



SRI VYASA NSS COLLEGE

Affiliated to University of Calicut and Reaccredited by NAAC with B Grade

Vyasagiri P.O, Wadakkanchery Thrissur, Kerala - 680623

Office: 04884-237249, Principal : 6238139722

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IQAC Minutes



Members [IQAC], Sri Vyasa N S S College, Wadakkancheri

- 1) Dr. P. Geetha (Principal)
- 2) Dr. R. Manu, Coordinator [IQAC]
- 3) Dr. Akhil K. Nair
- 4) Dr. V.K.Sreenivas
- 5) Dr. Sanesh.C.
- 6) Dr. Jyothirmani Vatakayil
- 7) Dr. Pradeep Kumar.K
- 8) Mrs. Uma Parvathy.V
- 9) Mrs. Dhanya. S
- 10) Sri. Susheel Rahul. K
- 11) Mr. Akhil Damodharan.
- 12) Smt. Jyothi G Nair
- 13) Mr. S. Sivaraaj

Dr. R. MANU
IQAC Co-ordinator
Sri Vyasa NSS College
Vyasagiri.P.O, Wadakkanchery
Thrissur-680 623, Kerala


7/6/22

IQAC - Meeting

Date: 07/06/22, ~~Monday~~
 Venue: Principal's Cabin

- 1) AQAR - 2020-2021
- 2) Self Study report
- 3) Academic calendar - 20-22
- 4) Any other matter relevant for NAAC Process

IQAC Committee meeting was held in principal's chamber. As dead line for the AQAR (20-21) is fast approaching, the coordinator advised all HoDs to make swift action to consolidate all files pertaining to AQAR (20-21). The Committee decided to make the final date as 28-06-22 as the date for submission by dept. In SSR Preparation a Committee constituted should be revamped and each Criteria Convener has to take their role in completing the documents for SSR Preparation. The Committee also proposes to nominate one faculty as NAAC coordinator. Academic calendar for (2021-22) was submitted with Mrs. Smita HoD, Maths. The Committee also discussed to review the status of the various work committees as per Calendar and do the needful to activate the same. This included file, Registry, admission etc and other matters. The meeting came to a close by 4:15 PM.

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- 13) Mr. S. Sivaraaj

2/3
10/08/22

Dr. R. MANU
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IQAC Meeting

Meeting of the IQAC members were held on Friday 10/08/2022 @ 11:00 am at Principal's Cabin.

Agenda of the meeting

- ① Uploading on Criteria wise documents
- ② Selection of Conveners for each criteria
- ③ Status of Self Study report
- ④ Submission of AQAR (2020-2021)
- ⑤ Activities of various Committee of
- ⑥ Distribution of files

Discussion were held on the points as per agenda. Criteria Conveners already selected for the purpose of consolidating the document for SSR preparation was clarified. The Conveners were advised to start the department visit to verify files. The members of the group were of opinion to fix date for completion of department visit and then to hold further meeting regarding file preparation of each department. SSR preparation based on filled template were given print out (I-III) criteria to each of the Criteria Conveners. For AQAR Submission, the files that are needed viz. Academic calendar, and other dept-wise details were to be provided from the Committee meant for the same. The meeting also looked into activities of various committee

IQAC meeting

Distribution of files of various departments
Date: 10-8-22

Meeting was held regarding the file preparation and distribution on behalf of NAAC process. New files with full details and college logo was prepared and Rs 2500 for main department and 1000 for other teaching department. The meeting held discussion on the progress of criteria wise visit to various department and the progress of preparation of each department.

Members Present / HOD		No.	Sign
1)	Dr. Devadas Physics	25	
2)	Dr. K.V. Rohini Chemistry	25	
3)	Dr. Jyothirmay History	25	
4)	Dr. Suresh C. Commerce	25	
5)	Mrs. Snidha P Maths	25	
6)	Dr. Dhanya - Sanskrit	10	
7)	Dr. Ashanof (Maley)	10	-
8)	Mrs. Dhanya (Ecom)	25	
9)	Dr. K.N. Srinivasan (Botany)	25	-
10)	Dr. Annapoorna Jyes (Eng) (Jr)	25	
11)	Dr. Bindhu (Physical Ed)	10	-
12)	Dr. P. Geetha (Hindi)	10	-

29/8/22
 Dr. R. MANU
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- 9) Mrs. Dhanya. S
- 10) Sri. Susheel Rahul. K
- 11) Mr. Akhil Damodharan.
- 12) Smt. Jyothi G Nair
- 13) Mr. S. Sivaraaj


22/12/22

Dr. R. MANU
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IQAC - Meeting

Date: 12-12-2022

Venue: Principal's Cabin

Time: 2.00 PM.

