

NSS COLLEGE, PANDALAM

Pathanamthitta

Kerala

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Internal Quality Assurance Cell



Minutes

2022-2023

IQAC Meeting 23.06.2022

A meeting of the IQAC of our College is scheduled to be held at 12.00 Noon on 23.6.2022 (Thursday). All members of the IQAC are requested to be present in the IQAC on time.

Agenda

1. AQAR Submission
2. Review of IQAC Activities (2021-22)
3. Preparation of Action Plan (2022-23)
4. Any other matter.



Dr. K. JAYAKUMAR
 Coordinator, IQAC
 N.S.S. College, Pandalam
 Pathanamthitta, Kerala



Principal
 U. S. S. College, Pandalam

Dr. Sasavara Kumar S
 Dr. BANJITH KRISHNAN K.R.

Dr. LEKHA PILLAI

Dr. KUKHASKKI K.R.

Dr. K.G. Padmakumaran Nair

Dr. Santhosh Kumar. R.



Leads



Action Taken Report of the IQAC Meeting
 held on 07.03.2022.

- Placed the AQAR for the year 2020-21 before the College Council and got the approval.

- Given directions to all the Office Bearers of the Clubs/Cells/other bodies to conduct programmes related to social service.

Minutes of the Meeting (23.6.2022)

The meeting began at 12.00 Noon in the presence of Dr. Binjana. S. (Principal-in-Charge). The action taken report was presented by Dr. Jayakumar. K. (IQR, Co-ordinator) and was passed.

Decisions and Suggestions

- Since the date for submitting the AQAR for the year 2020-21 is extended and certain new queries related to NEP 2020 were also asked, it is decided to submit the AQAR after including the additional documents.
- The meeting reviewed the activities of IQRC during the academic year 2021-22 and noted that most of the activities of the action plan were carried out satisfactorily. It is also pointed out that the IQRC was instrumental in all the activities of the College and rendered all the possible and needed service to the Departments/Clubs/Cells/Other bodies/Committees for effectively implementing their respective action plans.

- Resolved to inform all the departments to prepare and submit the action plan for the year 2022-23.
- Decided to prepare the academic calendar for the year 2022-23.
- Suggested that while preparing the action plan give emphasis on the areas where the college is needed improvement especially on Research (Publications/Projects/ Programmes) ~~and~~, Result and Infrastructure.
- Dr. Jayakumar, K. (Coordinator, IQAC) informed that the term of office of the present IQAC is over and asked to reconstitute the IQAC. The meeting decided to recommend College Council to take steps in the matter.
- The Coordinator thanked all the members of the IQAC of the College, faculties of all the Departments and Administrative Staff of the College for giving support and rendering the service through out the term.



Dr. K. JAYAKUMAR
Coordinator, IQAC
N.S.S. College, Pandalam
Pathanamthitta, Kerala.



Principal
N. S. S. College, Pandalam

NOTICE

A meeting of the newly constituted IQAC will be held on July 29, 2022, at 2:00 PM, in the conference hall. All are requested to kindly make it convenient to attend the same.

Dr. Jyolsna S.
Coordinator, IQAC

Dr. Anjana J.
Principal-in-Charge

Agenda.

1. Allocation of criteria
2. Formation of action plan of the newly constituted IQAC for the academic year 2022-2023.
3. Preparation of Academic Calendar (2022-23).
4. Collection of Data for AQAR 2021-22

Attendance

Dr. Jyolsna S.

Dr. Sreekala B.

Dr. Ranjith Krishnan K.R.

Dr. Rekhasree K.R.

Dr. Saravana Kumar S.

Dr. Chithra V.

Dr Santhoshkumar R.

Dr Remyakrishnan R.

Dr. Sreenath K.

