



SREEKRISHNAPURAM V.T. BHATTATHIRIPAD COLLEGE

Aided and Affiliated to University of Calicut, NAAC Accredited with B+ Grade

Phone (Office) : 0466-2268285 | Email : principalvtbcollege@gmail.com



CRITERION - VI GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5 Internal Quality Assurance System



www.vtb.ac.in



Mannampatta P.O., Palakkad - 678 633

SREEKRISHNAPURAM V.T. BHATTATHIRIPAD COLLEGE



Aided and Affiliated to University of Calicut, NAAC Accredited with B+ Grade

Phone (Office) : 0466-2268285 | Email : principalvtbcollege@gmail.com

Minutes of IQAC Meeting and Action Taken Report 2023-24



SREEKRISHNAPURAM V T BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD, 678633
Affiliated to the University of Calicut

IQAC Meeting Minutes
&
Action Taken Report
2023-24

IQAC Meeting 2023-24

Meeting 1 - 21/07/2023

Venue - Principal's Room

Time - 2:00 PM

Agenda

1. Approval of minutes of IQAC meeting held on 20/10/22 and discussion of Action taken report.
2. Discussion and finalization of Master timetable and Academic calendar. Regarding newly proposed MoUs, EMBASE training Program
3. Discussion regarding AQAR 2021-22 and Regarding submission of SSR
4. Introduction of Certificate Courses
5. Expansion of IQAC
6. Organizing Seminars/Workshops by departments

Major Decisions

1. Approved the minutes and discussed ATR
2. Finalized academic calendar and master timetable of 2023-24. Approved the implementation of newly established MoUs, Training on EMBASE
3. NAAC Coordinator briefed the current status of ongoing works of AQAR.
4. Introduced new certificate courses. Decided to start the works of regarding submission of SSR immediately after the submission of AQAR 2021-22.
5. Decided to expand the working committee of IQAC.
New members Ms. Rathi, Asst Professor, Dept of Commerce; Ms. Sathyavathi, Asst Professor, Dept of Economics; Mr. Kamal Raj Mohan, Asst Professor Dept of Commerce; Mr. Madhava Sadasivan, Dept of Commerce were nominated to the IQAC working committee.
6. Suggested and decided to conduct an Induction program for first year students
7. Granted approval to conduct Seminars and FDPs

Attended by

1. Dr Saritha Namboodiri - Principal and Chairman IQAC
2. Sri M K Narayanan Namboodiri, Manager, V T B College
3. Dr. K R Sandeep Narayan, Co Ordinator IQAC.
4. Ms. Bindu - Co-Ordinator, NAAC.
5. Dr..Asish - Co-Ordinator, NAAC.
6. Ms Vijayalakshmi K.K, Head Dept of Economics
7. Dr Geetha K, Head Dept of History
8. Dr Parvathy, Head Dept of Sanskrit
9. Ms Rashmi M P, Head Dept of Mathematics
10. Ms. Subha I N Head Dept of Computer Science





SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD

Reaccredited by NAAC with B' Grade

Action Taken Report

IQAC Meeting 1 - 21/7/2023

Item. No	Decision	Action taken
2	Academic Calendar and Master timetable was finalized. Initiated new MoUs and Faculty Exchange Program	Approved the MoUs between the College and the following institutions ZENDALONA, ICDC. Approved linkage between Vellinezhi, Sreekrishnapuram Higher Secondary Schools for faculty exchange.
	Suggested to conduct training program on EMBASE	EMBASE Training Program was conducted on 22/8/2023
4	Starting new Certificate Courses	The certificate Courses started are 1. Certificate Course in Corporate Social Responsibility 2. Value added course in Physical Fitness
5	Decision to expand the working committee and start SSR works	Working committee was reconstituted to start the works of SSR. New staff members MS Rathi, Ms Sathyavathi, Mr Kamal Rajmohan and Mr Madhava Sadasivan were added.
6	Decision to conduct induction program for 1 st year students	Conducted the induction program on 7/8/23 to 13/8/23
7	Approval of Seminars by departments	Seminars Organized 1. Seminar on Intellectual Property Rights 2. Seminar on "From an Idea to Enterprise: A Star-Up Journey" 3. National Seminar on Nature Inspired Algorithm for Research

