

SREE NARAYANA GURU COLLEGE OF COMMERCE

MINUTES OF IQAC MEETING HELD ON 18.09.2023

IQAC meeting was conducted on 18.09.2023 at 11:00 a.m. in IQAC room. Following members have attended the same in time.

1. Prin. Dr. Ravindran Karathadi	Chairman
2. Dr. Hinduja Srichand P.	Coordinator
3. Mrs. Naveena Suresh	Co-Coordinator
4. Shri. N. Sasidharan	Management Representative
5. Smt. Jayasree Venkatachalam	Teaching Faculty
6. Smt. Vandana Gupta	Teaching Faculty
7. Dr. Karishma Kasare	Teaching Faculty
8. Ms. Rishita Shukla	Teaching Faculty
9. Mr. Md. Jabir	Teaching Faculty
10. Dr. Sumi Nijith	Teaching Faculty
11. Mrs. Mehjabeen Khan	Special Invitee
12. Smt. Nalini Shelke	Self-finance Office In charge
13. Shri Chandan Harish Belwal	Student Member

Dr. Ravindran Karathadi informed that Pin. K. Venkataramani have informed through mail his absence and also announced his leave of absence. He also informed that Shri Rajesh Khaire, Mrs. Tulsi Adal and Mrs. Sneha Jagdale have informed and have applied for casual/duty leave. However, there was no information of remaining absence of Shri Rakesh Vijay and Shri Saurab Shinde.

Shri N. Sasidharan suggested to take the consent of all the members well in advance to avoid the absence of experts from the meeting. The meeting was welcomed by Dr. Ravindran Karathadi and the following agenda were discussed upon.

1. Reading and approving the minutes and action taken report of the previous meeting:

Dr. Hinduja Srichand read out the minutes of the previous meeting held on 10.06.2023 and following discussions took place.

- Dr. Jayasree V. informed that request letter for conducting PAR (Programming Analytics and Research) Certificate course in this year also with 100 students to TISS, however, there is no confirmation from their end.



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- Dr. Ravindran Karathadi informed that sports activities are happening, however, the participation and winning of prizes are not up to the mark, he requested Shri Chandan Belwal, General Secretary, Students' Council to take active part in sensitising about the various sports activities and encourage the students to participate and motivate them for winning prizes at various levels.
- Dr. Ravindran Karathadi informed that our College will apply for Research Centre in the year 2024-25 and also informed that Dr, Jayasree V, Dr. Karishma Kasare and Dr. Sumi Nijith are eligible for Ph.D. guide. It was suggested to take the necessary steps to register as Ph.D. guideship as it will be required for the Research Centre.
- Dr. Hinduja Srichand informed that one of the parameters of ranking of NIRF is participation in SWAYAM Courses. He also informed that our College is now local chapter for SWAYAM and from next year onwards we also can design the course which will be the part of SWAYAM courses after approval from SWAYAM authorities. It was decided to form the committee for the same. It was further decided that Dr. Jayasree V and Dr. Hinduja Srichand will be heading the committee under at least one member from each department. The coordinators were asked to suggest one faculty name from their department to be the part of this committee.
- Dr. Hinduja Srichand informed that the course contents were drafted for the certificate course for various competitive examination and also informed that the fees will be inclusive of the books to purchased and will be given to the students only. Shri N. Sasidharan suggested that books can be purchased by the College (5 in number) for competitive exam and can be shared by the students, he also suggested to charge the fees of ₹500 to ₹1,000 to meet the expenses of honorarium to be given to outside faculties. Dr. Hinduja Srichand informed that we will start the exercise of registration of the same immediately. Shri N. Sasidharan suggested to target final year students as they are going to appear for many competitive examinations soon, however, Second Year and First Year students also can be informed about the same.
- Shri N. Sasidharan has shown his dissatisfaction on the activities of the alumni members and the committee. Mrs. Prabha Nadar, Faculty Incharge of Alumni Committee was called and it was decided to call the meeting of SNG Alumni Association with management members on 30.09.2023. Mrs. Prabha Nadar was also asked to call the registered members through phone calls and make them active.



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Shri N. Sasidharan suggested that more numberer of members can be added into the Alumni Committee.

- Mrs. Mahjbeen Khan expressed her concern on the slow progress of new computer labs. She also informed that students are unhappy with the inadequate infrastructure facilities which may affect the admissions of B. Sc. (I.T.) and Data Sciences.
- Dr. Hinduja Srichand informed that Mrs. Sneha Jagdale enquired about the certificate course in German Language from University of Mumbai and found that the fees for the course is ₹26,000 and ₹2,300 examination fees. 38 students have shown the interest; however, no one is ready to pay that much fees. Shri N. Sasidharan suggested that German Consulate also offer the courses on language learning and the fees may be lesser than that. He opined that German Consulate and French Consulate can be contacted for further details. It was decided that Mrs. Sneha Jagdale will be informed about the decision of collecting the required information.
- Shri N. Sasidharan advised that IIC (Institutional Innovative Council) should be more active and apart from conducting the sessions, some projects also can be undertaken for start ups of businesses by the students. He recommended that the council should be outcoming driven.
- Mr. Md. Jabir was asked to send the proposals for internships of the students to various companies including Sree Narayana Guru Co-operative Bank.

The minutes of the previous meeting were approved by all the members.


2. Review on the activities of IQAC in Odd Semester of A.Y. 2023-24:

Dr. Hinduja Srichand informed that IQAC has prepared Academic Calendar for various activities based on identified areas and also informed that these activities are happening as per plan. He also informed that apart from planned activities, the departments are conducting additional activities and sessions as per the requirements for the benefit of the students and faculties.

3. AQAR preparation for A.Y. 2022-23:

Dr. Hinduja Srichand informed that the meeting for preparation of AQAR 2022-23 was conducted with all criteria heads and were informed to submit criteria wise information by 31.10.2023. He informed that the last date for submission of the same to NAAC is 31.12.2023.




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4. Internal Audit of Academic and Administration for A.Y. 2022-23.

Dr. Hinduja Srichand informed that the AAA (Academic and Administrative Audit) 2021-22 was conducted by calling the outside experts, hence, the AAA for 2022-23 can be conducted internally with the help of IQAC. He informed that the report of the same can be finalised by 31.12.2023.

5. Preparation of SSR to be submitted for 4th Cycle of Re-Accreditation.

Dr. Hinduja Srichand informed that meetings are taking place regularly and with the guidance of Dr. M.P.Rajan we are preparing the SSR which is to be submitted for the 4th Cycle of NAAC Re-accreditation after 31.05.2024.

6. Any other matter with the permission of the chair.

Dr. Ravindran Karathadi informed that Dr. Sarbhani Banerjee, Scientist at IIT Bombay, who was invited as Key Note Speaker for our College's International Conference on 16.09.2023 has suggested about the Living Labs in our College. It is a mutual activity of the College and nearby government hospital where the data related to health field can be collected and will be stored in Living Labs. He informed that IIT Bombay also is going ahead with this project and Dr. Sarbani will be visiting Vellur for further understanding of the same.

The meeting was concluded at 2:00 p.m. with the vote of thanks by Dr. Sumi Nijith.