Agenda:

- ① Final Submission of AQR- 20-21
- ② Update of status report SSR preparation
- ③ Visit of NAAC Member Dr. N. Dharmadika
on 11/02/2023
- ④ Estimation - for various works -
dept and other groups
- ⑤ Any other matter pertaining to NAAC

The meeting discussed the matters put on agenda. (AQR) for (20-21) there was need some more geo-tagged photos to be attached. The concerned Criteria Conveners are requested to do the same at the earliest. The meeting also discussed the status report of SSR, and the Committee make suggestion for the improvement of the same through arranging dept. visit by Conveners during working week. The IQAC committee also conveyed the members regarding the Dr. Dharmadika visit on 11/02/2023 (Saturday) to give an all round asses. of the SSR preparation and in scrutinizing files already prepared. The meeting also discussed on taking steps for improvement of facilities and was told to make the estimate of the work to be done for each dept. The in-charge of the depts were advised to prepare list of requirements for their depts. The meeting concluded.

IQAC Meeting - HoD's

Date: 07-02-2023

Venue: Chemistry Seminar Hall

Time: 3.30 pm

Agenda: To discuss the programme schedule on 11 of 12-02-2023 in connection with NAAAC team member visit.

Meeting of HoD's of all departments were held ~~on~~ to discuss the schedule. The members were informed about the visit during early meeting and the final schedule of the visit to be updated. All HoD's have been given the template of the presentation slides to be prepared and presented during the visit. Coordinator briefed about the programme schedule and the presentation time for each dept. will be finalized and displayed. Coordinator told them about the off days (2 nos) they can avail for Saturday and Sunday programme. Food and other needs will be met during the schedule and they are referred to the programme schedule. The meeting also discussed about the files to be ready and the various criteria points already formed for preparation. The meeting came to close by 4.30 pm.

Members Present.

- 1) Dr. R. Manu. IQAC Convener
- 2) Dr. Jyothirmy Vatakayi, HoD, Ho-Br
- 3) Dr. Suresh. C HoD Common
- 4) Dr. Annafrance u English
- 5) Mrs. Dhanya. M. V u E. Linn
- 6) Mrs. Smithe u Maths
- 7) Dr. Asha. M. u Malayalam
- 8) Mrs. Dhanya. K. u Sanskrit
- 9) Dr. P. Lucia - Principal.
- 10) Mr. Vineth. S. Asst. Pa. Physics

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[Signature]
 7/12/23

IQAC Meeting

Venue: Principal Cabin
 Date: 01-03-2023
 Time: 3.30pm

Agenda

- ① Status of the various Criteria cells for the SSR preparation
- ② The progress of the key points, taken during Dr. Dhamachari's visit.
- ③ Academic calendar, AQAR 21-22 Preparation
- ④ Other relevant matters pertaining to NAAC.

The Committee finalized the dates for the inspection of the Criteria prep files prepared by each department. The visit of the individual Criteria Convenor to various dept. was finalized and the same was put on whatsapp group. The D's were asked to take steps to update the files on key points served by NAAC per visit. Academic Calendar preparation has to be completed and all the events, schedules, internal exams etc are to be programmed during academic calendar preparation.

[Signature]
01/03/23

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Members Present.

- 1) Dr. P. Geetha. P. Principal
- 2) Dr. R. Manu - Convener IQAC
- 3) Dr. Surenivas. HoD. Botany
- 4) Dr. Saneeth. C - HoD. Commerce
- 5) Dr. Jyothsna Mary - HoD History
- 6) Dr. Aslamol. HoD Malayalam
- 7) Dr. Dhanya. K. HoD Sanskrit
- 8) Mrs. Dhanya. M. HoD Economics
- 9) Mrs. Smitha. P. HoD Mathematics
- 10) Dr. Devadas. K. M. HoD Physical
- 11) Dr. Bindhu. V. S. HoD Physical Education
- 12) Mr. Umikrishnan - M.S. Ass. Prof. Physics

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01/03/23

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