



SREEKRISHNAPURAM V.T. BHATTATHIRIPAD COLLEGE

Aided and Affiliated to University of Calicut, NAAC Accredited with B+ Grade

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CRITERION - VI GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5 Internal Quality Assurance System



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Minutes of IQAC Meeting and Action Taken Report 2019-20



SREEKRISHNAPURAM V T BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD, 678633
Affiliated to the University of Calicut

IQAC Minutes
&
Action taken Report

2019-20

IQAC Meeting 2019-20

Meeting 1 – 26th June 2019

IQAC Meeting 1, 26/6/2019

Venue: Principal's Room

Agenda

- Item No.1.0: Approval of the minutes IQAC meeting held on 20/03/2019
Item No. 2.0: Action Taken Report on decisions of IQAC meeting held on 20/03/2019
Item No.3.0: Welcome Newly Constituted members of IQAC and Policy Amendments
Item No.4.0: Academic Calendar Committee
Item No. 5.0: Certificate Courses
Item No. 6.0: Promotion of Research in the college
Item No. 7.0: Submission of proposals for Seminars/Workshops/FDP for the academic year
Item No. 8.0: Environmental Consciousness
Item No: 9.0 Gender sensitization programmes
Item No. 10.0 Awareness on MOOC/ e- content development
Item No.11:0 Internal Lecture Series (FDP) on RAF
Item No: 12.0 General Alumni
Item No. 13.0 AQAR preparation and submission

Minutes of the meeting

Item No.	Item	Decision
1.0	Approval of the minutes IQAC meeting held on 20/03/2019	The minutes of the meeting was circulated and has been confirmed by members.
2.0	Action Taken Report on decisions of IQAC meeting held on 20/03/2019	Refer Table ATR20191
3.0	Welcoming New members of reconstituted IQAC Cell. Policy amendments 1. Admission Policy 2. Mentoring Policy 3. Anti Sexual Harassment Policy 4. Anti Ragging Policy 5. Administrative Policy 6. Divyangjan Policy 7. Resource Mobilization & Finance Policy 8. IT Policy 9. Scholarship & Freeship Policy 10. Policy on Financial Support for Faculty	Welcomed the approved reconstituted IQAC Cell with the following members: Policies amendments were approved <ul style="list-style-type: none">• Dr Jayan Erancheri Illam (Chairman)• Shri. Haridas P. (Head, Department of Statistics)• Dr. Parvathy K P (Head, Department of Sanskrit)• Dr. Geetha K. ((Head, Department of History)• Smt. Rashmi K. (Head, Department of Mathematics)• Smt Vijaylakshmi K. K. (Head, Department of Economics)• Smt. Bindu T. (Head, Department of Commerce)• Smt Rathi K N (Asst. Professor Department of Commerce)• Smt Dhanya K, Librarian• Dr. Sandeep Narayan (Assistant Professor Dept of Mathematics)• Dr. Saritha Namboodiri, (Co-ordinator, IQAC, Department of Computer Science)• Shri Krishnan Namboodiri, Manager Sreekrishnapuram V. T. Bhattathiripad College (Management)• Shri Radhakrishnan, Adminsitrator• Sankaran Namoboodiri (Head Accountant)• Sreelesh (Student Union Chairman)



4.0	Academic Calendar Committee	The new Academic Committee is constituted with the following members: <ul style="list-style-type: none"> • Dr. K. P Parvathy • Smt Rathi K N • Smt Bhavya P V
5.0	Conduct of Certificate Courses	Approved already started certificate courses. Resolved to increase no.of Certificate Course. All department heads were directed to submit proposals for Certificate Courses.
6.0	Promotion of Research in the college	Apply for interdisciplinary research projects.
7.0	Submission of proposals for Seminars/Workshops/FDP for the academic year	All departments submitted their Seminar/Workshop proposals.
8.0	Environmental Consciousness	Waste disposal project proposed. To be initiated by NSS and Nature Club
9.0	Gender sensitization programmes	Woman's Cell was directed to conduct Gender sensitization programs.
10.0	Awareness Programme: MOOC and e- content. Development	Decided to conduct a three-day Workshop on MOOC and content development with publication as Book with ISBN Number.
11.0	Internal Lecture Series (FDP) on RAF	A lecture series on RAF to be conducted from July onwards
12.0	General Alumni Meet	To have General Alumni meet and initiate a registered Alumni. A Committee is constituted wit Sri Haridas P and Smt Bindu T.
13.0	AQAR preparation and submission	Criteria -wise subcommittee constituted during 2018-19 to continue for the year 2019-20.



