

PROCEEDINGS OF THE PRINCIPAL
SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA

No. PL/28/2020

MEMO

Date: 09.06.2020

The College Council Meeting held on 09.06.2020 has resolved to reconstitute the IQAC of the college with the following members.

Dr.K.C. Preetha	Principal, Chairperson
Dr.Babitha.G.S	Coordinator
Smt. Joly A	Faculty Member
Sri. Sanalkumar.T	"
Dr. Hima R	"
Dr.Soju S	"
Dr.Aranya .S	"
Sri. Sajesh Sasidharan	"
Smt. Preetha Krishna L	"
Sri. Ramesh Chandran B R	"
Dr. Ambily Chandran	"
Dr.Biju.C	"
Sri.Aji SRM	Management Representative
Smt.Bindu Haridas	Municipal Chairperson
Dr.Jayaraju	Former Director-ANERT
Sri. G. Sivakumar	Alumni, PTA
Sri. S. Anilkumar	Office Superintendent
Ms. Aswathy M S	Student Representative




PRINCIPAL

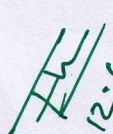
SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

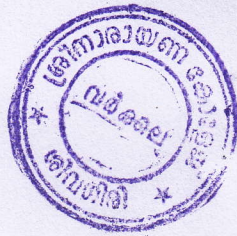
Circular

There will be a meeting of the of IQAC members on 17-06-2020 at 10:00 am in principals chamber. All members are requested to be present without fail.

SNC Varkala
12.06.2020


12.6.2020
Principal

PRINCIPAL
SREENARAYANA COLLEGE
SIVAGIRI VARKALA



A meeting of the members of IQAC was held on 17th June 2020 at 10 am in Principal's chamber.

Agenda

1. Planning of IQAC activities
2. NAAC visit & strengthening of IQAC
3. AQAR submission
4. Feedback
5. Any other matter, if any.

Members Present

1. Dr. K. C. Preetha PRINCIPAL ✓✓
2. Dr. Soju S. ~~✗~~
3. Dr. Babitha G.S. Coordinator. Ball
4. Smt. Joly A. ✓
5. Sri. Sanal Kumar T
6. Dr. Himar R. Homi
7. Dr. Aranya S. ✓
8. Dr. Biju C. B

The following matters were discussed.

1. As per the decision of the College Council held on 9/6/2020 it was decided to reconstitute and strengthen the IQAC by adding more members. The following members were taken in the IQAC.
Dr. Himar R
Sri Sanal Kumar T
Smt. Preetha Krishna L.

2. It was decided to plan and begin the activities of the college IQAC in per NAAC guidelines.
3. Faculty members are directed to read the manual for Self Study Report.
4. Registered Alumni is a positive indicator.
5. All departments should be ICT enabled.
6. Quality Enhancement is essential.
7. Learning Management system should be implemented.
8. Moodle Platform class will be organized for the teaching staff on an initiative of IQAC.
9. Collaboration with stakeholders is required.
10. Skill based training should be emphasized.
11. Syllabus should be discussed with the students in the beginning of each semester.
12. Teaching and learning should cater to the needs of students from different strata.
13. Student Satisfaction Survey (SSS) should be done.

14. Participatory, experiential, collaborative, interactive approaches, digital resources should be utilized in teaching and learning process.
15. Teachers profile and quality is required for institutional excellence.
16. Action Taken Report of Feedback is required.
17. Faculty members should undertake research projects useful for society.
18. Initiatives to promote research culture is required.
19. External funding should be enhanced and human resource utilization should be done.
20. Infrastructure and Learning Resources should be augmented.
21. Career Guidance Cell, Placement Cell, Grievance Redressal Cell and Anti-ragging Cell should be active.
22. Steps should be taken to avail scholarship for students.
23. Student participation should be ensured in the activities of the college.

24. Governance, leadership, and management should be based on the values and mission of the college.

25. Inclusiveness should be ensured.

26. IQA should be prepared after the draft SSR is ready.

27. NAAC website will be open for SSR preparation once the IQA is approved.

28. It was decided to constitute NAAC committee. Dr. Vinod C. Sugathan (Head, Dept. of Economics) will be the coordinator.

Action Taken Report

1. IQAC strengthened as part of NAAC cycle 3.

2. Teachers profile updated and uploaded on the college website

3. AQAR 2018-19 successfully uploaded on 25th Sept 2020.

4. Started preparing IQA and SSR

5.

