



Sree Narayana College, Sivagiri, Varkala

Affiliated to the University of Kerala
NAAC Reaccredited with B++ Grade



Internal Quality Assurance Cell (IQAC)

E mail: iqacsncv@gmail.com

Website: www.sncsivagirivarkala.com

Date: 01. 06. 2023

CIRCULAR

There will be a meeting of the members of IQAC on 02.06.2023 at 1:00 pm in the Principal's chamber. All are directed to attend without fail.

Agenda

1. Admission
2. Academic planning
3. Criteria wise planning
4. College handbook
5. Portion completion

Dr. Preetha Krishna L
IQAC Co-ordinator

Dr. Vinod C. Sugathan
PRINCIPAL



Principal
Sree Narayana College
Sivagiri, Varkala



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Minutes of the IQAC meeting held on 02.06.2023 at 01.00pm

Agenda:

1. Admission
2. Academic planning
3. Criteria wise planning
4. College handbook
5. Portion completion

Members present

1. Dr. Vinod C Sugathan (Principal) Sd/-
2. Dr. Soju S Sd/-
3. Dr. SajeshSasidharan Sd/-
4. Dr. Babitha G S Sd/-
5. Dr. Hima R Sd/-
6. Dr. Archana S R Sd/-
7. Dr. Biju C Sd/-
8. Dr. Preetha Krishna L Sd/-

The following matters were discussed and decisions taken

1. IQAC coordinator welcomed the new Principal Dr. Vinod C Sugathan to the team
2. The committee members reviewed the activities of the college during the academic year 2022-2023

3. It was decided that portions of all semester should be effectively transacted to students well in advance weeks before the commencement of university examinations
4. Principal strictly instructed that weak students should addressed special remedial classes should be given to all slow learners. This should be done apart from the regular class timings. Departments can prepare a special remedial time table and the copy to be handed over to the Principal and the IQAC
5. Dr Archana S.R, Convenor of Criteria I is entrusted the charge of preparing an academic cum activity calendar for the year 2023-24 based on the university academic calendar
6. The IQAC team to monitor the score of criteria wise activities and focus on the same and provide instructions to departments to enhance the scores.
7. Preparation of handbook and printing and circulation charge shall be given to Sree Murukan sir (Dept. of Mathematics)
8. Discipline committee to strictly monitor the campus
9. HODs should handover the copies of programs of their departments to IQAC

Preetha Krishna L

Dr.Preetha Krishna L
IQAC Co-ordinator



Dr. Vinod C. Sugathan

Dr.Vinod C. Sugathan
PRINCIPAL

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Date: 09.06.2023

CIRCULAR

There will be a meeting of the members of IQAC and representatives from other departments on 13.06.2023 at 1.30 pm in the Principal's chamber. All are directed to attend without fail.

Agenda

1. AQAR
2. Documentation
3. NAAC scores
4. Full-fledged classes
5. Club activities
6. Website
7. Department wise meeting

Dr. Preetha Krishna L
IQAC Co-ordinator

Dr. Vinod C. Sugathan
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Minutes of IQAC meeting held on 13/06/2023 at 1.30pm

Agenda

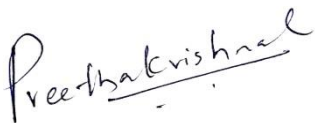
1. AQAR
2. Documentation
3. NAAC scores
4. Full-fledged classes
5. Club activities
6. Website
7. Department wise meeting

Members present

1. Dr. Vinod C Sugathan (Principal) Sd/-
2. Dr. Preetha Krishna (IQAC Coordinator) Sd/-
3. Dr. Sajesh Sasidharan - Physics Sd/-
4. Dr. Babitha G S - Zoology Sd/-
5. Dr. Hima R - Botany Sd/-
6. Dr. Archana S R - Chemistry Sd/-
7. Dr. Sreela S R - Geology Sd/-
8. Ms. Neelima N - Mathematics Sd/-
9. Dr. Sreeranjini - Economics Sd/-
10. Biji K.K - History Sd/-
11. Dr. Lekshmy Prasannan – Commerce Sd/-
12. Dr. Henalal - Malayalam Sd/-

