



Sree Narayana College, Sivagiri, Varkala

(NAAC Re-accredited with 'B' Grade, RUSA funded, DBT Star status,
UGC NSQF Approved & Affiliated to the University of Kerala)



Internal Quality Assurance Cell (IQAC)

E mail : iqacsncv@gmail.com

Website: www.sncsivagirivarkala.com

Date : 01.06.2021

CIRCULAR

There will be a meeting of the IQAC members on 07.06.2021 at 02.00 pm in the Principal's chamber. All are requested to attend the meeting without fail.

Dr. Soju.S
Co ordinator, IQAC

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



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Minutes of IQAC Meeting, held on 07.06.2021 at 02.00 pm

Agenda :-

- Online class
- NAAC documentation
- Club activity report
- Club constitution
- Annual Report
- AQAR 2021
- Any other matter

Members Present :-

| Sl.No | Name | Designation | Signature |
|-------|------------------------|--------------------|-----------|
| 1 | Dr. K. C. Preetha | Principal | Sd/- |
| 2 | Dr. Soju S | Co-ordinator, IQAC | Sd/- |
| 3 | Sri.Sanalkumar T | Member, IQAC | Sd/- |
| 4 | Dr. Hima R | Member, IQAC | Sd/- |
| 5 | Dr Biju C | Member, IQAC | Sd/- |
| 6 | Dr Aranya S | Member, IQAC | Sd/- |
| 7 | Dr. Babitha G. S | Member, IQAC | Sd/- |
| 8 | Smt. Preetha Krishna L | Member, IQAC | Sd/- |
| 9 | Smt. Sreeranjini S | Member, IQAC | Sd/- |

The following matters were discussed :-

1. Due to Covid-19 situation classes shall be taken through online mode. It is also decided to recommend the college council to document the reports of online classes given.
2. Back files and reports of various activities conducted during the last academic year should be documented.
3. Directions were given to clubs' coordinator Sri.Sajesh Sasidharan to collect and consolidate the club activities.

4. It was decided to constitute a committee to consolidate the annual report of the previous academic year.
5. Recommended the college council to take necessary steps to reconstitute the clubs for the current academic year.
6. Criteria conveners of SSR were given charge to upload AQAR 2020-21.

Action Taken Report :-

1. HOD's collected reports of online classes and forwarded to principal's mail
2. Smt. Namitha K Bhatt (Dept. of Economics) is appointed as Convener of Annual Report consolidation.
3. Sri. Sajesh Sasidharan (Clubs' Coordinator) collected the reports of club activities 2020-21.
4. AQAR 2020-21 was uploaded on 29th August 2021.




Principal
Sree Narayana College
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Date : 26.08.2021

CIRCULAR

There will be a meeting of the IQAC members on 03.09.2021 at 02.00 pm in the Principal's chamber. All are requested to attend the meeting without fail.

Dr. Soju.S
Co ordinator, IQAC

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



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Minutes of IQAC Meeting, held on 03.09.2021 at 02.00 pm

Agenda :-

1. NAAC Peer Team Visit
2. Mock visit
3. Faculty Induction Programmes
4. Know Your College Programme – Orientation for First Year Students
5. College Discipline
6. Admission

Members Present :-

| Sl.No | Name | Designation | Signature |
|-------|------------------------|--------------------|-----------|
| 1 | Dr. K. C. Preetha | Principal | Sd/- |
| 2 | Sri.Aji SRM | Management Rep | Sd/- |
| 3 | Dr. Soju S | Co-ordinator, IQAC | Sd/- |
| 4 | Sri.Sanalkumar T | Member, IQAC | Sd/- |
| 5 | Dr Vinod C Sugathan | Co-ordinator, NAAC | Sd/- |
| 6 | Dr. Hima R | Member, IQAC | Sd/- |
| 7 | Dr. Babitha G. S | Member, IQAC | Sd/- |
| 8 | Smt. Preetha Krishna L | Member, IQAC | Sd/- |
| 9 | Dr Biju C | Member, IQAC | Sd/- |
| 10 | Smt. Sreeranjini S | Member, IQAC | Sd/- |

The following matters were discussed :-

1. The date of NAAC Peer Team Visit will be on 28th and 29th September 2021. HOD's are directed to update and complete department level files and documents pertaining to NAAC.
2. It was decided to conduct a department wise NAAC Mock visit by IQAC and two external experts.
3. It was decided to constitute committee for the conduct of faculty induction programme under the initiative of IQAC.
4. Dr Aranya S (Dept. of Physics) shall be the coordinator of the programme.

5. It was decided to organise the annual orientation programme for first year students-“Know Your College”.
6. Anti Ragging Cell should be vigilant in the campus.
7. Discipline Committee should ensure that Covid19 protocol is followed in the campus.