Dr K R Sandeep Narayan

IQAC Coordinator

Dr Saritha Namboodiri

Principal & Chairman IQAC



IQAC Meeting 2023-24

Meeting 2 - 24/07/2023

IQAC Meeting 2 - 24/07/2023

Venue - Principal's Room

Time - 1:00 PM

Agenda

1. Approval of minutes and ATR meeting held on 21/7/23
2. Policy amendments and IEDC center of excellence.
3. Regarding FDPs MoUs and Linkages
4. Seminar on Entrepreneurship. Departmental Seminars and Workshops
5. Suggested to felicitate student and staff achievers
6. Re allocation of NAAC committees
7. Security enhancement of Institute by installing closed circuit cameras
8. Regarding submission of SSR
9. Work distribution among core committee members

Major Decisions

1. Approved minutes of meeting held on 21/7/2023.
2. E- Governance Policy, Student Grievance Policy amendments were approved.
Suggested to apply for recognition as IEDC center of excellence.
3. Suggested to conduct an FDP on MOOC.
4. FDP & Seminar proposals were discussed. Suggested to conduct Seminars on Entrepreneurship
5. Proposed to celebrate student and faculty achievements as Merit Day.
6. Decided to submit the AQAR 2021-22 by 27/7/2023.
7. *Suggested to increase the safety and security measures of the college.
8. As a first step towards the work of preparation of SSR, it was decided to distribute the coordination and consolidation of previous 5 years data among the core committee members.
9. Work was distributed as below
 - i) Ms. Bindu - Criteria 1
 - ii) Mr Kamal Rajmohan - Criteria 2
 - iii) Ms. Sathyavathi - Criteria 3
 - iv) Mr. Madhava Sadasivan - Criteria 4
 - v) Mr. K R Sandeep Narayan - Criteria 5
 - vi) Ms. Rathi - Criteria 6
 - vii) Mr. Asish - Criteria 7 *Asi*

Attended by

1. Dr. Saritha Namboodiri - Principal and Chairman IQAC *Saritha*
2. Sri M K Narayanan Namboodiri, Manager V T B College *M K Narayanan*
3. Ms. Bindu - Co-Ordinator, NAAC *Bindu*
4. Dr. K R Sandeep Narayan, Co Ordinator IQAC. *K R Sandeep*
5. Ms. Rathi, Member Core Committee. *Rathi*
6. Ms. Sathyavathi, Member Core Committee. *Sathyavathi*
7. Mr. Kamal Rajmohan, Member Core Committee *Kamal*





**SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE MANNAMPATTA,
PALAKKAD**

Reaccredited by NAAC with B⁺ Grade

Action Taken Report

Meeting 2 - 24/7/2023

Sl.NO	Decision	Action taken
2	Policy amendments Regarding Applying for recognition as IEDC centre of excellence	Policies on E Governance, Student Grievance were amended. College was recognised as IEDC centre of excellence on 4/10/23
3	Approved the Certificate Courses.	The following activities were conducted. Certificate Courses 1. Certificate Course in Office Automation Tools 2. Certificate Course in Business Analytics 3. Value Added course in Entrepreneurial Finance 4. Certificate Course in Health Economics
4	FDP and Seminar proposals were discussed. Decision to conduct seminars on entrepreneurship	FDPs conducted 1. FDP on MOOC & E-Content Development Seminars and Workshops 1. Seminar on Successful Women Entrepreneurship
5	Decided to celebrate the student and staff achievements as Merit Day	Conducted Merit Day on 14/11/2023 in which rank holders, faculty achievers were felicitated.
7	Suggested to increase the security measures of the college.	Security Cameras were installed at vulnerable spots throughout the campus.