The following matters were discussed and decisions taken

1. IQAC coordinator Dr. Preetha Krishna L briefed the department representatives that they should ensure that apart from regular teaching and learning in their departments they should also provide short term certificate courses for skill enhancement of students. MoUs should be functional every year. Departments should provide special assistance to slow learners. Result of departments should be improved.
2. A monthly meeting with department members and IQAC should be held in the principal's chamber
3. IQAC proposed that no sort of programmes to be conducted in the forenoon. HODs should monitor that all classes are engaged during forenoon sessions. In the afternoon, departments can host other academic activities apart from classes.
4. IQAC proposed that all club activities shall be activity based involving the active participation of students instead of mere talks or lectures
5. IQAC strictly proposed that the college website to be updated. The. Committee should seriously do updating of documents in the website.
6. Department level coordinators of website team to update the department level activities.



Dr. Preetha Krishna L
IQAC Co-ordinator



Dr. Vinod C. Sugathan
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Date: 24. 07. 2023

CIRCULAR

There will be a meeting of the members of IQAC on 26/07/2023 at 10:45 in the Principal's chamber. All are directed to attend without fail.

Agenda

1. AQAR 21-22 review of submissions
2. AQAR 22-23 Preparations
3. Induction program for first year students
4. Training for administrative staff
5. Orientation program on four-year degree programme for teachers
6. Internet connections in IQAC room
7. Anti ragging awareness program
8. Computer lab and computer assistant

Dr. Preetha Krishna L
IQAC Co-ordinator

Dr. Vinod C. Sugathan
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Minutes of IQAC meeting held on 26/07/2023 at 10:45 am

Agenda

1. AQAR 21-22 review & submissions
2. AQAR 22-23 Preparations
3. Induction program for first year students
4. Training for administrative staff
5. Orientation program on Four Year Degree Programme for teachers
6. Internet connection in IQAC room
7. Anti ragging awareness program
8. Computer lab and computer assistant
9. Any other matter

Members Present

- | | |
|---|------|
| 1. Dr. Vinod C Sugathan – Principal | Sd/- |
| 2. Dr. Soju S - Member | Sd/- |
| 3. Dr. Sajesh Sasidharan – Member | Sd/- |
| 4. Dr. Babitha G S - Member | Sd/- |
| 5. Dr. Hima R - Member | Sd/- |
| 6. Dr. Archana S R - Member | Sd/- |
| 7. Dr. Biju C - Member | Sd/- |
| 8. Dr. Preetha Krishna L - IQAC coordinator | Sd/- |
| 9. Dr. Sreerenjini S C - Member | Sd/- |

The following matters were discussed and decisions taken

1. IQAC team members along with the chairperson reviewed AQAR 21-22. Suggestions were noted by the coordinator.
2. Criteria wise charges are assigned to prepare AQAR 22- 23. The seven members of IQAC shall be the convenors of seven criteria. Members of criteria team will be faculty members from departments. They are given the charge of data collection for AQAR 22-23.
3. IQAC proposed to organize an induction program for first-year students.
4. A training programme to be organized for faculty members on the upcoming Four Year Under Graduate Program (FYUGP)
5. A training programme to be given to administrative staff
6. IQAC requested to revamp the internet connection in the campus
7. An antiaging awareness program shall be organized for all students.
8. The college computer lab should also be revamped and provide opportunities for students to do their projects and dissertation work in the college computer lab.

Actions taken

1. Training program for office staff organized by IQAC on 4th November 2023
2. Induction programme for first year students organized on 14th November 2023 by college IQAC

Preetha Krishna L

Dr.Preetha Krishna L
IQAC Co-ordinator

Dr. Vinod C. Sugathan

Dr.Vinod C. Sugathan
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Date: 26. 07. 2023

CIRCULAR

There will be a meeting of the members of IQAC on 27.07.2023 at 10 am in the IQAC room. All are directed to attend without fail.