PROCEEDINGS OF THE PRINCIPAL
SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA

No. PL/75/2020-21

MEMO

Date: 29.09.2020

The College Council Meeting held on 09.06.2020 has resolved to reconstitute the IQAC of the college with the following members.

Dr.K.C. Preetha	Principal, Chairperson
Dr.Soju.S	Coordinator
Smt. Joly A	Faculty Member
Sri. Sanalkumar.T	"
Dr. Hima R	"
Dr.Babitha G S	"
Dr.Aranya .S	"
Sri. Sajesh Sasidharan	"
Smt. Preetha Krishna L	"
Smt. Sreerenjini S C	"
Dr. Ambily Chandran	"
Dr.Biju.C	"
Sri.Aji SRM	"
Smt.Bindu Haridas	Management Representative
Dr.Jayaraju	Municipal Chairperson
Sri. G. Sivakumar	Former Director-ANERT
Sri. S. Anilkumar	Alumni, PTA
Ms. Aswathy M S	Office Superintendent
	Student Representative




PRINCIPAL

IQAC

A meeting of the members of the IQAC was held on 11/10/2020 at 9 am in the IQAC Room.

Agenda

1. AQAR 2018-19 Correction
2. AQAR 2019-20 Preparation
3. Next IQAC Meeting
4. Conduct of SSS
5. Review of Criteria wise data collection
6. Constitution of Internal Compliance Committee
7. Constitution of Clubs - Coordinators
8. Academic and Activity Calendar 2020-21
9. Evaluation of Tutorial System
10. Any other matter permitted by the Chair

Members Present

1. Dr. K. C. Preetha PRINCIPAL Preetha
2. Dr. Joly A. Joly
3. Sri. Saral Kumar T
4. Dr. Hima R. Hima
5. Dr. Babitha G.S. Babitha
6. Dr. Aranya S. Aranya
7. Sri. Sajith Sridharan
8. Smt. Preetha Krishna L. Preetha
9. Dr. Biju C. Biju
10. Smt. Ambily Chandran Ambily
11. Dr. Soju S. Soju
Coordinator, IQAC. Soju

The following matters were discussed

1. Dr. Babitha G.S. handed over the charge of IQAC coordinator to Dr. Soju S (HOD, Dept. of Commerce and Hotel Management).
2. Dr. Soju explained the modifications to be done in the AQAR 2018-19 which was uploaded to NAAC on 25/10/2020. Reuploading of the AQAR as per the review report will be done at the earliest.
3. The tentative date of meeting of IQAC members along with management representatives would be on 7th Oct 2020.
4. SSS for the academic years 2019-20 and 2020-21 should be conducted. It was decided to give the charge of SSS to Sri. Jyothish B of Physics dept.
5. It was decided to constitute the SSR drafting committee with IQAC members as convenors of each criteria.
6. Dr. Jeji J will be the coordinator of ICC.
7. Academic calendar and activity calendar preparatory charge will be given to Ms. Sneha and Ms. Pooja (Guest Faculty).
8. Parallel to the meeting of the members of SSR drafting committee, a meeting of the tutors also shall be convened.

Smt. Rumi Jaya Ramchandran and Smt. Shribitha of Chemistry dept will be in charge of tutorial.

9. The details of webinars organized by the college during 2019-20 should be uploaded on the college website.

10. As Ramesh Chandran got transfer, it was decided to include Smt. Sreevignini of Economics dept to IQAC.

11. A workshop on IPR will be hosted by the college IQAC. The tentative date is 9/10/2020 at 6pm.

Action Taken Report

1. Corrections were made in the AQAR 2018-19 and the same was uploaded.

2. SSR drafting Committee was constituted with 35 members. IQAC members are appointed as convenors of each criteria.

3. As Ramesh Chandran got transfer, the charge of RUSA was taken by Dr. Babitha A.S.

4. Organized a National webinar on "Overview of Intellectual Property Rights" on 9/10/2020.

Internal Quality Assurance Cell (IQAC)

Sree Narayana College, Sivagiri, Varkala

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NAAC Re accredited with grade B

E mail: iqacsncv@gmail.com

www.sncsivagirivarkala.com

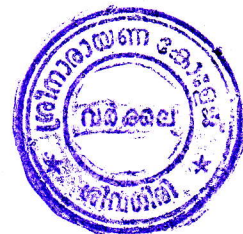
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CIRCULAR

The meeting of the faculty members in IQAC held on 01/10/2020, resolved to constitute a Self Study Report (SSR) drafting committee as below. The incumbents are requested assume charge with immediate effect so as to speed up the SSR preparation.