Minutes of the IQAC Meeting

Date: July 29, 2022

Time: 2:00 PM

Venue: Principal's Chamber

The meeting of the newly constituted IQAC committee commenced at 2:00 PM in the Conference Hall with Dr Anjana J. as the chair. The meeting began with a silent prayer and welcome address by Dr Jyolsna S. The Principal officially announced the composition of the newly constituted IQAC as per the decision of the college Council held on 14/07/2022. College Council decision for new IQAC members comprised of the IQAC coordinator to be Dr Jyolsna S, Assistant Professor, Department of Economics to be the new IQAC Coordinator and members to be Dr Sreekala B. Assistant Professor, Department of English, Dr Ranjith Krishnan K.R. Assistant Professor, Department of English, Dr Rekhasree K.R. Assistant Professor, Department of Sociology, Dr Saravana Kumar S. Assistant Professor, Department of Physics, Dr Chithra V. Assistant Professor, Department of Biochemistry, Dr Santhoshkumar R. Assistant Professor, Department of Botany, Dr Remyakrishnan R. Assistant Professor, Department of Economics, Dr Sreenath K. Assistant Professor, Department of chemistry. The principal congratulated the members of the newly appointed IQAC Coordinator and the team members. The first task at hand was the assignment of criteria to faculty members. The distribution of criteria was done as follows:

- Criterion 1: Assigned to Dr Chithra V.
- Criterion 2: Assigned to Dr S. Saravanakumar
- Criterion 3: Assigned to Dr Santhoshkumar R.
- Criterion 4: Assigned to Dr Sreenath K.
- Criterion 5: Assigned to Dr Renjith Krishnan K.R.
- Criterion 6: Shared between Dr Sreekala B. and Dr Remya Krishnan K.R.
- Criterion 7: Assigned to Dr Rekhasree K.R.

- The principal (in charge), Dr J. Anjana proposed a brainstorming session among IQAC members to prepare the action plan for 2022-23 and enhance the college's performance.

- The committee decided to instruct the Heads of Departments to submit the Academic Calendar for 2022-23 before August 15, 2022. The IQAC team will draft guidelines to create action plans for departments and clubs, aligning the year's activities with NAAC metrics.
- The IQAC coordinator reported that data collection for the preparation of AQAR 2021-22 needs to commence promptly, considering the submission deadline in December 2022. Therefore, initiating data collection from the departments is imperative at this stage. It was decided to appoint department-level coordinators for NAAC, and Heads of Departments (HODs) were directed to select department-level criteria holders to facilitate smooth data collection for AQAR.
- The committee agreed to organise Independence Day celebrations in the college to commemorate the 75th Independence Day, with the support of NSS and NCC units.
- An orientation program for teachers with less than 5 years of service was approved, focusing on the valuation of answer scripts.
- An orientation session for 5th semester students regarding the selection of open courses was endorsed.
- Decided to direct all HODs to initiate new add-on courses in their respective departments promptly.
- Coordinator, IQAC requested Dr Ranjith Krishnan K.R., the PTA Secretary, who is also a member of the IQAC, to review the fund availability and fund generation for the year 2022-2023. The proposal from IQAC regarding the use of PTA funds for the girls' toilet complex must be a required part of PTA activities this academic year. The PTA should take steps to release funds to the building committee as soon as they receive permission from college management and approval from the PTA.
- It was decided to thoroughly analyse recently published university exam results, with special attention to students with below-par performance. Remedial teaching and peer teaching were recommended for their improvement.

The meeting concluded with these decisions at 3.30 pm.

NOTICE

A meeting of the newly constituted IQAC will be held on August 28, 2022, at 2:30 PM, in the conference hall. All are requested to kindly make it convenient to attend the same.

Dr. Jyolsna S.
Coordinator, IQAC

Dr. Anjana J.
Principal-in-Charge

Agenda.

1. Reconstitution of the office bearers of various Clubs/ Cells and Committees
2. Conduct of the Student Induction Programme
3. Training Programmes for Teaching and Non- Teaching Staff
4. Collection of Data for NIRF AISHE

Attendance

Dr. Jyolsna S.

Dr. Sreekala B.

Dr. Ranjith Krishnan K.R.

Dr. Rekhasree K.R.

Dr. Saravana Kumar S.

Dr. Chithra V.

Dr Santhoshkumar R.

Dr Remyakrishnan R.

Dr. Sreenath K.

- ***PTA Funds Review and Allocation:***
 - Dr Ranjith Krishnan K.R. reviewed fund availability and generation for 2022-2023.
 - IQAC's proposal to use PTA funds for constructing a new girls' toilet complex was approved and funds were allocated following permissions from the Management.
- ***Analysis of University Exam Results:***
 - Completed a thorough analysis of the latest university exam results.
 - Implemented remedial and peer teaching strategies for students identified with below-par performance.

