

SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 04-06-2019 at 12: 30pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala
30.05.2019


Principal

PRINCIPAL
SREENARAYANA COLLEGE
SIVAGIRI VARKALA





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)

Email: iqacsnev@gmail.com

Website: www.sncsivagirivarkala.com

Minutes of IQAC Meeting, held on 04.06.2019 at 12.30 pm

Agenda :-

1. Action Plan
2. UG/PG Admission
3. Time table for the new academic year
4. Discipline
5. Attendance of students
6. Conduct of examinations
7. DBT STAR
8. Other matters, if any

Members present :-

| Sl.No | Name | Designation | Signature |
|-------|---------------------|--------------------------------|-----------|
| 1 | Dr. Joly A | Principal | Sd/- |
| 2 | Aji S.R.M. | Management Representative | Sd/- |
| 3 | Dr. Soju S | Member, IQAC | Sd/- |
| 4 | Dr. Aranya S | Member, IQAC | Sd/- |
| 5 | Smt.Sreeranjini.S.C | Member, IQAC | Sd/- |
| 6 | Dr. Ambili Chandran | Member, IQAC | Sd/- |
| 7 | Dr. Biju C. | Member, IQAC | Sd/- |
| 8 | Smt. Bindu Haridas | Member, IQAC | Sd/- |
| 9 | Sri. Anilkumar S. | Superintendent, College Office | Sd/- |
| 10 | Dr. Babitha G S | Co-ordinator, IQAC | Sd/- |

Matters dicussed and resolved:-

1. Preparation of action plan for the year 2019-20 focussing on the following areas:
 - Strengthen the tutorial system
 - Ensure remedial classes in all departments
 - Promote various e-learning resources
 - Strengthen continuous internal evaluation process
 - Steps to apply for DBT Star
 - To motivate the teachers to present and publish papers
 - Conducting SSS
2. Admission coordinator to be appointed for the smooth conduct of UG/PG admission process
3. Department level timetables for the new academic year should be prepared based on the general timetable of the college
4. Attendance of students should be strictly monitored by the tutors and the department HODs are directed to ensure discipline in the college
5. The conduct of examinations should be strictly in compliance with University norms
6. Directed the science departments to apply for DBT STAR
7. Decided to consolidate SSS data

Action Taken:-

1. The departments submitted action plans to the Principal
2. Admission committee was constituted with Sri. Ramesh Chandran B. R. as the convenor
3. Department level timetables were prepared, portions were allotted and class charges were given to tutors
4. Applying for DBT STAR - charge given to Dr. Leji J
5. Consolidated the SSS data




Principal

SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

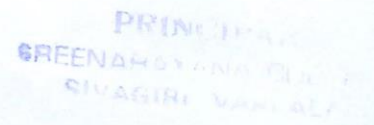
Circular

There will be a meeting of the of IQAC members on 13-08-2019 at 3: 00 pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala
08.08.2019



Principal



PRINCIPAL
SREE NARAYANA COLLEGE
SIVAGIRI VARKALA



Sree Narayana College, Sivagiri, Varkala

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Internal Quality Assurance Cell (IQAC)

Email: iqacsncv@gmail.com

Website: www.sncsivagirivarkala.com

Minutes of IQAC Meeting, held on 13.08.2019 at 03:00 pm

Agenda :-

1. Club activities
2. College union election
3. Campus maintenance
4. DBT STAR
5. Nakshatravanam
6. Know your college
7. AQAR submission
8. Quality improvement programme
9. Other matters, if any

Members present :-

| Sl.No | Name | Designation | Signature |
|-------|-----------------------|--------------------------------|-----------|
| 1 | Dr. Joly A | Principal | Sd/- |
| 2 | Aji S.R.M. | Management Representative | Sd/- |
| 3 | Dr. Soju S | Member, IQAC | Sd/- |
| 4 | Dr. Aranya S | Member, IQAC | Sd/- |
| 5 | Smt.Sreerenjini.S.C | Member, IQAC | Sd/- |
| 6 | Sri.Sajesh Sasidharan | Member, IQAC | Sd/- |
| 7 | Dr. Ambili Chandran | Member, IQAC | Sd/- |
| 8 | Dr. Biju C. | Member, IQAC | Sd/- |
| 9 | Smt. Bindu Haridas | Municipal Chairperson | Sd/- |
| 10 | Sri. Anilkumar S. | Superintendent, College Office | Sd/- |
| 11 | Dr. Babitha G S | Co-ordinator, IQAC | Sd/- |