SSR Drafting Committee

Criteria 1 Curricular Aspects	Dr.Joly.A (Convenor) Smt.Preetha Krishna Smt.Veenas.C.L Smt.Namitha K Bhatt Smt.Parvathy.S.Babu
Criteria 2 Teaching-Learning and Evaluation	Dr.Hima.R(Convenor) Dr.Sreela.S.R Dr.Lakshmy Prasannan Smt.Ambily Chandran Dr.Shynu.R
Criteria 3 Research,Consultancy and Extension	Dr.Biju.C (Convenor) Dr.Leji.J Smt.Raji Raveendran Dr.Jerry Alwin Dr.Nandakumar
Criteria 4 Infrastructure and Learning Resources	Sri.Sajesh Sasidharan (Convenor) Smt.Anila Kumary.R Dr.Saiju (Librarian) Dr.Usha.R.B Dr.Murugan
Criteria 5 Student Support and Progression	Smt.Sreeranjini.S.C(Convenor) Sri.Syamraj.R Smt.Lija.P.Lekshmanan Smt.Induja.P Smt.Avani Saseendran
Criteria 6 Governance, Leadership and Management	Dr.Aranya.S(Convenor) Smt.Nayana Konath Smt.Preethi.S



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	Smt.Megha Radhakrishnan Smt.Saritha.S.J
Criteria 7 Innovations and Best Practices	Sri.Sanal Kumar.T (Convenor) Dr.Sidhukumar Sri.Sumesh.P.K Smt.Lekshmi.S.Dharan Sri.Praveen.R

Greetings to All



Dr.Soju.S

Co-ordinator, IQAC



Dr.Preetha.K.C

Chairperson/Principal

PRINCIPAL
SREENARAYANA COLLEGE
SIVAGIRI, VARKALA





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E mail: iqacsnev@gmail.com

Website: www.sncsivagirivarkala.com

No: 02/2020

Date: 12/10/2020

Circular

The UG and PG examinations have been delayed due to COVID 19 pandemic and the IQAC is pleased to provide additional online study materials offered by KSHEC to our students. Tutors are requested to circulate the below link to their wards.

**Online Study materials- B.A/B.Sc/B.Com, M.A/M.Sc/M.Com Programmes
of Universities in Kerala**

http://167.172.224.184/kshec_learning/

<https://epgp.inflibnet.ac.in/>

Wishing Success to All

Dr. Soju.S
Co ordinator, IQAC



Dr. K.C. Preetha
Chairperson, IQAC/Principal

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4/2020
No 3/2020

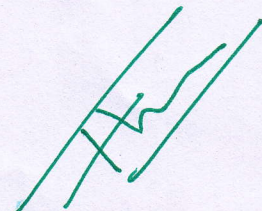
13/10/2020

Circular

Kindly furnish the details of the webinars conducted in your department in the format attached herewith. The soft copy of the format is sent to your department e-mail id for perusal. The following attachments are also expected.

1. Print out of the Brochure and Programme Schedule
2. A brief report about the webinar (Approximately 500 words)
3. Screen shots (two numbers affixed in a MS word page)
4. The video of the webinar (If the webinar is conducted by using the college G Suite account, it will be retrieved by IQAC).


Dr. Soju.S
Co-ordinator, IQAC


Dr. K.C. Preetha
Chairperson, IQAC/Principal



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Webinar Report (2020-21)

Name of the Department

Date and Time of Webinar

Name and Official Address of Resource Persons

1.....

.....

.....

2.....

.....

.....

Name of Co ordinator.....

Name of Joint Co ordinator.....

Number of Participants (Only total number is required if split up not available)

1. Students

2. Faculty Members

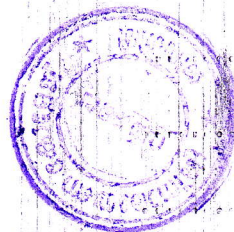
3. Research Scholars

4. Others

Total

Signature of Co-ordinators

Head of the Department





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E mail: iqacsncv@gmail.com

Website: www.sncsivagirivarkala.com

No: 03/2020

Date: 19/10/2020

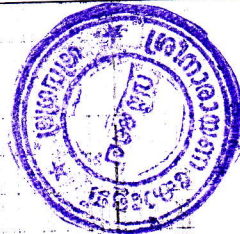
Circular

The criteria wise SSR drafting committees are requested to collect the hard copies of the documents mentioned below.