Dr K R Sandeep Narayan

IQAC Coordinator



Dr Saritha Namboodiri

Principal & Chairman IQAC

PRINCIPAL
Sreekrishnapuram VT Bhattathiripad College
Mannampatta, Palakkad - 678633

IQAC Meeting 2023-24

Meeting 3 - 22/11/2023

IQAC Meeting 3 - 22/11/2023,

Venue - Principal's Room, Time - 1:30 PM

Agenda

1. Approval of minutes and ATR of meeting on 24/7/2023
2. Review of AQAR submission related works
3. Conduct a Faculty Empowerment Program on FYUGP and Departmental Seminars
4. Regarding MoU between V T B College & Bharathiya Vidya Nikethan
5. Feedback from students.
6. Analysis of the results of university exams.

Discussions

1. Minutes and ATR approved.
2. AQAR - Criteria 2 coordinator suggested that every question paper can be prepared in a format that highlights the COs and it was left for the discussion among Hods.
All departments have received the templates of Criteria 3 and the work was progressing.
All templates were sent and yet to receive the completed documents. Criteria 6 and Criteria 4 coordinators shall work in tandem to ensure the timely completion of all data.
It was decided to keep and nurture the best practices i) MITHRAVANAM ii) SPANDANAM. It was suggested to introduce new activities related to The Adoption of Tribal Village with the help NSS
3. Members suggested to conduct an orientation program on FYUGP to give a basic idea about FYUGP. Seminar proposals were approved.
4. Approved the proposal to sign MoU with Bharathiya Vidya Nikethan
5. Decided to take feedback from students. Head of Departments were entrusted with the task of taking feedback.
6. It was decided to prepare result analysis in prescribed format for the reference of heads of departments.
7. It was decided to reassign mentors. The Class Tutor and Mentor shall be one person. Works of uploading data in Criteria 2 is reported to be progressing well.
8. and other Clubs of the college.
9. It was decided to upload all data related to QIMs in each criterion before next review meeting which shall be held on 29/11/23.

Attended by

1. Dr. Saritha Namboodiri - Principal and Chairman IQAC
2. Ms. Bindu - Co-Ordinator, NAAC
3. Dr. K R Sandeep Narayan, Co Ordinator IQAC
4. Dr. Vijayasree, Criteria 4 Coordinator
5. Ms. Subha, Criteria 5 Coordinator
6. Dr. G S. Aravind, Criteria 1 Coordinator
7. Dr Asish, Criteria 7 Coordinator
8. Mr. Kamal Rajmohan, Criteria 2 Coordinator
9. Mr Madhava Sadasivan, Criteria 4 Coordinator
10. Dr. Sruthi, Criteria 6 Coordinator
11. Ms. Dhanya, Librarian





SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD
Reaccredited by NAAC with B+ Grade

Action Taken Report
Meeting 3 - 22/11/2023

Sl.NO	Decision	Action taken
3	Organising orientation program on FYUGP and departmental Seminars. Approved Certificate Courses	Seminars Organised <ol style="list-style-type: none">1. Seminar on Exploring Contributions of Indian Mathematicians in Research2. National Seminar on Manuscripts in Scientific Literature in Sanskrit3. IQAC organised a faculty empowerment program on FYUGP on 7/12/2023 Certificate Courses approved <ol style="list-style-type: none">1. Certificate Course in Digital Economy2. Certificate Course in SPSS
4	Regarding MoU with Bharathiya Vidya Nikethan	MoU established The college entered into an MoU with Bharathiya Vidya Nikethan for One year (23/12/23 to 22/12/24)
5	Regarding feedback from students	Feedback on Curriculum and teaching learning process was taken by the respective Heads of Departments
6	Regarding result analysis	Results of University exams which were recently published was analysed in the respective departments and it was reported to the authorities.