Action Taken Report :-

1. Mock visit is conducted on 29/9/21. Dr. R Raveendran (NAAC Peer Team Member and UGC Emeritus Professor) and Dr Jayaprakash (Former DCDC and Member, Syndicate, Sree Narayana Guru Open University) were the external experts.
2. Faculty Induction Programme was organised on 9th October 2020. The programme was inaugurated by Dr. P P Ajayakumar (Pro Vice Chancellor, University of Kerala). The first session was on “Higher Education: The Current Scenario” by Prof. (Dr.) P P Ajayakumar. The second session was on “Teachers’ Role in University Examination” by Dr. N. Gopakumar (Controller of Examination, University of Kerala)




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Date : 24.10.2021

CIRCULAR

There will be a meeting of the IQAC members on 01.11.2021 at 11.30 am in the Principal's chamber. All are requested to attend the meeting without fail.

Dr. Soju.S
Co ordinator, IQAC

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



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Minutes of IQAC Meeting, held on 01.11.2021 at 11.30 am

Agenda :-

1. NAAC peer team visit
2. Scheduling classes as per Covid 19 protocol
3. Orientation to freshers
4. Extension programmes
5. Infrastructure Development
6. Academic Plan
7. Other matters, if any

Members present :-

| Sl.No | Name | Designation | Signature |
|-------|------------------------|--------------------|-----------|
| 1 | Dr. K. C. Preetha | Principal | Sd/- |
| 2 | Sri.Aji SRM | Management Rep | Sd/- |
| 3 | Dr. Soju S | Co-ordinator, IQAC | Sd/- |
| 4 | Sri.Sanalkumar T | Member, IQAC | Sd/- |
| 5 | Dr Vinod C Sugathan | Co-ordinator, NAAC | Sd/- |
| 6 | Dr. Hima R | Member, IQAC | Sd/- |
| 7 | Dr. Babitha G. S | Member, IQAC | Sd/- |
| 8 | Sri.Sajesh Sasidharan | Member, IQAC | Sd/- |
| 9 | Smt. Preetha Krishna L | Member, IQAC | Sd/- |
| 10 | Dr Biju C | Member, IQAC | Sd/- |
| 11 | Dr. Sreerenjini S | Member, IQAC | Sd/- |
| 12 | Daya R. Pillai | Student Rep | Sd/- |

Matters discussed :-

1. Dr. Soju S. reviewed the work allotted to faculty members pertaining to NAAC visit scheduled to be held on 20 – 21 December 2021.
2. Anti-ragging posters in the campus should be visible to students
3. Department wise file distribution will be done by NAAC committee

4. Website updating entrusted to Sri. Jyothish B
5. Founder's Day celebration is on 7th November, Sunday
6. Orientation programmes for Freshers -"Know your College" is scheduled on 09.11.2021 in the college auditorium
7. Departments should document scholarship files as per SSR
8. Student representative Ms. Daya R Pillai told
 - a) Offline and online classes should be given
 - b) For S5 students, online class is better
 - c) Counselling should be given for students who are involved in fighting in the campus
9. A class on Sree Narayana philosophy should be organised under the initiative of Sree Narayana Study Centre
10. Sri. Aji S. R. M. directed that IQAC & NAAC Committee members should verify the files in the departments

Action Taken Report :-

1. Founders Day celebrated on 07.11.2021, Sunday
2. "Know your College" programme organised on 09.11.2021




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Sivagiri, Varkala



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A meeting of the members of College IQAC was held on 2/3/2022.

Agenda

1. AQAR 202-21
2. TRENDZ Seminar Series
3. Club Activities
4. College Day, Merit Day and Arts Festival
5. ARIIA

Members present

| Sl. No. | Name | Designation | Signature |
|---------|----------------------|---------------------------|-----------|
| 1. | Dr. K C Preetha | Principal | Sd/- |
| 2. | Aji S R M | Management Representative | Sd/- |
| 3. | Dr Soju S | Coordinator, IQAC | Sd/- |
| 4. | Dr.Babitha G. S. | Member, IQAC | Sd/- |
| 5. | Preethakrishna L | Member, IQAC | Sd/- |
| 6. | Dr. Vinod C Sugathan | Coordinator, NAAC | Sd/- |
| 7. | Dr.Sreeranjini S C | Member, IQAC | Sd/- |
| 8. | Dr Hima R | Member, IQAC | Sd/- |
| 9. | Sanalkumar T | Member, IQAC | Sd/- |
| 10. | Dr. Biju C | Member, IQAC | Sd/- |
| 11. | SajeshSasidharan | Member, IQAC | Sd/- |
| 12. | Daya R. Pillai | Student Rep | Sd/- |

The following matters were discussed

1. Principal directed criteria conveners to complete the work of AQAR 2020-21.
2. TRENDZ seminars were scheduled to be conducted in the month. All the departments were directed to conduct programmes.
3. Club coordinators were directed to organise club activities
4. Staff Advisors were assigned with the charge of conducting Arts Festival, College Day and Merit Day
5. ARIIA submission assigned to Dr.Sreela S. R.

Action Taken Report

1. TRENDZ Seminar Series were conducted.
2. Club activities were organised by all the clubs.
3. Arts Festival, College Day and Merit Day were conducted under the guidance of staff advisors.


Dr. Soju S.
IQAC Co-ordinator



Dr.K.C.Preetha
Principal

Principal
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