

SREE NARAYANA GURU COLLEGE OF COMMERCE

NOTICE

Internal Quality Assurance Cell (QAC) Meeting

It is hereby informed to all the members that Internal Quality Assurance Cell (IQAC) meeting will be held on 20th April, 2021 at 4 p.m. on Zoom platform to discuss the following Agenda.

1. To read and approve the minutes of the previous meeting.
2. To review on initiatives taken in the year 2020-21.
3. To fix the dates of IQAC meetings for the year 2021-22.
4. To evaluate the progress of AQAR 2019-20.
5. To discuss about the future plan for the year 2021-22
6. Any other matter with the permission of the Chair.

The Zoom link for the same will be shared well in advance and all the members are requested to make it convenient to attend the same.



IQAC Coordinator
Dr. Hinduja Srichand P.



Principal
Dr. Ravindran Karathadi

Members:

1	Prin. Dr. Ravindran Karathadi	Chairman
2	Prof. Dr. Hinduja Srichand	Co-Ordinator
3	Shri. N. Sasidharan	Management Representative
4	Shri. M. I. Damodaran	Management Representative
5	Mrs. Jayasree Venkatachalam	Teaching Faculty
6	Mrs. Vandana Gupta	Teaching Faculty
7	Dr. Karishma Kasare	Teaching Faculty
8	Mrs. Saraswati Nadi	Teaching Faculty
9	Mrs. Naveena Suresh	Teaching Faculty
10	Mr. Janardanan V.	Aided Office In charge
11	Mrs. Nalini S.	Self-Finance Office In charge
12	Shri. K. Venkatramani	Local Society Member
13	Mr. Sudish Sukamaran	Industrialist
14	Ms. Shanti Sharmanathan	Student Member
15	Mr. Rahul Gupta	Alumni Member

Sent via E-mail

SREE NARAYANA GURU COLLEGE OF COMMERCE

ATTENDANCE (Online Meeting)

Internal Quality Assurance Cell (QAC) Meeting

20th April, 2021

Zoom Meeting

Recording...

Dr. Ravindran Karathadi

Hinduja Sri Chand

Neelambaran Sasidharan

KVenkataRaman

Jayasree V

Shanti Sermanathan

NAVEENA SURESH

Sudish Sukumaran

Vandana

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SREE NARAYANA GURU COLLEGE OF COMMERCE

Internal Quality Assurance Cell (QAC) Meeting

Minutes of the Online meeting conducted on 20th April, 2021

Online meeting of IQAC was conducted on 20th April, 2021 at 4 p.m. and the following members were present for the same.

1. Prin. Dr. Ravindran Karathadi	Chairman
2. Prof. Dr. Hinduja Srichand	Co-Ordinator
3. Shri. N. Sasidharan	Management Representative
4. Mrs. Jayasree Venkatachalam	Teaching Faculty
5. Mrs. Vandana Gupta	Teaching Faculty
6. Mrs. Saraswati Nadi	Teaching Faculty
7. Mrs. Naveena Suresh	Teaching Faculty
8. Mr. Janardanan V.	Aided Office In charge
9. Mrs. Nalini S.	Self-Finance Office In charge
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11. Mr. Sudish Sukamaran	Industrialist
12. Ms. Shanti Sharmanathan	Student Member

Principal Dr. Ravindran Karathadi informed the members that one of our faculty Dr. Karishma Kasare lost her husband due to Covid and expressed his sorrows on it. The meeting started with one minute silence to offer the tribute to the departed soul.

The following agenda was discussed and decisions were made respectively.

- To read and approve the minutes of the previous meeting
Dr. Hinduja Srichand read out the minutes of the IQAC meeting held on 16.01.2021. Mrs. Jayasree V was asked to brief about the International E-Conference on “Digital Transformation – issues and challenges” which was held on 17th April 2021, she informed that we have received research papers and participants from Greece, Malaysia, Nigeria, United Kingdom, United States of America and many other states from India. There were 69 participants who attended the conference and it served the purpose. Principal Dr. Ravindran Karathadi also expressed his satisfaction on the same. The minutes of the previous meeting were approved by the members.
- To review on initiatives taken in the year 2020-21.
Dr. Hinduja Srichand informed that 3 Certificate courses were introduced by Language Club of the College and one certificate course on “How to appear for competitive examination” which was organised by the department of B.B.I, where 43 students have enrolled and lectures also took place online. He informed that evaluation process is going to be completed by next month for all the Certificate courses.

The Academic dairies are replaced with Google Sheets where all the teachers are updating their weekly report, syllabus completion, lectures taken and e-content development on regular basis and the same is shared with Management.