Agenda

1. Reviewing of AQAR 21-22
2. Preparation of AQAR 22-23
3. NAAC benchmarks
4. Department level documentation

Dr. Preetha Krishna L
IQAC Co-ordinator

Dr. Vinod C. Sugathan
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Minutes of IQAC meeting held on 27/07/2023 at 10.00am

AGENDA

1. Reviewing of AQAR 21-22
2. Preparation of AQAR 22-23
3. NAAC benchmarks
4. Department level documentation

Members Present

1. Dr. Vinod C Sugathan – Principal Sd/-
2. Dr. R Raveendran - Research officer, SN trust Sd/-
3. Dr. Sajesh Sasidharan – Member Sd/-
4. Dr. Soju S - Member Sd/-
5. Dr. Hima R - Member Sd/-
6. Dr. Archana S R - Member Sd/-
7. Dr. Biju C - Member Sd/-
8. Dr. Sreerenjini S C - Member Sd/
9. Dr. Preetha Krishna L - IQAC coordinator Sd/-

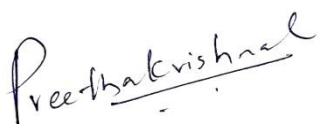
The following matters were discussed and decisions taken

1. AQAR 21-22 was reviewed and discussed in the presence of the SN trust research officer Dr. R Raveendran

2. It was decided that departments should offer skill-based certificate courses to students
3. Feedback from students should be critically analyzed and adequate remedial measures to be taken.
4. Result of students should be improved.
5. Departments should organize interdisciplinary programmes
6. Integration of Indian Knowledge System of Learning shall be adopted by departments.
7. IQAC to conduct regular meeting with departments to maintain academic standards.
8. IQAC team to discuss NAAC benchmark and prepare accordingly for next cycle
9. The convenors of AQAR 22-23 team are as follows
 1. Criteria 1 – Dr. Archana S.R (Dept of Chemistry)
 2. Criteria 2 – Dr. Hima R (Dept of Botany)
 3. Criteria 3 – Dr, Biju C (Dept of Botany)
 4. Criteria 4 – Dr. Sajesh Sasidharan (Dept of Physics)
 5. Criteria 5 – Dr. Sreerenjini (Dept of Economics)
 6. Criteria 6 – Dr. Raji R (Dept of Physics)
 7. Criteria 7 – Dr. Babitha G S (Dept of Zoology)
10. Departments should document all their academic activities.

Action taken

Department of English conducted certificate course in Sree Narayana philosophy



Dr. Preetha Krishna L
IQAC Co-ordinator



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Date: 16. 08. 2023

CIRCULAR

There will be a meeting of the members of IQAC on 18/08/2023 at 02:00 pm in the IQAC room. All are directed to attend without fail.

Agenda

1. Cross checking of website
2. AQAR 22-23

Dr. Preetha Krishna L
IQAC Co-ordinator

Dr. Vinod C. Sugathan
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Minutes of IQAC meeting held on 18/08/2023 at 02:00 pm

Agenda

1. Cross checking of website links with AQAR
2. AQAR 22-23

Members Present

1. Dr. Vinod C Sugathan – Principal Sd/-
2. Dr. R Raveendran - Research officer, SN trust Sd/-
3. Dr. Sajesh Sasidharan – Member Sd/-
4. Dr. Soju S - Member Sd/-
5. Dr. Hima R - Member Sd/-
6. Dr. Archana S R - Member Sd/-
7. Dr. Biju C - Member Sd/-
8. Dr. Sreerenjini S C - Member Sd/
9. Dr. Preetha Krishna L - IQAC coordinator Sd/-

The following matters were discussed and decisions taken

1. A meeting of the members and college IQAC and college website team was held jointly to check the weblinks given in the AQAR

2. All data uploaded in the college website was discussed, correction and editing related to the content was brought to the attention of the website team which was coordinated by Sri. Jyothish B, Dept of Physics.
3. IQAC strictly instructed the website team to made necessary correction without fail.
4. Many of the details given in the college website should be edited and corrected.
5. The institution level programmes as well as department level programmes should scroll in the front page.
6. Recent documents should appear on the top.
7. No additional link to be taken by criteria team members. They can upload the documents in the already provided area in the website.
8. IQAC has proposed that the college as well as the faculty members should take email addresses that ends in “.ac.in ”.
9. The IQAC has proposed that the design of website shall be modified and the college should purchase the domain from the company.