CRITERION WISE DOCUMENTS

Criterion-1

No.	Items	Source	Faculty in charge
1	MoU's (general)	HOD'S	
2	e-governance agreement		
3	FSA Minutes and Accounts ,if any	SECRETARY, FSA	
4	Affiliation Certificate from university	Office	
5	Autonomy	IQAC/OFFICE	
6	UGC	OFFICE	
7	CPE	OFFICE	
8	DST-FIST	DST-FIST COORDINATOR	
9	STAR COLLEGE	HOD ZOOLOGY	
10	Government orders –Sanction of Teaching posts	OFFICE	
11	Appointment details of Guest faculties	OFFICE	
12	Government orders –Reservation for admission	OFFICE	
13	CBCSS Guidelines	HOD'S	
14	Examination manual	University Website	
15	MoU's of Employable courses	HOD'S	
16	Syllabus of All Programmes including New Programmes	HOD'S	
17	Syllabus of courses addressing Gender & Environmental sustainability	HOD'S	
18	Documents for add on courses	HOD'S	
19	Documents for Value added courses including copies of the certificates issued.	HOD'S	
20	Project work by students (model) year wise	HOD'S	
21	Details of internship (model)	HOD'S	



Criterion 2

1	Details of Students from other states(Files)	OFFICE/HODs	
2	Details of Students from other countries (Files)	OFFICE	
3	Academic Management System or CMS Activities & Report	COMPUTER CENTRE	
4	ICT Facilities Report/Documents/	COMPUTER CENTRE/OFFICE/IQAC	
5	PhD certificate of Teachers	HOD'S	
6	Certificates of Teachers _Recognitions, Awards, Appreciation, honors etc.	HOD'S	
7	Certificates _ Teachers PG degree from other states	HOD'S	
8	Examination ,Result, Pass %,Automation etc.	HOD'S	
9	Academic schedule	IQAC	

Criterion 3

1	Research policy document	Research Committee	
2	Certificates of participation by teachers in International conferences	HOD'S	
3	Details of Projects, Project sanction letters, Project Completion Reports of Techers	HOD'S	
4	Certificates of International Fellowships	HOD'S	
5	Research Centres file	HOD'S	
6	Certificate of Guideship	HOD'S	
7	Reports of Seminars, Workshops, proceedings, Souvenir etc.	HOD'S	
8	Certificates of Innovation	HOD'S	
9	Certificates of awards for teachers	HOD'S	
10	Hard copy of the Patents awarded.	HOD'S	
11	PhD award certificate of students of respective guides	HOD'S	
12	PhD Thesis of students awarded degree.	HOD'S	
13	Hard/Soft copy of journal publications	HOD'S	
14	Hard/Soft copy of edited volumes	HOD'S	
15	Hard/Soft copy of proceedings	HOD'S	
16	Hard/Soft copy of books published	HOD'S	
17	Bibiliometric documents of publications with h-index of institution	HOD'S	
18	File containing consultancy MoU's and other details	HOD'S	
19	Report of Extension activities carried out	NSS/NCC	
20	Certificates of awards for extension activity	NSS/NCC	
21	Certificates showing academic collaboration with other institutions	HOD'S	
22	Certificates showing academic linkage with other institutions	HOD'S	



Criterion 4

1	File containing budget and expenditure details of the college (Government funds)	OFFICE	
2	File containing budget and expenditure details of the college (Non-Government funds)	OFFICE/MANAGEMENT	
3	Lay out of buildings showing all facilities	Office	
4	Certificate_ Library Software Packages (LIBSOFT)	LIBRARY	
5	List of Rare books	LIBRARY	
6	List of books, e-journals, e-resources etc.	LIBRARY	
7	Library register	LIBRARY	
8	Details of IT infrastructure and updation	LIBRARY	
9	Stock register of all physical assets.	LIBRARY	

Criterion 5

1	File containing list of students benefited by scholarship/free ship etc. from Government and management	OFFICE	
2	Report of capacity enhancement schemes with supporting documents-Guidance for competitive examinations	IQAC	
3	Report of capacity enhancement schemes with supporting documents-Net Coaching	IQAC	
4	Report of capacity enhancement schemes with supporting documents-Civil Services Coaching Programme-Career Counselling	COMMITTEE COORDINATOR	
5	Report of capacity enhancement schemes with supporting documents-Remedial coaching	COMMITTEE COORDINATOR	
6	Report of capacity enhancement schemes with supporting documents-Bridge courses	COORDINATORS	
7	Report of capacity enhancement schemes with supporting documents-Personal Counselling	COUNSELLING CELL	
8	Report of capacity enhancement schemes with supporting documents-Soft skill development	IQAC	
9	Report of capacity enhancement schemes with supporting documents-Yoga and Meditation	COMMITTEE COORDINATOR	
10	Report of capacity enhancement schemes with supporting documents-Coaching for entry into services for SC/ST/OBC(Non Creamy Layer) & Minority Community.	COMMITTEE COORDINATOR	
14	File containing the details of Grievance Redressal Cells	COMMITTEE COORDINATOR	
15	File containing the details of University Youth festival, south zone and national level with copies of certificates	STAFF ADVISOR	