Dr K R Sandeep Narayan
IQAC Coordinator



Dr Saritha Namboodiri
Principal & Chairman IQAC

PRINCIPAL
Sreekrishnapuram VT Bhattathiripad College,
Mannampatta, Palakkad - 678633

IQAC Meeting 2023-24

Meeting 4 - 1/12/2023

IQAC Meeting 4 (With all Faculty) - 01/12/2023,

Venue - Seminar Hall, Time - 11:30 AM

Agenda

1. Approval of minutes of meeting held on 22/11/23 and discussion of Action Taken Report
2. Regarding new MoU and linkage
3. Scheduling Internal Audits
4. Seminars and Workshops. Training program for faculty on mentoring
5. Regarding preparation of college handbook
6. Introducing newly joined staff members
7. Work re-allocation and discussion regarding progress of NAAC related works.
8. Other matters

Discussion/Decisions

1. Approved the minutes and discussed Action taken Report
2. Discussed new MoUs and linkages
3. Decided the schedule to conduct internal audit - On 4/12/23, Audit of Comp. Sc, Economics and History department. On 5/12/23- Audit of Sanskrit, BBA, Mathematics, Commerce depts.
4. Discussed proposals regarding seminars and FDPs
5. The following is the work completion status of various criteria
Criteria 1- All QnMs are to be collected but majority of QIMs are uploaded
Criteria 2 - QIMs are to be uploaded and all departments have given QnMs
Criteria 3 - Depts are yet to handover the data. QIMs are to be uploaded.
Criteria 4 - Library data has been compiled. Remaining data is to be collected and uploaded.
Criteria 5 - QIMs are not uploaded and QnMs are yet to be given by the departments.
Criteria 6 - All QIMs are prepared and ready to be uploaded.
Criteria 7 - Data was uploaded and the online links are to be created
6. The principal informed that website construction is going on and the links can be created in the old website itself. The digital committee was entrusted with the duty of creating online links related to criteria 7.
7. Criteria 7 Coordinator requested suggestions from each department related to the Adoption of Moolakombur Tribal Village in Attapady. All Heads and Club Coordinators were agreed to submit their suggestions regarding activities/projects to be carried out in the tribal village by 11/12/23.
8. Coordinators reported that the work related to preparation of Handbook and College Calendar was going on and the IQAC guaranteed all support for these works.
9. Decided to review the completion of course planner and from 6th Semester 2023 onwards a committee shall be formed to monitor the timely completion of Course Planner.



10. Criteria 2 Coordinator informed that a training class for Mentors shall be conducted in the forthcoming week by the college counselor Ms. Akhila.
11. New staff members were assigned to the respective Criteria (Mr. Gopu & Mr. Thejus were assigned to Criteria 3 and Ms. Devi was assigned to Criteria 5)

Dr. Saritha Namboodiri (Principal and Chairman IQAC) presided the meeting. Heads of various departments, IQAC Coordinator, NAAC Coordinators and staff members attended the meeting.

The meeting came to an end at 12:30 PM. The following members were present in the meeting.

Participants

1. Dr. Saritha Namboodiri - Principal and Chairman IQAC
2. Ms. Bindu - Co-Ordinator, NAAC
3. Dr Asish, Co Ordinator NAAC.
4. Dr. K R Sandeep Narayan, Co Ordinator IQAC.
5. Ms. Vijayalakshmi, Head, Dept of Economics.
6. Dr. Geetha, Head, Dept of History.
7. Dr. Parvathy, Head, Dept of Sanskrit.
8. Ms. Subha, Criteria 5 Coordinator & Head Computer. Sc.
9. Dr. Vivek, HEAD, Dept of Business Management
10. Dr. Vijayasree
11. Ms. Sathyavathi.
12. Ms. Bhavya.
13. Ms. Rathi .
14. Ms. Satyabhama .
15. Dr. G S. Aravind.
16. Ms. Mini.
17. Mr. Kamal Rajmohan.
18. Mr Madhava Sadasivan.
19. Dr. Vinitha.
20. Dr. Sruthi.
21. Ms. Ramya.
22. Ms. Sinu.
23. Ms. Dhanya, Librarian.
24. Mr. Gopu.
25. Mr. Thejas.
26. Ms. Devi.





SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD

Reaccredited by NAAC with B Grade

Action Taken Report

Meeting 4 - 1/12/2023

Sl.NO	Decision	Action taken
1	Approval of meeting minutes and discussion of ATR	Approved the minutes and discussed the ATR
2	Regarding MoUs and Linkages	College entered established an MoU with Zandora Edge Pvt
3	Scheduling Academic Audit	Academic Audit was completed in January 2024
4	Regarding Seminars and Training Program on Mentoring	JEEVANI Counsellor, Ms Akhila conducted a training program for faculty members
6	Updating of College website and College Handbook	The principal informed that website construction is going on and the links can be created in the old website itself. The digital committee was entrusted with the duty of creating online links The printing of college handbook has been completed
8	Regarding review of course planner	Review of course planner was completed by February 2024.

