

NSS COLLEGE, PANDALAM

Pathanamthitta

Kerala

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Internal Quality Assurance Cell



Minutes

2024-25

NOTICE

A meeting of the IQAC of our college will be held on June 4 (Tuesday), 2024, 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

Prof. (Dr). M.G. Sanalkumar
Principal-in-Charge

Agenda.

1. Department Action Plan preparation
2. Preparation of Academic Calendar (2023-24).
3. FYUGP Implementation in the Academic Year 2024-2025
4. Collection of Data for AQAR 2023-24
5. Environment Day Celebration
6. IIQA submission of NAAC reaccreditation
7. Yoga Day celebration
8. NEP Orientation and sensitization programme for faculty members

Members

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.

Pandalam

03/06/2024

Minutes of the Meeting held on June 4, 2024 (Tuesday)

Venue: Conference Hall

Time: 2:00 PM

Members present

Dr. Saravana Kumar S.

Dr. Chithra V.

Dr. Remyakrishnan R.

Dr. Santhoshkumar R.

Dr. Ranjith Krishnan K.R.

Dr. Sreekala B.

Dr. Sreenath K.

Dr. Rekhasree K.R.

The IQAC meeting was convened at 2:00 PM in the Conference Hall, presided over by Prof. (Dr.) M.G. Sanalkumar, Principal-in-Charge. Dr. Jyolsna S., IQAC Coordinator, welcomed the members and provided an overview of the agenda.

Review of Previous Meeting's Action Plan

The meeting began with a review of the action plan from the previous meeting. The IQAC Coordinator presented an update on key initiatives, including AQAR data collection, NAAC accreditation preparations, and the implementation of academic and institutional improvements. She emphasized the importance of meeting deadlines and ensuring active participation from all departments. The Principal-in-Charge reiterated that the institution must maintain a structured and systematic approach to quality enhancement and accreditation.

Departmental Action Plans and Academic Calendar Preparation

The Principal-in-Charge emphasized that each department must submit a detailed action plan for the academic year 2024-25 by June 15, 2024. These plans must be aligned with institutional goals and NAAC metrics to ensure an effective roadmap for the year. The IQAC Coordinator stated that the institutional Academic Calendar will be finalized only after receiving the department-wise action plans and the University's Academic Calendar. It was decided that IQAC would provide a framework to guide departments in preparing their plans.

FYUGP Implementation in the Academic Year 2024-2025

The IQAC Coordinator informed the members that the University of Kerala has completed the process of implementing the Four-Year Undergraduate Programme (FYUGP), and as an affiliated institution, the college must adopt the new system from the current academic year. The Principal emphasized the need for immediate preparations to ensure a smooth transition.

After deliberation, the committee decided to take necessary actions for the structured implementation of FYUGP, including:

- Forming a College-Level Academic Committee to oversee the overall execution of FYUGP, address challenges, and provide guidance to faculty and students.
- Establishing Department-Level Academic Committees to facilitate the curriculum transition, support students, and ensure compliance with university guidelines.
- Conducting orientation sessions for faculty members to familiarize them with the new structure, credit framework, and evaluation methods.
- Preparing a detailed implementation roadmap to align departmental academic plans with the FYUGP framework.

Data Collection for AQAR 2023-24

The IQAC Coordinator stressed the urgency of beginning data collection for AQAR 2023-24 to ensure a smooth and timely submission. She pointed out that comprehensive documentation is crucial for the accreditation process. It was decided that HoDs and designated faculty members responsible for AQAR data would be given clear guidelines and deadlines. The Principal-in-Charge urged all departments to take this process seriously and ensure that all necessary data is submitted without delay.

World Environment Day Celebration

The members discussed plans for celebrating World Environment Day on June 5. The Principal-in-Charge suggested that the NSS and NCC units take the lead in organizing tree-planting drives and awareness sessions. The members agreed that these activities should actively involve students and faculty to promote environmental consciousness.