Meeting on 26th June 2019 was Attended by

Dr Jayan Erancheri Illam (Chairman)

Shri. Haridas P. (Head, Department of Statistics)

Dr. Parvathy K P (Head, Department of Sanskrit)

Dr. Geetha K. ((Head, Department of History)

Smt. Rashmi M P. (Head, Department of Mathematics)

Smt Vijaylakshmi K.K. (Head, Department of Economics)

Smt. Bindu T. (Head, PG Department of Commerce and

Management Studies)

Smt Rathi K N Assistant Professor (Department of Commerce)

Smt Dhanya K, Librarian

Sri Sadeep K, (Assistant Professor, Department of Physical Education)

Dr. Sandeep Narayan (Assistant Professor, Department of

Mathematics)

Dr. Saritha Namboodiri, (Co-ordinator, IQAC, Department of

Computer Science)

Shri Krishnan Namboodiri, North Zone Joint Secretary (Management)

Shri Radhakrishnan, Adminsitrator

Sankaran Namoboodiri (Head Accountant)

Sreelesh (Student Union Chairman)





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Action Taken Report

Meeting 1 – 26/6/2019

Item No.	Item	Decision	Action taken Report
4.0	Reconstitution of IQAC Cell	Reconstitution discussed	Re constitution Approved
5.0	Certificate Courses and MoUs	Approved already started certificate courses. Resolved to increase no. of Certificate Course. All department heads were directed to submit proposals for Certificate Courses.	Certificate Course in Tourism Management was conducted MoUs Signed <ol style="list-style-type: none">1. Collaboration with Sreekrishnapuram Organic Farmers Producer Company Ltd, Kadampazhipuram2. Collaboration with Integrated Community Development Centre, Kadampazhipuram, Palakkad3. Linkage Between Government Higher Secondary School, Kadambur, Ottapalam, Kerala & Sreekrishnapuram V. T. Bhattathiripad College, Mannampatta, Palakkad

Dr Saritha Nambodiri
IQAC Coordinator



Dr Jayan Erancheri Illam
Principal & Chairman

PRINCIPAL
Sreekrishnapuram VT Bhattathiripad College
Mannampatta, Palakkad - 678633

IQAC Meeting 2018-21

Meeting 2 – 24th July 2019

IQAC Meeting with Criteria Coordinators, 24/7/2019

Venue – Principal's Chamber, 2:30 PM




Agenda

- Item No.1.0 Consolidation of Criteria-wise department Reports from the departments.
- Item No. 2.0: Submission of AQAR.
- Item No. 3.0: Regarding MoUs, Certificate Courses and FDPs
- Item No. 4.0: Organizing Seminars by departments
- Item No. 5.0: Result analysis

Minutes of the meeting

Item No.	Item	Decision
2.0	Consolidation of criteria-wise report from the departments	Heads of the departments will submit the data to the subcommittee by 18/11/2019 Arising out discussion it was suggested that Internal Academic Audit may be conducted from 7 th November onwards.
2.0	Submission of AQAR 2018-19	Consolidation of the 2018-19 AQAR by August and data upload will start from 20/11/2019 After approval of IQAC AQAR shall be uploaded by 30/11/2019
3.0	Regarding MoUs, Certificate Courses and FDPs	Departments submitted proposals and they were discussed in detail. Approval was given for the programs.
4.0	Regarding Seminars	Seminar proposals submitted by the departments were approved by the committee.
5.0	Result Analysis	Decided to evaluate university result of 2018-19 AY

Members:

Dr Jayan Erancheri Illam (Chairman) 
Dr. Saritha Namboodiri, (Co-ordinator, IQAC, Department of Computer Science) 
Dr. Sandeep Narayan (Asst. Professor, Department of Mathematics) 

Shri Kamal Raj Mohan 
Shri Arvind G S 
Dr. Asish 
Smt Sathyavathy K 
Smt Subha I N 
Smt Sruthi P A 
Dr Vijayasree K V 





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Action Taken Report

IQAC Meeting 2(Meeting with criteria coordinators) – 24/7/2019

Item No.	Item	Decision	Actions taken
1.0	Consolidation of Criteria-wise department reports.	Heads of the departments will submit the data to the subcommittee by 18/11/2019 Arising out discussion it was suggested that Internal Academic Audit may be conducted from 7 th November onwards.	Submitted the data. Schedule Prepared for Audit
2.0	Submission of AQAR 2018-19	Consolidation of the 2018-19 AQAR by August and data upload will start from 20/11/2019 After approval of IQAC AQAR shall be uploaded by 30/11/2019	Works started and they are nearing completion
3.0	Regarding MoUs, Certificate Courses.	Departments submitted proposals and they were discussed in detail. Approval was given for the programs.	FDP conducted Training Program on Manual of Office Procedure & Kerala Service Rules Certificate Courses conducted 1. Value added course in MS EXCEL 2. Certificate Course in SPSS 3. Value Added Course in Physical Fitness
4.0	Regarding Seminars	Seminar proposals submitted by the departments were approved by the committee.	The following Seminars were conducted 1. Seminar on Empowering Entrepreneurs: Self Employment Insights 2. Seminar on Hadoop Research in Big Data Analytics
5.0	Result Analysis	Decided to evaluate results of 2018-19 Ay	Result analyzed and submitted to authorities