Dr K R Sandeep Narayan

IQAC Coordinator

Dr Saritha Namboodiri

Principal & Chairman IQAC



PRINCIPAL
Sreekrishnapuram VT Bhattathiripad College
Mannampatta, Palakkad - 678633

IQAC Meeting 2023-24

Meeting 5 - 18/1/2024

IQAC Meeting - 18/01/2024

Venue - Principal's Room Time - 10:30 AM

Agenda

1. Approving minutes of meeting held on 1/12/23 and discussion of ATR
2. Submission of IIQA
3. Regarding the conduct Energy Audit, Green Audit and Gender Audit.
4. Regarding Proposal for conducting Seminar on Research Methodology and Human Rights along with departmental seminars.
5. Establishment of new MoU
6. Update regarding NIRF and AISHE
7. Any other matter

Minutes of the meeting

1. Minutes of meeting on 1/12/24 was approved.
2. Submission of IIQA
3. Decided to conduct the audits with immediate effect.
4. Suggested to conduct Seminars on Research Methodology, Seminar on Human Rights.
5. Approved the proposal for establishing MoUs
6. NIRF and AISHE Coordinators briefed about current status of NIRF and AISHE registration.

Participants

1. Dr. Saritha Namboodiri - Principal and Chairman IQAC
2. Dr. K R Sandeep Narayan, Co Ordinator IQAC
3. Ms. Bindu, AISHE Coordinator
4. Mr Vivek, NIRF Coordinator
5. Ms. Sathyavathi, Drept of Economics (Criteria 3 Coordinator)
6. Ms. Satyabhama, Dept of History (Criteria 6 Member)
7. Dr. G S. Aravind, Dept of English (Criteria 1 Coordinator)
8. Dr. Sruthi, Dept of Sanskrit (Criteria 6 Coordinator)





SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD

Reaccredited by NAAC with B Grade

Action Taken Report

Meeting 5 - 18/1/2024

Sl.NO	Decision	Action taken
1	Approval of minutes and discussion of ATR	Approved the minutes and discussed the ATR
2	Decided to submit IIQA	IIQA was submitted on 22 January 2024
3	Regarding different Audits	College conducted Energy Audit, Green Audit and Gender Audit. The report was submitted to the principal on 31 March 2024
4	Certificate Courses, Organising Seminars. Seminars on Research Methodology and Human rights were approved.	Certificate Courses sanctioned 1. Certificate Course in AI and Data Science Seminars Organized 1. Workshop on Research Methodology was conducted 24/1/2024 2. Seminar on Constitutional Imperatives - Human Rights was conducted Dept of History on 6/2/24
5	Regarding MoUs	The college entered to an MoU with the institution T.I.M.E.
6	NIRF and AISHE Registration	College Completed the process of NIRF & AISHE registration.

Dr K R Sandeep Narayan

IQAC Coordinator



Dr Saritha Namboodiri

Principal & Chairman IQAC

PRINCIPAL
Sreekrishnapuram VT Bhattathiripad College
Mannampatta, Palakkad - 678633

IQAC Meeting 2023-24

Meeting 6 - 16/02/2024

IQAC Meeting -16/02/2024

Venue - Principal's Room

Time - 2:00 PM

Agenda

1. Approval of minutes of meeting held on 18/01/24 and discussion of Action taken report.
2. AQAR Submission, Academic Audit and E- Governance report
3. Discussion regarding Proposals for Organizing seminar
4. Regarding sports infrastructure.
5. Infrastructural Capacity Enhancement Regd.
6. SSR Work review
7. Other matters