Preetha Krishna L

Dr.Preetha Krishna L
IQAC Co-ordinator

Dr. Vinod C. Sugathan

Dr.Vinod C. Sugathan
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Date: 27. 11. 2023

CIRCULAR

There will be a meeting of the members of IQAC on 29/11/2023 at 02:00 pm in the IQAC room. All are directed to attend without fail.

Agenda

1. AQAR 20-21, 21-22 filing of supporting documents
2. NAAC benchmarks discussion
3. AQAR 22-23

Dr. Preetha Krishna L
IQAC Co-ordinator

Dr. Vinod C. Sugathan
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Minutes of IQAC meeting held on 29/11/2023 at 02:00 pm

Agenda

1. AQAR 20-21, 21-22 filing of supporting documents
2. NAAC benchmarks discussion
3. AQAR 22-23

Members Present

1. Dr. Vinod C Sugathan – Principal Sd/-
2. Dr. R Raveendran - Research officer, SN trust Sd/-
3. Dr. Sajesh Sasidharan – Member Sd/-
4. Dr. Soju S - Member Sd/-
5. Dr. Hima R - Member Sd/-
6. Dr. Archana S R - Member Sd/-
7. Dr. Biju C - Member Sd/-
8. Dr. Sreerenjini S C - Member Sd/
9. Dr. Preetha Krishna L - IQAC coordinator Sd/-

The following matters were discussed and decisions taken

1. The criteria convenors are directed to maintain the soft and hard copies of AQAR supporting files
2. The IQAC team discussed the benchmarks
3. AQAR of all previous years from 20-21 was discussed and the existing score was calculated.
4. The college principal appreciated that the FIST fund has been sanctioned for the college. The meeting appreciated the efforts of the IQAC coordinator in taking efforts to ensure that FIST application is properly submitted by the college and for supporting the FIST team in all possible ways.
5. As there was a lack of research grants for the college for the past few years, IQAC's invention to concentrate on FIST fund and sanction by DST would be beneficial for the college.
6. Based on the discussions on benchmarks, efforts should be taken by IQAC further to initiate more community outreach programmes and to undertake innovative research collaboration.
7. Data collected for AQAR 23-24 was discussed in details.

Action taken

1. College IQAC has applied for a fund from the Department of minority welfare, Govt of Kerala to conduct UGC NET coaching the proposal of IQAC was approved and a fund of Rs 79500/- was granted.

Preetha Krishna L

Dr. Preetha Krishna L
IQAC Co-ordinator

Dr. Vinod C. Sugathan

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Date: 01. 01. 2024

CIRCULAR

There will be a meeting of the members of IQAC on 03/01/2024 at 1:00 pm in the principal's chamber. All are directed to attend without fail.

Agenda

1. AQAR committee reconstitution
2. Slow learners
3. Certificate courses
4. Usage of library resources
5. Use of ICT
6. Publications of faculty members
7. Fund hunt

Dr. Preetha Krishna L
IQAC Co-ordinator

Dr. Vinod C. Sugathan
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Minutes of IQAC meeting held on 03/01/2024 at 02:00 pm

Agenda:

1. AQAR committee reconstitution
2. Slow learners
3. Certificate courses
4. Usage of library resources
5. Use of ICT
6. Publications of faculty members
7. Fund hunt

Members Present

1. Dr. Vinod C Sugathan – Principal Sd/-
2. Dr. R Raveendran - Research officer, SN trust Sd/-
3. Dr. Sajesh Sasidharan – Member Sd/-
4. Dr. Soju S - Member Sd/-
5. Dr. Hima R - Member Sd/-
6. Dr. Archana S R - Member Sd/-
7. Dr. Biju C - Member Sd/-
8. Dr. Sreerenjini S C - Member Sd/
9. Dr. Preetha Krishna L - IQAC coordinator Sd/-