This Action Taken Report encapsulates the swift and effective actions taken by various bodies within the college post the last IQAC meeting to enhance academic and administrative functions.

Minutes of the IQAC Meeting

Date: August 28, 2022
Time: 2:30 PM
Venue: Principal's Chamber

The meeting of the IQAC commenced at 2:00 PM in the Conference Hall with Dr Anjana J. as the chair. The meeting began with a silent prayer and welcome address by Dr Jyolsna S., the new IQAC Coordinator. The Action Taken Report presented by the IQAC Coordinator was passed by the Committee.

Decisions and Suggestions

- **Reconstitution of the Office Bearers of Various Clubs/Cells and Committees:**
 - **Discussion:** Reviewed the performance and composition of current office bearers. Emphasized the need for active participation and fresh ideas in the management of clubs, cells, and committees.

- **Decision:** Agreed on reconstituting the office bearers based on recent evaluations and future needs. Decided to distribute a willingness form to faculty members to gauge interest and suitability for various roles within clubs, cells, and committees. Set a specific timeframe for the return of these forms to ensure timely reconstitution and transition.
- **Conduct of the Student Induction Programme:**
 - **Discussion:** Evaluated the effectiveness of previous induction programs and proposed enhancements.
 - **Decision:** Approved the schedule and format for the upcoming Student Induction Programme, focusing on integrating new students into the college environment effectively.
- **Training Programmes for Teaching and Non-Teaching Staff:**
 - **Discussion:** Identified key areas where training is required, including technological upgrades and soft skills enhancement. Reviewed the necessity of structured training for both teaching and non-teaching staff to enhance professional skills and adapt to educational advancements.
 - **Decision:** Decided to organize separate training sessions for teaching and non-teaching staff; committee to finalize the trainers and the training schedule. It was determined that the Human Resource Development Cell of the college should coordinate these training programs. This includes planning, scheduling, and executing various training sessions tailored to the specific needs of teaching and non-teaching staff, ensuring all personnel are equipped with the latest skills and knowledge relevant to their roles.
- **Collection of Data for NIRF AISHE:**
 - **Discussion:** Discussed the importance of timely and accurate data submission for NIRF and AISHE rankings.
 - **Decision:** Assigned roles to department heads for data collection and established a deadline for data submission. Also, decided to conduct a review meeting before the final submission to ensure data accuracy and completeness.

Additional decisions

- IPR Awareness Programs:
 - Discussion: Recognized the growing importance of intellectual property rights education in academia and research.
 - Decision: Agreed to conduct IPR awareness programs to educate faculty and students about the significance of intellectual property, how to protect their own creations, and respect others' intellectual property rights.
- **Proposal for More Career Orientation Programs:**
 - **Discussion:** Acknowledged the need for enhanced career support for students to better prepare them for post-graduation opportunities.
 - **Decision:** The committee proposed to increase the number of career orientation programs. It was decided that the Career Guidance and Placement Cell should take the lead in organizing these programs. A schedule for upcoming sessions, along with potential speakers and workshop topics, will be developed to ensure comprehensive career support.
- **Constitution Awareness Programs:**
 - Discussion: Noted the importance of raising awareness about the constitution among students to foster a deeper understanding of civic responsibilities and rights.
 - Decision: Agreed to increase the frequency and scope of constitution awareness programs. It was decided that more comprehensive and interactive sessions should be organized throughout the academic year. A plan was developed to collaborate with legal experts and educators to facilitate these programs, aiming to enhance student engagement and knowledge.

The meeting concluded at 3.45 pm

seminars, and guest lectures aimed at providing students with valuable insights into various career paths and enhancing their employability skills.

- **Constitution Awareness Programs:**

- **Action Taken:** Increased constitution awareness programs were conducted. These programs, featuring interactive sessions with experts and educators, Quiz competitions and Debate competitions, successfully raised students' awareness and understanding of constitutional rights and responsibilities.

Minutes of the IQAC Meeting

Date: December 18, 2022

Time: 2:30 PM

Venue: Principal's Chamber

The IQAC meeting convened at 2:00 PM in the Conference Hall, chaired by Dr. Anjana J. The session commenced with a moment of silence, followed by a welcoming address from Dr. Jyolsna S., the IQAC Coordinator. The Action Taken Report, delivered by the IQAC Coordinator, was reviewed and approved by the Committee.

