

Minutes of IQAC meeting held on 20/11/2021

IQAC of Sri Sathya Sai Arts and Science College, Saigramam, Thonnakkal had its first meeting of the academic year 2021-22 on 20th November 2021 at 10.45 a.m. in IQAC room. Members of IQAC participated in the meeting.

Agenda

1. Planning of academic activities
2. Selection of College Magazine Committee.
3. Planning of data collection and documentation for NAAC
4. Deciding dates for conducting internal examination for UG as well as PG students.

Members participated in the Meeting

1. Dr. V. Vijayan (Principal, IQAC Chairman)
2. Dr. Minu Mohan (IQAC Coordinator)
3. Dr. Sumesh Gopinath (HOD, Department of Physics)
4. Ms. Ardra J.S (HOD, Department of Commerce)
5. Mr. Arun V (HOD, Department of English)
6. Ms. Parvathy P R (Assistant Professor, Department of Commerce)
7. Mr. Sai Prem Shaji (Assistant Professor, Department of Physics)
8. Ms. Vidya H R (Assistant Professor, Department of English)
9. Mr. Subhash C V (Member from the management)
10. Mr. Umesh K C, (Manager, Sri Sathya Sai Orphanage Trust, Saigramam)
11. Prof. B.Vijayakumar (Director, Social Tourism Project, Sri Sathya Sai Orphanage Trust, Kerala)
12. Ms. Anugraha S Kumar (Student, S2 BSc Physics, SSSASC)
13. Mr. Aravind L (Alumni Member, BSc Physics 2018 Batch)
14. Mr. K C Narendran (Sr. Vice President & State Head, Reliance Jio Information Ltd)

Minutes of the Meeting

Meeting started at 10.45 a.m. with a silent prayer. IQAC coordinator welcomed the gathering.

- Discussions were made about academic activities for the coming three months.
- Setting of goals for different department were discussed.
- A committee was formulated for the release of College Magazine 2022. Principal, Dr.V.Vijayan, language teachers Mr Arun V, Minu R , Dr Renu S.S , and Mrs Reshmi were included in the committee.
- Discussions were made regarding the progress of construction work in the college and it was decided to shift Physics lab to the new building in the following month.
- Planned to collect and file the required documents as per the NAAC criteria
- Decided dates for conducting internal examination for UG as well as PG and Principal suggested that measures should be taken to improve the result of UG programmes.

Dr. V. Vijayan
20-11-21
Dr.V.Vijayan
Principal

Minu Mohan
20/11/21
Dr. Minu Mohan
IQAC Coordinator

PRINCIPAL
SRI SATHYA SAI ARTS & SCIENCE COLLEGE (AIDED)
Saigramam, Thonnakkal, Thiruvananthapuram - 695104



Minutes of IQAC meeting held on 10/01/2022

IQAC of Sri Sathya Sai Arts and Science College, Saigramam, Thonnakkal had its second meeting of the academic year 2021-22 on 10th January 2022 at 10.45 a.m. in IQAC room. 12 members of IQAC participated in the meeting.

Agenda

1. Appointment of Guest faculty in the Department of English
2. To decide the date of meeting with external members of IQAC
3. To discuss and approve the order and purchase of books for the college Library
4. To plan events and dates regarding college Arts Fest.
5. Discussion regarding the shifting of PG. classrooms to the new building.
6. To conduct the inauguration of Multipurpose Sports centre.

Members participated in the Meeting

1. Dr. V. Vijayan (Principal, IQAC Chairman)
2. Dr. Minu Mohan (IQAC Coordinator)
3. Dr. Sumesh Gopinath (HOD, Department of Physics)
4. Ms. Ardra J.S (HOD, Department of Commerce)
5. Mr. Arun V (HOD, Department of English)
6. Ms. Parvathy P R (Assistant Professor, Department of Commerce)
7. Mr. Sai Prem Shaji (Assistant Professor, Department of Physics)
8. Ms. Vidya H R (Assistant Professor, Department of English)
9. Mr. Umesh K C, (Manager, Sri Sathya Sai Orphanage Trust, Saigramam)
10. Prof. B.Vijayakumar (Director, Social Tourism Project, Sri Sathya Sai Orphanage Trust, Kerala)
11. Ms. Anugraha S Kumar (Student, S2 BSc Physics, SSSASC)
12. Mr. Aravind L (Alumni Member, BSc Physics 2018 Batch)

Minutes of the Meeting

Meeting started at 10.45 a.m. with a silent prayer. IQAC coordinator welcomed the gathering.