Dr Saritha Namboodiri
IQAC Coordinator



Dr Jayan Erancheri Illam
Principal & Chairman IQAC

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Mannampatta, Palakkad - 678633

IQAC Meeting

Meeting 3 – 6th November 2019

IQAC Meeting, 6/11/2019

Venue – Principal's Chamber, 2:30 PM

Agenda

- Item No. 1.0 Approval of minutes of IQAC meeting held on 24/7/19 and discussion of ATR
- Item No 2.0 : Establishment of **VAIKHARI** Centre for Heritage Studies
- Item No. 2.0: Strategic Plan, Submission of AQAR
- Item No. 3.0: Regarding MoUs, Certificate Courses and FDPs
- Item No. 4.0: Organizing Seminars by departments
- Item No. 5.0: Student Feedback, Audit & Report on E Governance

Minutes of the meeting

Item No.	Item	Decision
1.0	Approval of minutes and discussion of ATR	Minutes approved and ATR was discussed.
2.0	Regarding VAIKHARI Centre for Heritage studies	The Centre was officially established. Main mission of the center is proposed as research and promotion of Indian Knowledge System, Heritage of Kerala.
3.0	Strategic Plan, Submission of AQAR 2018-19 and internal audit	Consolidation Completed. Preparation for internal audit is underway. Discussed and approved strategic plan 2019-20
4.0	Regarding MoUs, Certificate Courses and FDPs	Departments submitted proposals and they were discussed in detail. Approval was given for the programs.
5.0	Regarding Seminars	Seminar proposals submitted by the departments were approved by the committee.
6.0	Student Feedback, Audit & Report on E Governance	Decided to take student feedback in January 2020. E-Governance report submitted and decided to conduct internal audit

Members:

- Dr Jayan Erancheri Illam (Chairman)
- Sir S Krishnan Namboodiri, Secretary Sree Sankara Trust
- Shri. Haridas P. (Department of Statistics)
- Dr. Parvathy K P (Head, Department of Sanskrit)
- Dr. Geetha K. ((Head, Department of History)
- Smt. Rashmi M P. (Head, Department of Mathematics)
- Smt Vijayalakshmi K.K. (Head, Department of Economics)
- Smt. Bindu T. (Head, Department of Commerce and Management Studies)
- Smt. Rathi K N Assistant Professor (Department of Commerce)
- Dr.Sandeep Narayan (Assistant Professor, Department of Mathematics)
- Dr.Saritha Namboodiri, (Co-ordinator, IQAC, Department of Computer Science)





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Action Taken Report

IQAC Meeting 3 – 6/11/2019

Item No.	Item/ Decisions	Action taken
2.0	Regarding <i>VAIKHARI</i> Centre for Heritage studies	<i>VAIKHARI</i> was established. A coordinator was assigned to the center. All activities related to Indian Knowledge system will be supervised and implemented by the center.
3.0	Strategic Plan. Submission of AQAR 2018-19 and Internal Audit	Submission AQAR will be given priority. Internal audit was conducted. Conducted the Academic & Administrative Audit.
4.0	Regarding MoUs, Certificate Courses and FDPs The proposals were accepted.	Certificate Courses Add on course on Object Oriented Programming MoUs established College signed following MoUs <ol style="list-style-type: none">1. Collaboration of the UGC STRIDE Component 1 Project with Kanchi Kamakoti Yajurveda Patasala, Irinjalkkuda2. Collaboration of the UGC STRIDE Component 1 Project with Sree Kerala Varma College3. Collaboration of the UGC STRIDE Component 1 Project with NSS Training College4. Collaboration of the UGC STRIDE Component 1 Project with Sree Neelakanta Gov. Sanskrit College5. Collaboration of the UGC STRIDE Component 1 Project with Arsavidya Gurukulam Samaveda Pathasala6. Collaboration of the (UGC STRIDE Component 1 Project with Vadakke Madham Brahmaswam, Thrissur
5.0	Regarding Seminars. Approval was given to departments for conducting the proposed seminars/workshops.	Seminars/Workshops conducted after the approval of IQAC <ol style="list-style-type: none">1. National Workshop on Empowering the Researcher in You With “R”2. Workshop on Advanced Python for Research3. National Seminar on Building Global Workforce in Entrepreneurial Scenario - Opportunities and Challenges4. National Seminar on Recent Research in Sanskrit and Computational Linguistics5. Seminar on Recent Research Works on Local history of Zamorin's Province - ‘Kuthiravattom Swaroopam’6. Workshop on LaTeX for Writing Research Papers7. National Workshop Data Science and Analytics Using Python
6.0	Student Feedback, Audit & Report on E Governance	Decided to take student feedback in January 2020. Governance report submitted and decided to conduct internal audit

Dr Ssritha Namboodiri
IQAC Coordinator

Dr Jayan Erancheri Illam
Principal (Chairman IQAC)

PRINCIPAL

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