Decisions and Suggestions

1. **AQAR Submission 2021-22:**

- Discussed the importance of timely and accurate data collection for the Annual Quality Assurance Report (AQAR).
- Decided to appoint department-level coordinators for data collection and set a deadline for submission before the specified cutoff date.

2. **Result Analysis:**

- Analyzed the recently published university exam results.
- Identified areas of concern, including student performance below expectations.
- Decided to implement remedial teaching programs and peer-assisted learning initiatives to address student needs.

3. **Conduct of the Workshop on NEP:**

- Acknowledged the significance of understanding and implementing the National Education Policy (NEP).
- Agreed to organize a workshop to familiarize faculty members with the key provisions and implications of the NEP.

4. Conduct of Antinarcotic Programs:

- Recognized the importance of creating awareness about the dangers of narcotics among students.
- Decided to direct NCC, NSS and Anti-narcotic Cell to conduct anti-narcotic programs in collaboration with relevant authorities to educate students about the consequences of substance abuse.

5. Conduct of the Seminars/Workshops on Research Methodology, IPR, and Entrepreneurship Development:

- Emphasized the need for enhancing research skills and fostering innovation among students and faculty.
- Decided to organize seminars and workshops on research methodology, intellectual property rights (IPR), and entrepreneurship development to promote a culture of innovation and creativity.

6. Participation in UBA and IIC:

- Discussed the benefits of participating in the Unnat Bharat Abhiyan (UBA) and Institution's Innovation Council (IIC) initiatives.
- Decided to actively participate in both UBA and IIC activities to contribute to rural development and foster a culture of innovation and entrepreneurship on campus.
- Agreed to submit a proposal to the college council to constitute a committee for UBA and IIC to oversee and facilitate the institution's involvement in these initiatives.

The meeting was adjourned at 4.00 pm.

NOTICE

A meeting of the newly constituted IQAC will be held on February 16, 2023, at 2:30 PM, in the conference hall. All are requested to kindly make it convenient to attend the same.

Dr. Jyolsna S.
Coordinator, IQAC

Dr. Anjana J.
Principal-in-Charge

Agenda.

1. Gender Sensitization Programmes
2. Conduct of Medical Camp
3. Feedback Analysis
4. Renewal of INFLIBNET
5. Purchase of Books and Journals

Attendance

Dr. Jyolsna S.

Dr. Sreekala B.

Dr. Ranjith Krishnan K.R.

Dr. Rekhasree K.R.

Dr. Saravana Kumar S.

Dr. Chithra V.

Dr. Santhoshkumar R.

Dr. Remyakrishnan R.

Dr. Sreenath K.

Minutes of the IQAC Meeting

Date: February 16, 2023
Time: 2:30 PM
Venue: Principal's Chamber

The IQAC meeting began at 2:00 PM in the Conference Hall, with Dr. Anjana J. serving as the chairperson. The session started with a silent prayer, after which Dr. Jyolsna S., the IQAC Coordinator, delivered a welcoming address. Subsequently, the Committee reviewed and approved the Action Taken Report presented by the IQAC Coordinator.

Discussion and Decisions:

1. Conduct of Medical Camp:

- Discussed the importance of organizing a medical camp for the benefit of students and staff.
- It was decided to partner with Karunya Eye Clinic in Pandalm for an Eye Testing Camp, and also with The Mannam Ayurveda Medical College for a medical camp.

2. Feedback Analysis:

- Reviewed feedback received from students, faculty, and staff regarding various aspects of college operations.
- Decided to analyze the feedback comprehensively to identify areas for improvement and implement necessary changes.

3. Renewal of INFLIBNET:

- Discussed the renewal of membership with the Information and Library Network (INFLIBNET).
- Agreed to proceed with the renewal process to ensure continued access to INFLIBNET services and resources.

4. Purchase of Books and Journals:

- Discussed the need to update the college library's collection with new books and journals.
- Decided to allocate funds for the purchase of books and journals based on recommendations from the library committee.

The meeting was adjourned at 3.45 p.m.