- It was decided to appoint a guest faculty in the department of English in the leave vacancy of one of the faculty members.

- Fixed tentative date for the IQAC meeting in the following month with external members
- It was proposed that various Department Heads should take initiative to approve the order for purchasing books for the college library.
- A committee was formulated for the planning and conduct of Arts Fest and various duties were assigned for the respective members.
- Discussions were made regarding the completion of new classrooms in the college and it was decided to shift the PG Physics classes to the new rooms.
- It was decided to conduct the inauguration of Multipurpose Sports Centre in the month of April by Honourable Sports Minister

Action taken based on the previous meeting

- Heads of various departments scheduled the academic plan for three months up to 31 March 2022.
- Magazine committee started collecting and organizing articles.
- Physics lab was shifted to the new building.
- Internal examination was conducted during the first week of January.

Vijayan
10.1.22
Dr.V.Vijayan
Principal

PRINCIPAL
SRI SATHYA SAI ARTS & SCIENCE COLLEGE (AIDED)
Saigramam, Thonnakkal, Thiruvananthapuram - 695104



Minu Mohan
10/1/22
Dr. Minu Mohan
IQAC Coordinator

Minutes of IQAC meeting held on 18/04/2022

IQAC of Sri Sathya Sai Arts and Science College, Saigramam, Thonnakkal had its third meeting of the academic year 2021-22 on 18th April 2022 at 10.45 a.m. in IQAC room. Members of IQAC participated in the meeting.

Agenda

1. Planning of constructing a smart room in the college
2. Discussion regarding the progress of college building construction
3. Assigning of various duties for preparing files for provisional accreditation.
4. Planning of data collection
5. Deciding dates for conducting internal examination and special classes

Members participated in the Meeting

1. Dr. V. Vijayan (Principal, IQAC Chairman)
2. Dr. Minu Mohan (IQAC Coordinator)
3. Dr. Sumesh Gopinath (HOD, Department of Physics)
4. Ms. Ardra J.S (HOD, Department of Commerce)
5. Mr. Arun V (HOD, Department of English)
6. Ms. Parvathy P R (Assistant Professor, Department of Commerce)
7. Mr. Sai Prem Shaji (Assistant Professor, Department of Physics)
8. Mr. Subhash C V (Member from the management)
9. Ms. Vidya H R (Assistant Professor, Department of English)
10. Mr. Umesh K C (Manager, Sri Sathya Sai Orphanage Trust, Saigramam)
11. Prof. B.Vijayakumar (Director, Social Tourism Project, Sri Sathya Sai Orphanage Trust, Kerala)
12. Ms. Anugraha S Kumar (Student, S2 BSc Physics, SSSASC)

Minutes of the Meeting

Meeting started at 10.45 a.m. with a silent prayer. IQAC coordinator welcomed the gathering.

- Discussions and suggestions were made about the requirement and construction of smart room.

- Evaluated the progress of college building construction
- IQAC Coordinator assigned various duties to be performed by the faculties for the preparation of provisional accreditation
- Discussions were made about data collection and documentation required as per the norms
- Decided dates for conducting internal examination for UG as well as PG and Principal suggested that measures should be taken for conducting special classes if necessary.

Action Taken based on the previous meeting

- A guest faculty was appointed in the Department of English.
- Conducted an IQAC meeting with external members on 26th February 2022
- Request for purchasing books for the library was approved and executed
- Conducted Arts Fest on 21st and 22nd of March 2022
- PG Physics classes were shifted to the new building
- Honourable sports Minister inaugurated the Multipurpose sports centre on 12th April 2022

*File 3 dtd
18.4.22*

Dr.V.Vijayan
Principal

PRINCIPAL
SRI SATHYA SAI ARTS & SCIENCE COLLEGE (AIDED)
Saigramam, Thonnakkal, Thiruvananthapuram - 695104



*minu mohan
18/4/22*

Dr. Minu Mohan
IQAC Coordinator