IIQA Submission for NAAC Reaccreditation in RAF Format

The IQAC coordinator informed the members that the current accreditation is valid until November 14, 2024. As the institution has already submitted four AQARs, it is now eligible to apply for NAAC reaccreditation for the fourth cycle. She emphasized that the IIQA must be submitted in the Revised Accreditation Framework (RAF) format before the June 30, 2024, deadline.

The IQAC Coordinator explained that opting for the RAF format is crucial, as failing to do so would mean undergoing the binary accreditation process. The members unanimously agreed to proceed with the NAAC accreditation in RAF format. The IQAC will oversee the submission process, ensuring compliance with the necessary requirements.

International Yoga Day Celebration

The meeting also discussed the organization of International Yoga Day on June 21. The Principal-in-Charge highlighted the significance of yoga in promoting physical and mental well-being. It was decided that the Department of Physical Education, in collaboration with NSS and NCC, would organize a yoga awareness session and a demonstration event for students and faculty.

NEP Orientation and Sensitization Programme for Faculty

The IQAC Coordinator informed the members that NEP training is now mandatory for all faculty members and will be conducted by the Teacher Education Centres of UGC. She emphasized that all faculty members must enrol in and complete the NEP sensitization programme as per UGC directives.

The Principal-in-Charge directed that official instructions be issued to all faculty members, making participation in this programme compulsory.

Conclusion and Next Steps

The Principal-in-Charge expressed appreciation for the active participation of all members and stressed the importance of timely execution of all decisions. He urged all departments to adhere strictly to the deadlines set for submitting action plans and AQAR data.

The meeting concluded with a vote of thanks by the IQAC Coordinator, who assured regular follow-up on all discussed initiatives. The next IQAC meeting will be scheduled soon to assess the progress of these decisions.

Dr. Jyolsna S.
IQAC Coordinator
N.S.S. College, Pandalam

Prof. (Dr). M.G. Sanalkumar
Principal-in-charge

NOTICE

A meeting of the IQAC of our college will be held on July 23, (Tuesday), 2024, 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

Prof. (Dr). M.G. Sanalkumar
Principal-in-Charge

Agenda.

1. SSR Preparation
2. Formation of NAAC Steering Committee
3. Conduct of Regular Programmes – Planning for Hrudayapoorvam and Vidyanidhi initiatives.
4. Open Course Orientation

Members

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.

Pandalam

22/07/2024

Minutes of the meeting held on July 23, (Tuesday), 2024

Venue: Conference Hall

Time: 2:30 PM

Members present

Dr. Sreenath K.

Dr. Rekhasree K.R.

Dr. Santhoshkumar R.

Dr. Chithra V.

Dr. Ranjith Krishnan K.R.

Dr. Remyakrishnan R.

Dr. Saravana Kumar S.

Dr. Sreekala B.

The IQAC meeting was convened at 2:30 PM in the Conference Hall, presided over by Prof. (Dr.) M.G. Sanalkumar, Principal-in-Charge. Dr. Jyolsna S., IQAC Coordinator, welcomed the members and provided an overview of the agenda. The meeting began with a review of the Action Taken Report (ATR) on the decisions made in the previous IQAC meeting. The departmental action plans were prepared and submitted, and the Academic Calendar for 2023-24 was finalized after incorporating the university's academic schedule. Data collection for AQAR 2023-24 was initiated, with instructions given to all departments. The World Environment Day was successfully observed with active participation from various departments, NCC, and NSS. The IQA submission for NAAC reaccreditation in the RAF format was completed on June 25, 2024, and was accepted. The college also celebrated International Yoga Day as per the planned schedule. Regarding the NEP Orientation and Sensitization Programme for faculty members, instructions were given to all teachers, and a few faculty members have already completed the program.

Additionally, the implementation of the Four-Year Undergraduate Programme (FYUGP) was discussed, recognizing the necessity to align with the University of Kerala's newly introduced framework. Following this, the College-Level Academic Committee (CLAC) was formed, with Dr. Ranjith Krishnan K.R. from the Department of English appointed as the Coordinator. Directions were given to all HoDs to constitute Department-Level Academic Committees (DLACs). The FYUGP was officially inaugurated on July 1, 2024, and classes commenced as scheduled.

