



"Empowering the youth for a brighter future"

SAHYA ARTS & SCIENCE COLLEGE

Associated to the University of Calicut and recognised by the Govt. of Kerala

An under taking of Sahya Pravasi Co-operative Society Ltd No. M. 862, Wandoor

Academic Year 2020 - 2021

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date : 20/05/2020
Venue : Google Meet
Time : 7.00 PM - 9.00 PM

The meeting minutes of the agenda given in the Circular reg. no. IQAC/2020/05/05

The meeting was called to order by the Principal. The IQAC coordinator readout the minutes of the meeting held on 15/01/2020 and it was approved by the members. The Principal requested all the departments and committees to associate with IQAC for organizing programmes.

Agenda:

1. Student Support during pandemic period.
2. Implementing online teaching -learning system.
3. Conduct of Induction Programme and Bridge Course to freshers.
4. Webinar
5. Online Evaluation
6. Parent Teacher Meeting.
7. Faculty Development Programme
8. Academic Calendar and Time Table
9. COVID-19 precautions and safety measures
10. Analysis of annual reports
11. Any other matters with the approval of the chair.

Participants :

1. Prof. Thomas Mathew
2. Dr. Sudhakaran A
3. Nathaksha. N
4. Safarudheen M
5. Muhammed Shahin K C
6. Amritha Kumaran NT
7. Irshad Ameen
8. Noushad M
9. Hasna K P

- Chairman
- Vice Principal
- IQAC Coordinator
- Assistant Coordinator
- Assistant Coordinator
- Assistant Professor, PGDCMS
- Assistant Professor, PGDCMS
- Assistant Professor, PGDCMS
- Assistant Professor, PGDCMS



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10. Saritha M
11. Arunima K
12. Prasanth P V
13. Sabitha K V
14. Geetha PP

- Assistant Professor, Mathematics
Assistant Professor, Chemistry
Assistant Professor and HOD, Economics
Assistant Professor, PGDCMS
Assistant Professor, PGDCM

Decisions:

- Dr. Sudhakaran A suggested providing mental support to students who are affected with Covid 19 Pandemic and it was decided that all the class tutors should provide support to all their students by conducting meetings and understanding their problems and give them proper counselling.
- Prof. Thomas Mathew suggested to shift all the classes to online platforms such as google class rooms, zoom, google meet etc are better for online teaching- learning process.
- Teachers will be provided special training programmes for handling LMS platform.
- To meet the requirements for the online teaching-learning process the number of computers in the lab must be increased.
- To bridge the gap between 2 levels of education system, an induction Programme will be provided to both UG and PG students.
- Divided to conduct a webinar series in the month of August.
- Online classes should be monitored directly by the principal.
- Faculties are instructed to maintain attendance of students properly.
- IQAC emphasized the need for arranging Parent Teacher Meeting along with students to assess the problems faced by the students by online mode of education.
- Principal instructed the HODs to conduct Class wise Online PTA meetings.
- FDP will be provided in the month of October.
- Class tutors are instructed to list out the students those who face various problems in learning process.
- It was decided to prepare the academic calendar for 2020-21 and class wise time table.
- Decided to adopt string COVID-19 precautions and safety measures. For this, decided to install thermal scanners and placement of sanitizers across the campus.
- Previous year annual reports are analyzed.

The IQAC coordinator proposed the Vote of Thanks.



Principal
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Palamadam, Karad P.O. - 679 339



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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date : 13/07/2020
Venue : Google Meet
Time : 7.00 PM – 9.00 PM

The meeting minutes of the agenda given in the Circular reg. no. IQAC/2020/07/06

The meeting was called to order by the Principal. The IQAC coordinator readout the minutes of the meeting held on 20/05/2020 and it was approved by the members.

Agenda: -

1. Webinar Series
2. FDP
3. Co-curricular Activities
4. Any other matters with the approval of the chair.

Participants: -

- | | |
|------------------------|--|
| 1. Prof. Thomas Mathew | Chairman |
| 2. Dr. Sudhakaran A | Vice Principal |
| 3. Nathaksha. N | IQAC Coordinator |
| 4. Safarudheen M | Assistant Coordinator |
| 5. Muhammed Shahin K C | Assistant Coordinator |
| 6. Amritha Kumaran N T | Assistant Professor, PGDCMS |
| 7. Irshad Ameen | Assistant Professor, PGDCMS |
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| 9. Hasna K P | Assistant Professor, PGDCMS |
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| 11. Arunima K | Assistant Professor, Chemistry |
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Decisions :-

1. IQAC decided to conduct a Webinar Series "IMMERSION 2K20" in the Month of August
All HODs are discussed their Webinar topics and date.

SL NO	Programme Name	Date	Department
1	Research Methodology and Data Analysis	17/08/2020	BBA
2	Nudge in Daily Life	21/08/2020	B.Com Computer Application
3	Glimpses of GST	25/08/2020	B. Com Finance
4	Intimate Partner Violence	02/09/2020	BSc Psychology
5	Developing Transferable Skills in the English	09/09/2020	BA English
6	Online Workshop on E-Filing of ITR	12/09/2020	B.Com Co-operation
7	Socio Economic Impact of Lockdown on Kerala Economy	15/09/2020	B.A Economics
8	Ozone Day Observation	16/09/2020	B.Sc Chemistry

2. Mrs. Sabitha K V has given the charge of Webinar series.
3. Students to be instructed that it's mandatory to enroll in any one of the club or cells.
4. The IQAC reviewed the progress of the PTA meeting and instructed the teachers in charge of the class to rectify the problems pointed out by students and parents.
5. IQAC has decided to conduct 7 days Online Faculty Development Programme in the month of October.

IQAC coordinator proposed the Vote of Thanks.



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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date : 06/01/2020
Venue : IT Lab
Time : 2.30 PM

The meeting minutes of the agenda given in the Circular Reg. No. IQAC/2021/01/07

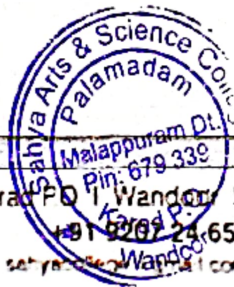
The meeting was called to order by the Principal. The IQAC coordinator readout the minutes of the meeting held on 13/07/2020 and it was approved by the members.

Agenda: -

1. Examinations
2. Department Level Accreditation Preparation
3. Annual Report
4. Feed back
5. Any other matters with the approval of the chair.

Participants: -

- | | |
|------------------------|--|
| 1. Prof. Thomas Mathew | Chairman |
| 2. Dr. Sudhakaran A | Vice Principal |
| 3. Nathaksha. N | IQAC Coordinator |
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Decisions:


- IQAC instructed to conduct university examinations under strict covid protocol
- IQAC evaluated the files received from the departments and suggested certain corrections for improvements.
- Discussed about the submission of annual for this academic year.
- Decided to collect feedback from teachers of the academic year.

IQAC coordinator proposed the Vote of Thanks.




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