Matters discussed and resolved:-

1. It was decided to start programmes of both mandatory and non-mandatory clubs
2. Decided to do the following maintenance works:-
 - Fan and lights
 - CCTV camera
 - Computers
 - Furniture
3. HODs were given directions to prepare files pertaining to NAAC
4. Decided to conduct 'Nakshatravanam' programme to add greenery in the campus
5. "Know your college" programme for first year students has to be conducted
6. Data collection for the preparation of AQAR 2018-19 started
7. Discussed the initiatives to be taken for quality improvement of the institution

Action Taken Report :-

1. Know your college programme—charge given to Sri.Ramesh Chandran B R
2. Dr. Soju S. - given the charge of college union election
3. DBT STAR proposal submitted
4. Infrastructure maintenance works done
5. Nakshatravanam programme conducted with the help of NSS and Management
6. HODs were given directions to collect department data for AQAR submission
7. The change for uploading AQAR 2018-19 given to Dr. Soju S, Dr. Lakshmi Prasannan and Dr. Binushma
8. A workshop on "Quality Improvement in Colleges" was organized on 6th December 2019




Principal

SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 13-12-2019 at 3:00 pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala
10.12.2019


Principal



A faint rectangular stamp with the text "SREE NARAYANA COLLEGE SIVAGIRI VARKALA" and "IQAC" visible.



Sree Narayana College, Sivagiri, Varkala

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Internal Quality Assurance Cell (IQAC)



Email: iqacsncv@gmail.com

Website: www.sncsivagirivarkala.com

Minutes of IQAC Meeting, held on 13.12.2019 at 03:00 pm

Agenda :-

1. Proposal for TRENDS, Crash course & IPR seminar
2. Result analysis and remedial class
3. Annual report
4. NIRF
5. WWS & SSP
6. Arts & sports
7. Other matters, if any

Members present :-

| Sl.No | Name | Designation | Signature |
|-------|-----------------------|--------------------------------|-----------|
| 1 | Dr. Joly A | Principal | Sd/- |
| 2 | Aji S.R.M. | Management Representative | Sd/- |
| 3 | Dr. Soju S | Member, IQAC | Sd/- |
| 4 | Dr. Aranya S | Member, IQAC | Sd/- |
| 5 | Smt.Sreerenjini.S.C | Member, IQAC | Sd/- |
| 6 | Sri.Sajesh Sasidharan | Member, IQAC | Sd/- |
| 7 | Dr. Ambili Chandran | Member, IQAC | Sd/- |
| 8 | Dr. Biju C. | Member, IQAC | Sd/- |
| 9 | Smt. Bindu Haridas | Municipal Chairperson | Sd/- |
| 10 | Sri. Anilkumar S. | Superintendent, College Office | Sd/- |
| 11 | Dr. Babitha G S | Co-ordinator, IQAC | Sd/- |

Matters discussed and resolved:-

1. It was decided to organize the annual seminar series TRENDS and IPR based seminar
2. Discussed the need for crash course for students appearing for supplementary examinations
3. All HoDs were given directions to prepare result analysis and provide remedial classes for weak students
4. Decisions were made to prepare annual report of the academic year
5. Decided to conduct Arts and Sports day

Action Taken:-

1. Charge for conducting TRENDS-given to Dr. Leji J
2. IQAC conducted seminar on IPR on 19.12.2019
3. Remedial classes were organized after analyzing results
4. NIRF submission done by Smt. Lekshmi J.
5. Sports day and college arts day conducted




Principal

SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 13-02-2020 at 10: 00 am in the IQAC room. All members are requested to be present without fail.

SNC Varkala
10.02.2020

Handwritten signature and date
Principal
10/2/2020



PRINCIPAL
SREENARAYANA COLLEGE
SIVAGIRI VARKALA



Sree Narayana College, Sivagiri, Varkala

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Internal Quality Assurance Cell (IQAC)



Email: iqacsncv@gmail.com

Website: www.sncsivagirivarkala.com

Minutes of IQAC Meeting, held on 13.02.2020 at 10.00 am

Agenda :-

1. AQAR
2. DBT STAR
3. Discipline
4. AISHE
5. Conduct of examinations
6. Proposal for renewal of website
7. Other matters, if any