With these updates, the meeting proceeded to discuss the new agenda items.

1. SSR Preparation

The meeting began with a discussion on the preparation of the Self-Study Report (SSR) for the upcoming NAAC accreditation cycle. The IQAC Coordinator emphasized the importance of systematic data collection and documentation for the Self-Study Report (SSR) submission. Given the volume of information required, it was decided to assign specific sections of the SSR to different departments to ensure a structured and efficient approach to data compilation. Each department will be responsible for gathering relevant data, compiling supporting documents, and submitting them within the prescribed time frame. The Principal instructed all Heads of Departments (HoDs) to ensure timely submission of data and maintain accuracy and

authenticity in documentation. The IQAC team will provide necessary guidance and support, and periodic reviews will be conducted to track progress and address any challenges faced during the process.

2. Formation of NAAC Steering Committee

The formation of a NAAC Steering Committee was discussed in detail. It was agreed that a dedicated team of senior faculty members and IQAC representatives would be formed to oversee the entire NAAC accreditation process. The committee will be responsible for:

- Coordinating the preparation of SSR and other related documentation.
- Guiding departments in data collection and submission.
- Conducting internal reviews and mock assessments to ensure readiness for the NAAC visit. The following members were proposed for the steering committee:
- Prof. M.G. Sanalkumar (Principal-in-Charge) – Chairperson
- Dr. Jyolsna S. (IQAC Coordinator) – Convener
- Dr S. Mahesh (Assistant Professor of Physics) - NAAC Coordinator
- Heads of key departments
- Faculty members with experience in NAAC processes

3. Conduct of Regular Programmes: Hrudayapoorvam and Vidyanidhi

The continuation and planning of regular programs such as Hrudayapoorvam (Social Service Cell) and Vidyanidhi (Student Support Programme) were discussed. The following actions were decided:

- Hrudayapoorvam: Scheduled community outreach and service activities to be conducted by the Social Service Cell.
- Vidyanidhi: Continued focus on providing scholarships, uniform distribution and emergency aid to students.

4. Open Course Orientation

The Open Course Orientation for students was another key agenda item. The discussion focused on:

- Organizing an orientation session for 5th-semester students about the selection and enrollment of open courses.
- It was also decided to collaborate with the academic departments to ensure that all students are well informed about the available open courses and their significance within the broader curriculum framework.

Conclusion

The meeting concluded with a commitment to ensuring timely and effective implementation of the action points discussed.

Dr. Jyolsna S.

IQAC Coordinator

N.S.S. College, Pandalam

Prof. (Dr). M.G. Sanalkumar

Principal-in-charge

Notice

A meeting of the Internal Quality Assurance Cell (IQAC) of NSS College, Pandalam, is scheduled to be held on January 7, 2025 (Tuesday) at 2:00 PM in the Conference Hall. All members are requested to attend the meeting without fail.

Dr. Jyolsna S.
IQAC Coordinator

Prof. (Dr) M.G. Sanalkumar
Principal-in-Charge

Agenda

1. NAAC Peer Team Visit (PTV) Preparation – Scheduled for February 6 & 7, 2025.
2. Final review of SSR documentation and DVV verification process.
3. Department-wise presentation and file verification for NAAC visit.
4. Campus readiness, infrastructural arrangements, and display materials for PTV.
5. Any other matter with the permission of the Chair.

Members

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.

Pandalam

06/01/2025

Minutes of the IQAC Meeting

Date: January 7, 2025

Time: 2:00 PM

Venue: Conference Hall

Members Present:

Dr. Saravana Kumar S.

Dr. Chithra V.

Dr. Ranjith Krishnan K.R.

Dr. Santhoshkumar R.

Dr. Rekhasree K.R.

Dr. Sreekala B.

Dr. Sreenath K.

Dr. Remyakrishnan R.

