JishaSivadasan
10. Ms.Sheena Sarah Winny

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL-2022-2023
SAHRDAYA COLLEGE OF ADVANCED STUDIES, KODAKARA

IQAC Coordinator Ms. Sheena Sarah Winny, welcomed the gathering. The Principal Dr. Mathew Paul Ukken gave the introductory address and introduced the agenda for the meeting. The discussion followed and following decisions were taken against them.

AGENDA	DECISIONS
Word of gratitude	IQAC Coordinator expressed a word of gratitude to all the members of the IQAC for the support in the accreditation process
Appreciation by the Exe. Director	Executive director appreciated the efforts of the IQAC Coordinator, NAAC Coordinator and other Criterion In charges for their whole hearted support in achieving the grade of B++ with a score of 2.91 in the first cycle of accreditation.
Appeal process	The Principal raised the matter whether the grade should be contested through Appeal which was seconded by the NAAC Coordinator
Review and sanction	It was decided that the decision of appeal shall be forwarded to the college council
Appointment of New IQAC Coordinator	It was decided that Dr. Karuna K shall be appointed as the IQAC coordinator for the next cycle.

Dr.Joy K L, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 10.15 am.



IQAC COORDINATOR

IQAC COORDINATOR
SAHRDAYA
COLLEGE OF ADVANCED STUDIES
KODAKARA - 680684



CHAIRPERSON, IQAC

Dr. MATHEW PAUL UKKEN
PRINCIPAL
SAHRDAYA
COLLEGE OF ADVANCED STUDIES
KODAKARA - 680684



 Venue:-IQAC Room

 Time:- 11am to 12 pm

 No.of participants:-12

A meeting of the Internal Quality Assurance Cell was held at 11 am on Tuesday, 9th February 2023 in the IQAC Room.

Programme Chart

- 1. Prayer***
- 2. Welcome address***
- 3. Report presentation of previous meeting***
- 4. Agenda discussion***
 - a. Continuance of Ms. Sheena Sarah Winny***
 - b. Continuance of the Criterion In charges and DQAC Coordinators***
 - c. UnnathBharathAbhiyan***
 - d. Any other matter permitted by the Chair***

Attendees

1. Rev.Dr.DevisChenginiyadan
2. Dr.Mathew Paul Ukken
3. Dr.K.L Joy
4. Dr.Rani M J
5. Dr.Karuna K Nair
6. Ms.Shiji V K
7. Ms.Sandhya Gopinathan
8. Mr.Renjith M
9. Ms.JishaSivadasan
10. Mr. Ajish Paul George
11. Ms. EsmiDevis
12. Dr. Preeji K P

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL-2022-2023
SAHRDAYA COLLEGE OF ADVANCED STUDIES, KODAKARA

The meeting began with the Welcome address by the Principal who also appreciated the efforts of the Criterion Incharges in the first cycle of Accreditation. The new IQAC Coordinator informed of the progress with regards to the previous meeting and also stated the Agenda for the present meeting. Executive Director in his introductory remarks applauded the efforts of the members of IQAC for their efforts in the successful completion of the first cycle and requested all support from all members in the upcoming cycle and in the appeal process

AGENDA	DECISIONS
Continuance of Ms. Sheena Sarah Winny	It was decided that Ms. Sheena Sarah Winny, former IQAC Coordinator shall continue the work related to appeal and re accreditation supported by Dr. Karuna K the present IQAC Coordinator who was also the NAAC Coordinator in the first cycle.
Criterion Incharges for next cycle	It was decided that all Criterion In charges shall continue the work related to their respective criterion in the next cycle also
DQAC Members	It was also decided that the same team of DQAC Members may continue their work in the departments
Unnat Bharat Abhiyan	It was decided that the institution should Apply for the UBA programme at the earliest.

Dr. Joy K L, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 12 pm.

IQAC COORDINATOR

IQAC COORDINATOR
SAHRDAYA
 COLLEGE OF ADVANCED STUDIES
 KODAKARA - 680684

CHAIRPERSON, IQAC

Dr. MATHEW PAUL UKKEN
 PRINCIPAL
SAHRDAYA
 COLLEGE OF ADVANCED STUDIES
 KODAKARA - 680684





Venue:-IQAC Room



Time: - 11am to 12 pm



No.of participants:-12

A meeting of the Internal Quality Assurance Cell was held at 12 pm on Tuesday, 14th March 2023 in the IQAC Room.

Programme Chart

- 1. Prayer***
- 2. Welcome address***
- 3. Report presentation of previous meeting***
- 4. Agenda discussion***
 - a. Progress on Appeal***
 - b. Unnath Bharat Abhiyan progress***
 - c. Extension activity during vacation***
 - d. FDP during vacation***
 - e. Financial Support for faculty members for professional development***
 - f. Nature club coordination***
 - g. Any other matter permitted by the Chair***

Attendees

1. Rev.Dr.Devis Chenginiyadan
2. Dr.Mathew Paul Ukken
3. Dr.K.L Joy
4. Dr.Rani M J
5. Dr.Karuna K Nair
6. Ms.Shiji V K
7. Ms.Sandhya Gopinathan
8. Mr.Renjith M
9. Ms.Jisha Sivadasan
10. Mr. Ajish Paul George
11. Ms. Esmi Devis
12. Dr. Preeji K P

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL-2022-2023
SAHRDAYA COLLEGE OF ADVANCED STUDIES, KODAKARA

The meeting began with the Welcome address by the Principal. The IQAC Coordinator informed of the progress with regards to the previous meeting and also stated the Agenda for the present meeting.