Discussion/Decisions

1. Approved the minutes and action taken report.
2. Decided to conduct external academic audit. Submitted the E- governance report to the management. Decided to submit the AQAR 2022-23 by the stipulated date. The task was entrusted with the IQAC Coordinator. A committee for documentation was formed. The members are IQAC Coordinator, Ms. Subha, Ms. Rathi, Mr. Vivek, Mr. Asish, Mr. Kamal Rajmohan.
3. Proposals for seminar on Young Innovators Program and Manuscripts in Scientific Literature in Sanskrit was accepted.
4. Dr Sadeep informed that works of college ground has been completed and a facility for rain water harvesting and well recharging is being constructed in the campus along with the construction of college ground.
5. Meeting agreed upon the fact that the infrastructural developments need to be completed before the submission of SSR.
Detailed plan for infrastructural development will be made by the principal and faculty members and submitted to the management at the earliest.
6. The following is the work completion status of various criteria related to SSR
Criteria 1 - All the details required for data entry related to 1.1.1 and 1.1.2 had been handed over to the technical team. It was decided to recheck the event calendar of each



department in accordance with the college event calendar and make necessary updates.

Criteria 2 - There was no representation

Criteria 3 - Data partially collected from the departments. Yet to handover to the technical team

Criteria 4 - Works are underway and all details are being updated with the help of office staff.

Criteria 5 - Data is being collected. Instructed to update all club activities, reports and minutes.

Criteria 6 - Instructed to collect the details of financial support given to faculties to attend FDPs Seminars workshops etc. Further details are being updated.

Criteria 7 - Green audit has been completed and the report is being prepared by the agency. Coordinator suggested a name (ROOT) for the green campus initiatives and the name will be finalized after further discussions. It was also decided to make these green campus initiatives specially the food forest as a best practice. All the social welfare activities will be branded under a single title and it will be postulated as the second-best practice. This title will be fixed after relevant discussions.

Participants

1. Dr. Saritha Namboodiri - Principal and Chairman IQAC
2. Ms. Bindu - Co-Ordinator, NAAC.
3. Dr Asish, Co Ordinator NAAC.
4. Dr. K R Sandeep Narayan, Co Ordinator IQAC.
5. Ms. Vijayalakshmi, Head, Dept of Economics.
6. Dr. Geetha, Head, Dept of History.
7. Dr. Parvathy, Head, Dept of Sanskrit.
8. Ms. Rashmi M P, Head Dept of Mathematics
9. Ms. Subha, Criteria 5 Coordinator & Head Computer. Sc.
10. Dr. Vivek, Head, Dept of Business Management
11. Dr. Sadeep, Dept of Physical Edn.
12. Dr. Sruthi, Dept of Sanskrit
13. Ms. Rathi, Dept of Commerce
14. Ms. Madhava Sadasivan, Dept of Commerce
15. Dr. Thejus Namboodiri, Dept of Sanskrit





SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD

Reaccredited by NAAC with B+ Grade

Action Taken Report
Meeting 6 - 16/02/2024

Sl.NO	Decision	Action taken
1	Approval of minutes and discussion of ATR	Minutes was approved and ATR was discussed
2	AQAR Submission and External Audit	AQAR of 2022-23 was submitted on 28/2/24. External Audit was completed.
3	Regarding Seminar approval	1. Seminar on Young Innovators Program was conducted on 4/3/24 2. Seminar on Manuscripts in Scientific Literature was conducted on 2/5/24.
4	Regarding Sports and other facilities	An open-air auditorium was constructed by the sponsorship from PTA and it commissioned on 25/3/2024.
5	ICT Upgradation and Regarding Infrastructural Upgrades	Detailed plan for infrastructural development was prepared by the planning team. It was submitted to the management. An Annual Maintenance contract was signed between a private agency on 23/5/2024 for the maintenance of computers and internet network of the college. 2. All classes were converted to ICT enabled classrooms. 3. All post graduate class rooms were converted to smart classrooms.
6	Review of works related to SSR	Progress of works was discussed and suggestions were given to the coordinators.

Dr K R Sandeep Narayan

IQAC Coordinator



Dr Saritha Namboodiri

Principal & Chairman IQAC

PRINCIPAL
Sreekrishnapuram VT Bhattathiripad College
Mannampatta, Palakkad - 678633