The meeting of the Internal Quality Assurance Cell (IQAC) of NSS College, Pandalam, was held on January 7, 2025, at 2:00 PM in the Conference Hall under the chairmanship of Prof. (Dr) M.G. Sanalkumar, Principal-in-Charge. The meeting began with a review of the action plan from the previous meeting. The meeting focused on the final preparations for the upcoming NAAC Peer Team Visit (PTV) scheduled for February 6 & 7, 2025.

1. NAAC Peer Team Visit (PTV) Preparation

The IQAC Coordinator, Dr. Jyolsna S., emphasized the significance of the upcoming Peer Team Visit and stressed the need for meticulous preparation. The Principal directed all departments to ensure that their respective areas are well-prepared and that all necessary documents and reports are readily available for inspection. The committee discussed the logistics for the visit, including faculty presentations, student interactions, and infrastructural readiness.

2. Final Review of SSR Documentation and DVV Verification

The committee reviewed the Self-Study Report (SSR) and the DVV clarification process. It was reported that the SSR was successfully uploaded on September 25, 2024, and the DVV clarifications were submitted on November 2, 2024. The IQAC team and departmental coordinators were instructed to verify all supporting documents and files to ensure consistency with the submitted SSR. Departments must cross-check any remaining clarifications that may be requested by the NAAC team.

3. Department-wise Presentation and File Verification for NAAC Visit

To ensure a structured and seamless presentation during the NAAC visit, each Head of Department (HoD) was assigned to prepare a departmental presentation covering key aspects such as:

- Curriculum and teaching-learning processes
- Research and innovation
- Student achievements and support systems

- Institutional best practices

Additionally, a file verification session will be conducted where all departmental documents will be systematically arranged and checked before the visit. A mock review will be conducted by the NAAC Steering Committee prior to the visit.

4. Campus Readiness, Infrastructural Arrangements, and Display Materials for PTV

The Campus Readiness Sub-Committee was entrusted with overseeing infrastructural preparations, including:

- Ensuring a clean and aesthetically appealing campus environment
- Displaying NAAC-related charts, posters, and best practice highlights
- Arranging designated spaces for faculty and student interactions with the Peer Team

It was also decided that display materials showcasing institutional achievements, research contributions, and student activities will be set up at prominent locations across the campus.

5. Any Other Matter with the Permission of the Chair

- The Principal reiterated the importance of punctuality and preparedness during the visit.
- The IQAC team will conduct a final rehearsal to ensure the smooth flow of events on the scheduled dates.
- Faculty members and non-teaching staff were urged to actively participate and support the process to project the institution's strengths effectively.

Conclusion

The meeting concluded with a consensus that all preparations should be completed by January 31, 2025, and a final mock review would be conducted in the first week of February. The Principal appreciated the efforts of the faculty and IQAC members and encouraged collective participation to ensure a successful NAAC accreditation process.

The meeting ended with a vote of thanks by the IQAC Coordinator.

Dr. Jyolsna S.

IQAC Coordinator

N.S.S. College, Pandalam

Prof. (Dr). M.G. Sanalkumar

Principal-in-charge

NOTICE

A meeting of the IQAC of our college will be held on February 18 (Tuesday),2025 at 2:00 PM, in the Principal's office room. All are requested to kindly make it convenient to attend the same.

Dr. Jyolsna S.
Coordinator, IQAC

Prof. (Dr). M.G. Sanalkumar
Principal-in-Charge

Agenda.

Review of NAAC Peer Team Observations

Members

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.

Pandalam

17/02/2025

Minutes of the Meeting held on February 18, 2025 (Tuesday)

Venue: Principal's Office Room

Time: 2:00 PM

Members present

Dr. Saravana Kumar S.

Dr. Chithra V.

Dr. Remyakrishnan R.

Dr. Santhoshkumar R.

Dr. Ranjith Krishnan K.R.

Dr. Sreekala B.

Dr. Sreenath K.

Dr. Rekhasree K.R.