Members present :-

| Sl.No | Name | Designation | Signature |
|-------|----------------------|-----------------------------------|-----------|
| 1 | Dr. K. C. Preetha | Principal | Sd/- |
| 2 | Dr. Soju S | Member, IQAC | Sd/- |
| 3 | Sri. Aji S.R.M. | Management representative | Sd/- |
| 4 | Dr. Ambili Chandran | Member, IQAC | Sd/- |
| 5 | Dr. Babitha G. S | Co-ordinator, IQAC | Sd/- |
| 6 | Dr. Aranya S | Member, IQAC | Sd/- |
| 7 | Dr. Biju C | Member, IQAC | Sd/- |
| 8 | Smt. Sreeranjini.S.C | Member, IQAC | Sd/- |
| 9 | Sri. Anilkumar S. | Superintendent, Office | Sd/- |
| 10 | Smt. Bindu Haridas | Chairperson, Varkala Municipality | Sd/- |

Matters discussed and resolved:-

1. AQAR 2018-19 online date extended by NAAC
2. Discussed the details of DBT STAR presentation

3. Tutors were given directions to maintain general discipline
4. Discussed to conduct internal examinations
5. Decided to renew the college website
6. AISHE uploading charge given to Dr. Ambili Chandran

Action Taken :-

1. Started to upload AQAR data in the website. The date of submission extended by NAAC
2. DBT STAR presentation was done by Dr. Leji.J
3. Dr. Ambili Chandran took the charge of uploading AISHE details
4. Trends seminar series was conducted from 10th to 14th February 2020




Principal
Sree Narayana College
Sivagiri, Varkala



IQAC SN College...

Ambili Chandran, Aranya,...



May 24, 2020 Subarak 13:22 ✓✓

There arranged an online meeting at 6 pm today 13:23 ✓✓

Any inconveniences please inform 13:23 ✓✓

Agenda of meeting
1 Submission of AQAR
2 Updation of website
3 Online class
4 IQAC webinars
5 Any other matters 13:26 ✓✓

Aranya

You

There arranged an online meeting at 6 pm today

Ok tr

13:40



Sree Narayana College, Sivagiri, Varkala

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Internal Quality Assurance Cell (IQAC)



Email: iqacsncv@gmail.com

Website: www.sncsivagirivarkala.com

Minutes of IQAC Meeting, held on 24.05.2020 at 06.00 pm (Online)

Agenda :-

1. AQAR-Date extended
2. Conduct of online webinars
3. Online classes
4. IQAC webinars
5. Other matters, if any

Members present :-

| Sl.No | Name | Designation | Signature |
|-------|-----------------------|--------------------|-----------|
| 1 | Dr. K. C. Preetha | Principal | Sd/- |
| 2 | Dr. Joly A. | Member, IQAC | Sd/- |
| 3 | Dr. Soju S | Member, IQAC | Sd/- |
| 4 | Sri. Ramesh Chandran | Member, IQAC | Sd/- |
| 5 | Dr. Sajesh Sasidharan | Member, IQAC | Sd/- |
| 6 | Dr. Ambili Chandran | Member, IQAC | Sd/- |
| 7 | Dr. Aranya S | Member, IQAC | Sd/- |
| 8 | Dr. Babitha G. S | Co-ordinator, IQAC | Sd/- |
| 9 | Dr. Biju.C | Member, IQAC | Sd/- |

Decisions Taken:-

1. Due to Covid-19, AQAR submission date is extended by NAAC. (The date of submission is on or before 31st October, 2020). It was decided to submit AQAR on time
2. It is decided to organise various online programmes including webinars. Directions were given to HoDs regarding the same

3. It was decided to start classes via online mode from 1st June onwards
4. IQAC will be organising a webinar for final year students for facing exams at the time of Covid-19 pandemic situation

Action Taken Report :-

1. Due to Covid-19 the data collection for AQAR 2018-19 required more time. It was decided to upload the AQAR after proper verification and cross checkings
2. All departments have organised webinars. Also organised webinars and online programmes at national and international level by various clubs
3. The college IQAC has organised a webinar for the final semester students on 29th May 2020 at 11.00 am. The topic of the webinar was '*Dealing with Exams: Psychological Assistance during the time of Corona*'




Principal
Sree Narayana College
Sivagiri, Varkala



IQAC SN College...

Ambili Chandran, Aranya,...



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Kindly login Google meet 17:44



17:47 ✓✓

Ramesh Physics