It was also discussed that the certificate course on fashion designing requires the physical presence of the students and hence, it was decided to start such courses once the College starts on regular basis. Dr. Hinduja Srichand also informed that this year many teachers got the research papers presented and published in the proceedings of the National and International conferences with UGC listed journal, ISSN and ISBN with impact factor. Mrs. Jayasree V informed that the minor research project sponsored by University of Mumbai has been completed and submitted in the last month. It was also informed that Bhojraj Hassomal Charitable Trust has extended the scholarship amount by Rs.1,00,000 this year by making total scholarship amount to Rs.4,00,000 to 33 students of self-finance section. Apart from the said scholarship, the College offers other scholarships from Government and No-Government agencies/trusts and also provide scholarship to deserving students from Students' Aid fund. Shri N. Sasidharan informed that Sree Narayana Mandira Samiti also provides scholarships of Rs.1,00,000 every year to 4 most deserving students of final year under *SNMS Founders Memorial Merit Scholarship*.

It was decided to continue with the current practices in the next academic year along with new initiatives.

- To fix the dates of IQAC meetings for the year 2021-22.

The following dates for conducting the meetings of IQAC were recommended for the year 2021-22

First Meeting	10 th July, 2021
Second Meeting	09 th October, 2021
Third Meeting	08 th January, 2022
Fourth Meeting	09 th April, 2022

The above dates were agreed upon by all the present members, however, Principal Dr. Ravindran Karathadi suggested that if there is any change in the dates of meeting, a notice for the change can be given to the members.

- To evaluate the progress of AQAR 2019-20.

It was discussed that the last date for submission of AQAR 2019-20 is 31st May, 2021. Dr. Hinduja Srichand informed that work is going on for AQAR 2019-20 and since all the faculties are busy with the examination related work and due to Covid situations now

faculties are not visiting college regularly, hence, once they get free from examination work, the AQAR work will be allotted to them to complete it and on 15th May, 2021 the first draft can be shared. All have agreed upon it.

- To discuss about the future plan for the year 2021-22
 - ***Certificate Course and Minor Research Project on “Teachings of Sree Narayan Guru”***

It was decided to start a certificate course on teachings of Sree Narayan Guru by formulating the modules by taking help of Mrs. Maya Sahajan. Prof. Venkataramani suggested to get signature of authorities on certificate from Headquarters of Sree Narayan Guru Samiti, which was accepted by Shri N. Sasidharan. The following committee was appointed to take up the charge.

Mrs. Naveena Suresh (Chairperson)

Mrs. Jayasree V (Member)

Ms. Rishita Shukla (Member)

Ms. Vaidehi Thakor (Member)

Mrs. Jayasree V willingly expressed that she will do Minor Research Project on Teachings of Sree Narayana Guru next year.

- ***Internship for the students:***

Shri N. Sasidharan expressed that samiti people can be approached for providing internship for our College students and also suggested that this agenda can be discussed in the CDC meeting. Principal Dr. Ravindran Karathadi also informed that our Chairman Shri M.I. Damodaran once opined that those who are in Bachelor of Transport Management (BTM), will be taken into Logistics firms as trainees and if found suitable then may be absorbed for the job in the same firm.

Shri Sudish Sukumaran also appreciated the plan and suggested to involve the Placement Committee into this. He also expressed that College can forward the Bio-data of students and he will also look into provide internship to these students. The following committee was formed for the internship of the students.

Dr. Hinduja Srichand (Chairperson)

Ms. Mamta Meghnani (Member)

Ms. Rosline Swamidasan (Member)

Mr. Shubham Pdamkar (Member)

▪ ***Conduct of AAA, Green Audit and Gender Audit***

It was discussed and decided to conduct Academic and Administrative Audit (AAA), Green & Environmental Audit and Gender Audit in the year 2021-22. It was decided that IQAC and Principal will be following it up. Prof. Venkataramani promised that he will provide his expertise in this regard.

▪ ***Proposal on Solar Panel and Rain water harvesting system:***

It was decided to put the proposal for establishment of Solar Panel and system for Rain water harvesting into CDC. Shri N. Sasidharan suggested to make a study and prepare feasibility report on it and that can be presented to management. It was decided that following members will be preparing the feasibility study report.

Mr. Priyadarshan Shede

Mr. Md. Jabir.

- Any other matter with the permission of the Chair.

Principal Dr. Ravindran Karathadi gave a brief about the teaching and learning process which took place in the pandemic situation. He expressed his positive degree of satisfaction on conduct of the online lectures by saying that all the faculties took the required number of lectures as per teaching plan and could complete the syllabus in time. He also pointed out the teachers also recorded their lectures which were shared with the students those who were absent for the regular lectures due to their part time or full-time jobs.

Shri N. Sasidharan also appreciated the dedicated work done by the faculties, he also expressed that initially the salary was not paid full due to non-collection of fees from students, though it is re-stored now, teachers have done a great job without complaining which was highlighted through the results of the students which is almost 95% for all the programs.

The meeting was concluded at 5.30 p.m. with the vote of thanks by Mrs. Jayasree V.



Dr. Hinduja Srichand P
IQAC Coordinator



Dr. Ravindran Karathadi
PRINCIPAL