Following the announcement of the NAAC accreditation results, a meeting of the Internal Quality Assurance Cell of N.S.S. College, Pandalam was held under the chairmanship of Prof. (Dr.) M.G. Sanalkumar, Principal-in-Charge. The meeting was convened at 2:00 PM in the Principal's Chamber. Dr. Jyolsna S., IQAC Coordinator, welcomed the members. The agenda was to reflect upon the outcomes of the NAAC Peer Team Visit (PTV) conducted on February 6 and 7, 2025, acknowledge contributions, and chart the next phase of the institution's quality journey.

1. Review of NAAC Peer Team Observations

The meeting began with the IQAC Coordinator, Dr. Jyolsna S., presenting an overview of the Peer Team Report. The Peer Team commended several aspects of the college, including:

- A strong and visionary management committed to academic excellence.
- A highly qualified faculty, with over 80% holding Ph.D. degrees and contributing to academic and administrative bodies of the University and State.
- Significant efforts in research and extension, with multiple guides, projects, linkages, and collaborations.
- Effective e-Governance systems, digitalized library services, and NEP implementation.
- Robust student support mechanisms, such as scholarships, e-grants, endowments, and PTA merit awards.

The weaknesses noted included the socio-economic background of the students, limitations in funding for international exposure, shortage of permanent faculty due to delays in government approvals, absence of an indoor sports complex, and the limited number of research departments.

The Peer Team made forward-looking recommendations including:

- Launching new-generation programmes in emerging areas like AI and Data Science.
- Opening PG in Sanskrit and UG in Microbiology.
- Improving communication skill development.
- Starting local need-based skill courses.
- Registering alumni and opening a dedicated bank account.
- Moving towards autonomy.
- Enhancing ICT-enabled infrastructure, research output, and interdisciplinary collaborations.
- Establishing IKS and IPR cells, an incubation centre, and launching Rovers & Rangers units.
- Introducing Home Science and Food Nutrition departments.

Principal's Reflections

Prof. (Dr.) M.G. Sanalkumar, Principal-in-Charge, addressed the gathering with a heartfelt message of gratitude and pride. He extended deep appreciation to Dr. Jyolsna S., the IQAC Coordinator, for her visionary leadership, meticulous coordination, and tireless efforts throughout the entire NAAC process—from IIQA submission to PTV readiness. He observed that her unwavering commitment and ability to inspire teamwork had played a pivotal role in the institution securing an impressive CGPA of 3.24 (Grade A)—a score that placed the college very close to A+ (3.26).

He also took a moment to appreciate the NAAC Peer Team Members, stating:

“The visiting team was highly cordial, genuine, and professional in their approach. Their observations were sincere, and their interactions were grounded and constructive. Their transparency and clarity helped us understand our strengths as well as areas for growth in a realistic light.”

Acknowledgement of Management and College Community

The IQAC placed on record its deep gratitude to the General Secretary and Education Secretary of Nair Service Society for their unwavering support, especially in renovation and beautification efforts, as well as administrative flexibility. The support of the teaching and non-teaching staff, student community, alumni, and parents was also acknowledged with sincere appreciation.

Appreciation for the IQAC Coordinator

The Principal and all IQAC members unanimously expressed their profound admiration for Dr. Jyolsna S. for leading the IQAC with integrity, dedication, and strategic vision. Her capability in streamlining the SSR process, coordinating with departments, managing document verification, and ensuring seamless conduct of the Peer Team Visit was widely acknowledged as exemplary. Members described her leadership as “inspiring,” “detail-oriented,” and “crucial to the success of NAAC Cycle IV.”

Appreciation for Principal

In return, the IQAC Coordinator and members expressed deep appreciation to the Principal, Prof. (Dr.) M.G. Sanalkumar, for being a guiding force and unwavering pillar of support throughout the process. His insightful leadership, clear communication, and hands-on involvement in all aspects of NAAC preparation—from infrastructure improvements to academic leadership—were key to securing the high grade. His constant encouragement, openness to innovation, and readiness to take timely decisions were acknowledged by all.