16	File containing the details of University sports competitions and national level with copies of certificates	HOD PHYS. EDN	
17	Report of sports club	HOD PHYS. EDN	


Criterion 6

1	Report of professional training given to staff	IQAC	
2	Audited accounts	OFFICE	
3	Certificates of Teachers attending orientation, refresher and professional training programmes.	HOD'S	
4	Self-appraisal of teachers	IQAC	
5	Report of orientation programmes	IQAC	
6	Accreditation details, NAAC, IEDC, NIRF etc..	IQAC	
7	File containing Post second-cycle accreditation quality enhancement initiatives	IQAC	

Criterion 7

1	Documents of programmes –Locational advantages	COMMITTEE COORDINATOR/NSS	
2	Documents of programmes celebrating National identities and symbols	COMMITTEE COORDINATOR/NSS	
3	Documents of programmes observing promotion of universal values	COMMITTEE COORDINATOR/NSS	
4	Documents of programmes observing national festivals and birth / death anniversaries of the great Indian personalities	COMMITTEE COORDINATOR/NCC	
5	Detailed report of the best practices	COMMITTEE COORDINATOR	


 Dr. Soju.S
 Co ordinator, IQAC


 Dr. K.C. Preetha
 Chairperson, IQAC/Principal



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16	File containing the details of University sports competitions and national level with copies of certificates	HOD PHYS. EDN	
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Criterion 7

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4	Documents of programmes observing national festivals and birth / death anniversaries of the great Indian personalities	COMMITTEE COORDINATOR/NCC	
5	Detailed report of the best practices	COMMITTEE COORDINATOR	


Dr. Soju.S

Co ordinator, IQAC


Dr. K.C. Preetha

Chairperson, IQAC/Principal



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Internal Quality Assurance Cell (IQAC)



E mail: iqacsncv@gmail.com

Website: www.sncsivagirivarkala.com

No: 05/2020

Date: 28/10/2020

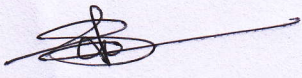
Circular

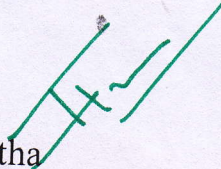
Our College is a member organisation of N-LIST project and it provides access to e-resources to students, researchers and faculty through server(s) installed at the INFLIBNET Centre. N-LIST stands for "National Library and Information services Infrastructure for Scholarly Content". All our faculty members are requested to avail this facility by activating their N-LIST account. For clarification and assistance in this regard please contact our librarian, Dr.Saiju.D.

Whats App No.9495153708

Email:saiju.davidson@gmail.com

Consider the matter URGENT and ensure that all our faculty members have^F activated the account and availing the facility frequently.


Dr. Soju.S
Co ordinator, IQAC


Dr. K.C. Preetha
Chairperson, IQAC/Principal



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Website: www.sncsivagirivarkala.com

No: 06/2020

Date: 12/11/2020

Circular

All Teaching departments are requested to conduct an orientation programme for the newly admitted students to the First Degree Programme under CBCS. The Programme is expected to cover the following topics which need to be handled by an eminent faculty either from the college or from a reputed institution.

Suggested Topics to be covered:


1. About the College and University System of Higher Education
2. An Overview of CBCS
3. Career Prospects in the concerned Discipline
4. Curricular and Non Curricular Activities in the College
5. Library and learning resources

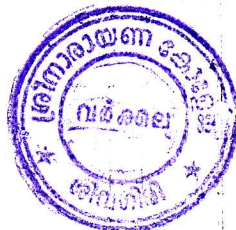
We appreciate the completion of the programme on or before 30/11/2020

On completion of the programme, submit the following documents to IQAC.

1. Programme Schedule
2. Two Photographs/Two Screenshots
3. Participants List with signature/Attendance statement generated from Google meet
4. A Brief Report of the Programme with feedback of students (Google form may be used to collect feedback)

Soft copy of all the above documents needs to be kept in the department.


Dr. Soju.S
Co ordinator, IQAC




Dr. K.C. Preetha
Chairperson, IQAC/Principal

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