The following matters were discussed and decisions taken

1. As Dr. Babitha G.S (Convenor of criteria 7) is transferred to Sree Narayana College Punaloor, Dr. Babitha G.S has informed that she has already assigned the charge of Criteria 7 to Dr. Sini V. (Dept of Malayalam)
2. The Principal instructed that all slow learners should be identified and special attention should be given to them.
3. Discipline committee to strictly monitor the campus
4. All teachers who have received grants during the previous year are directed to submit the documents for internal audit.
5. Internal audits of last year to be submitted to IQAC. The faculty members who were in charge of internal audits are
Energy audit – Dr.Raji R (Dept.of Physics)
Green audit – Dr. Binushma (Dept of Zoology)
Gender audit – Ms. Biji K.K (Dept of History)
Academic and administrative audit-Dr.Aswathy R (Dept. of Economics)
6. All teachers and students to make use of ICT and library resources.
7. All departments to apply for funds from outside agencies.
8. Certificate courses to be offered by departments
9. Faculty members should enhance their member of research publications.
- 10.FDP to organized for faculty members on FYUGP

Action taken

1. College IQAC has organized a Faculty Development program on FYUGP Curriculum framework and Regulation and on Outcome Based Education (OBE) on 4th March 2024

Preetha Krishna L

Dr.Preetha Krishna L
IQAC Co-ordinator

Vinod C. Sugathan

Dr.Vinod C. Sugathan
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Date: 13. 03. 2024

CIRCULAR

There will be a meeting of the members of IQAC on 15/03/2024 at 03:00 pm in the Principal's chamber. All are directed to attend without fail.

Agenda:

1. Diamond Jubilee celebration
2. Community outreach programmes
3. RUSA (PM USHA) Phase 3 proposal submission
4. DLMC
5. FYUGP training programme
6. Scholarship Institutional level
7. Research Cluster
8. International webinar
9. IQAC reconstitution

Dr. Preetha Krishna L
IQAC Co-ordinator

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Minutes of IQAC meeting held on 15/03/2024 at 03:00 pm

Agenda:

1. Diamond Jubilee celebration
2. Community outreach programmes
3. RUSA (PM USHA) Phase 3 proposal submission
4. DLMC
5. FYUGP training programme
6. Scholarship Institutional level
7. Research Cluster
8. International webinar
9. IQAC reconstitution

Members Present


1. Dr. Vinod C Sugathan – Principal Sd/-
2. Dr. R Raveendran - Research officer, SN trust Sd/-
3. Dr. Sajesh Sasidharan – Member Sd/-
4. Dr. Soju S - Member Sd/-
5. Dr. Hima R - Member Sd/-
6. Dr. Archana S R - Member Sd/-
7. Dr. Biju C - Member Sd/-
8. Dr. Sreerenjini S C - Member Sd/
9. Dr. Preetha Krishna L - IQAC coordinator Sd/

The following matters were discussed and decisions taken

1. IQAC has proposed that the Research Cluster in the campus to promote research and development of students and faculty members. The IQAC, Research Cell and CLMC will be part of it.
2. As part of Diamond jubilee celebration of the college, IQAC has proposed to organize one week Summer Internal ship programme for high school students and to organize an international webinar series under the initiative Research Cluster.
3. RUSA (PM USHA) phase 3 proposal submitted under the monitoring of IQAC
4. DLMC to submit report to CLMC
5. All departments to take initiative to give institutional scholarship to students.
6. IQAC has welcomed the new member Dr. Sreela S.R to the team.
7. Green campus initiative to be strengthened.
8. Final discussion on AQAR22-23 was held.

Actions taken

1. Research cluster constituted (as per the college council held on 02/11/23).
2. Proposal for RUSA (PMUSHA Phase 3.0) submitted by the coordinator.
3. College IQAC has organized one week summer internal ship programme from 08-17 April 2024.
4. Research Cluster and IQAC has organized international webinar series in 2024.



Dr.Preetha Krishna L
IQAC Co-ordinator



Dr.Vinod C. Sugathan
PRINCIPAL



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