Acknowledgement to IQAC Members

The following IQAC members were appreciated for their leadership in respective NAAC criteria:

- Dr. Chithra V. (Criterion 1 – Curricular Aspects): For her systematic planning and documentation of curriculum development and value-added programs.
- Dr. Saravana Kumar S. (Criterion 2 – Teaching-Learning & Evaluation): For managing teaching-learning analytics, student diversity, and feedback systems.
- Dr. Santhoshkumar R. (Criterion 3 – Research, Innovation & Extension): For effectively mapping institutional research activities, MoUs, and social outreach.
- Dr. Sreenath K. (Criterion 4 – Infrastructure & Learning Resources): For overseeing ICT facility reporting and learning resource augmentation.
- Dr. Ranjith Krishnan K.R. (Criterion 5 – Student Support & Progression): For tracking student scholarships, progression, and competitive examination support.
- Dr. Sreekala B. and Dr. Remyakrishnan R. (Criterion 6 – Governance, Leadership & Management): For detailing the internal governance mechanisms and participative management practices.
- Dr. Rekhasree K.R. (Criterion 7 – Institutional Values & Best Practices): For compiling comprehensive documentation on institutional distinctiveness and flagship initiatives like Hrudayapoorvam and Vidyanidhi.

Acknowledgement of NAAC Coordinator

Special recognition was accorded to Dr. Mahesh S.K., NAAC Coordinator, for his meticulous planning and hands-on coordination of the Peer Team Visit. His dedication in beautifying the campus, managing logistics, and personally supervising infrastructural arrangements significantly contributed to creating a positive impression on the visiting team.

Proposal for New IQAC Committee

As the tenure of the present IQAC has exceeded two years and with the conclusion of NAAC Cycle IV, the IQAC Coordinator formally requested the Principal to reconstitute the IQAC in accordance with NAAC guidelines, ensuring continuity and fresh strategic vision for the next cycle.

Member Reflections and Comments

- Dr. Sreekala B. said that being part of the NAAC preparation journey had been a matter of immense pride and satisfaction. She expressed that the leadership of the IQAC Coordinator and the Principal had been commendable, and the final outcome reflected the collective dedication of all involved.
- Dr. Ranjith Krishnan K.R. remarked that the success of the accreditation process had been the result of excellent teamwork and institutional commitment. He stated that the guidance from the IQAC and the constant support from the Principal had been instrumental in achieving the result.
- Dr. Rekhasree K.R. mentioned that it had been an honour to work on the documentation of institutional values and best practices. She added that the appreciation received from the Peer Team had been truly motivating, and she emphasized the need to continue enhancing institutional distinctiveness.

- Dr. Saravana Kumar S. shared that the outcome had been a result of meticulous planning and coordinated execution. He appreciated the Principal and IQAC for their clarity of vision and continuous encouragement throughout the process.
- Dr. Chithra V. stated that the Peer Team had acknowledged the institution's curricular initiatives and innovations positively. She expressed gratitude for the opportunity to lead Criterion 1 documentation and acknowledged the collaborative spirit that had guided the efforts.
- Dr. Santhoshkumar R. observed that the process had significantly contributed to the strengthening of research and extension activities in the college. He acknowledged the structured planning and timely support provided by the IQAC.
- Dr. Remyakrishnan R. remarked that it had been a privilege to be involved in the quality enhancement efforts during the NAAC process. She added that the experience had been enriching, and the collective support from the team had been deeply appreciated.
- Dr. Sreenath K. commented that the process of documenting infrastructure and learning resources had been effectively coordinated. He acknowledged that significant improvements had been made and looked forward to future developments with optimism.

The meeting concluded with a vote of thanks by the IQAC Coordinator, reaffirming the institution's unwavering commitment to excellence in higher education and the resolve to implement the Peer Team's recommendations effectively.

Dr. Jyolsna S.
IQAC Coordinator
N.S.S. College, Pandalam

Prof. (Dr). M.G. Sanalkumar
Principal-in-charge