	DECISIONS
Action taken report	The action taken report of the previous meeting was discussed and criterion in charges were asked to present the status of the work completed by them
Progress of work by Criterion incharges	It was stated by the Criterion in charges that the data templates shared by them to the departments are not returned on time which creates lag in the consolidation of their data
Unnath Bharath Abhiyan	It was decided that Dr. Preeji K P, Asst. Professor, Dept of Psychology shall be the Nodal Officer for UBA
Extension activity during vacation	It was decided that as part of the Best Practice Sahridayam- various departments shall launch short term certificate programmes to the Plus Two students of nearby areas during vacation Free of Cost.
Collection of Feedback and Performance appraisal of staff	It was decided to collect feedbacks from all stake holders regarding curriculum. Also performance appraisal of faculty members were planned to be conducted in the months of April and May before which it was decided to collect various feedbacks like Student evaluation, Peer evaluation, Employee Satisfaction survey etc
Report submission by Clubs, Cells and Committees	All clubs, cells and committees are informed to submit the reports to the Principal on or before 31 st March 2023
Conduct of FDP and year plan presentation	An FDP on Outcome Based Education was planned to be conducted on 22 nd and 23 rd May 2023. Mr. Renjith, Asst. Professor Dept of Computer Science was entrusted with the coordination of the FDP. Also it was decided to conduct draft year plan presentation before 2 nd week of May and final year plan presentation along with FDP.
Financial Assistance to faculty members for	It was reinstated that each faculty can avail financial assistance up to a sum of Rs. 1000 towards professional development

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL-2022-2023
SAHRDAYA COLLEGE OF ADVANCED STUDIES, KODAKARA

professional development	which can be utilized for Registration fee for FDP, Exam fees for NPTEL Courses etc.
Nature Club Coordination	It was decided in the meeting that coordination of Nature club may be handed over to Ms. Rosalind Manjooran Counselling Cell.

Dr.Joy K L, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 12 pm.



IQAC COORDINATOR

IQAC COORDINATOR
SAHRDAYA
COLLEGE OF ADVANCED STUDIES
KODAKARA - 680684



CHAIRPERSON, IQAC

Dr. MATHEW PAUL UKKEN
PRINCIPAL
SAHRDAYA
COLLEGE OF ADVANCED STUDIES
KODAKARA - 680684



 Venue:-IQAC Room

 Time:- 11am to 12 pm

 No.of participants:-12

A meeting of the Internal Quality Assurance Cell was held at 12 pm on Tuesday, 12th May 2023 in the IQAC Room.

Programme Chart

- 1. Prayer***
- 2. Welcome address***
- 3. Report presentation of previous meeting***
- 4. Agenda discussion***
 - a. Year plan presentation***
 - b. Consolidation of Previous academic year data***
 - c. Induction of new staff members***
 - d. Faculty development programme***
 - e. Department wise LMS updation***
 - f. Programmes to be conducted in June***
 - g. Any other matter permitted by the Chair***

Attendees

1. Rev.Dr.Devis Chenginiyadan
2. Dr.Mathew Paul Ukken
3. Dr.K.L Joy
4. Dr.Rani M J
5. Dr.Karuna K Nair
6. Ms.Shiji V K
7. Ms.Sandhya Gopinathan
8. Mr.Renjith M
9. Ms.Jisha Sivadasan
10. Mr. Ajish Paul George
11. Ms. EsmiDevis
12. Dr. Preeji K P

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL-2022-2023
SAHRDAYA COLLEGE OF ADVANCED STUDIES, KODAKARA

The meeting began with a silent prayer followed by the Welcome address by the Principal. The IQAC Coordinator informed of the progress with regards to the previous meeting and also stated the Agenda for the present meeting.

	DECISIONS
Consolidation of Previous data	It was decided that the data collection of the previous academic year should be completed by 31 st May and that the consolidation of data should be completed by 15 th June 2023.
Year Plan presentation	Schedule of Year plan presentation should be given by IQAC and the departments should incorporate POS and Cos which planning each programme. It was also mentioned that before finalizing the year plan, the Head as well as Programme coordinator from each department should do a draft presentation at the IQAC and incorporate suggestions in the final. The Year plan presentation will be held on the third day of FDP
Induction of new faculty members	IQAC will organize the induction programme of new staff members on the third day of the FDP Programme. Slots have to be arranged for the Exe. Director, Principal, Vice Principals, Finance Officer, Controller of Examinations, Librarian, IQAC Coordinator during the FDP. Orientation on LMS will be arranged by Department of Computer Science.
Faculty Development Programme	Mr. Renjith, Coordinator of FDP briefed about the arrangements done so far. He mentioned that the Dept. of Computer Science is progressing with the Invitation of participants and registration will be done through Google form and attendance shall be marked through QR Code.
Programmes planned to be conducted	All departments were instructed to provide an excel sheet of the programmes planned to be conducted during the year so that it can be included in the Academic Calendar.

Dr.Joy K L, Vice Principal proposed the Vote of Thanks. Meeting came to an end by 12 pm.

IQAC COORDINATOR

CHAIRPERSON, IQAC

IQAC COORDINATOR
SAHRDAYA
 COLLEGE OF ADVANCED STUDIES
 KODAKARA - 680684



Dr. MATHEW PAUL UKKEN
 PRINCIPAL
SAHRDAYA
 COLLEGE OF ADVANCED STUDIES
 KODAKARA - 680684

