

## **Internal Quality Assurance Cell**

### **Sree Narayana College Kannur**

#### **Minutes of the meeting of IQAC**

No. IQAC/2019-20/01

Date and Time: 07.06.2019, 3.30 PM

Venue: IQAC Room

#### **AGENDA**

1. Internal academic auditing-Result analysis of Even semester
2. Orientation class for UG & PG first year students
3. Teachers Promotion/Placement
4. Activities of academic year 2019-20

#### **Members Present**

1. Dr. SivadasanThirumangalath (Principal) (sd)
2. Dr. Preetha K. C (IQAC Co-ordinator) (sd)
3. Dr. K. Ajayakumar (sd)
4. Dr. Anitha P. K. (sd)
5. Dr. C. P. Satheesh (sd)
6. Dr. B. V. Lasitha (sd)
7. Dr. Prasanth K. P. (sd)
8. Dr. Vandana Punnakkal M (sd)
9. Dr. B. O. Prasad (sd)
10. Mr. C. K. V. Ramesan (sd)
11. Mr. K. M. Janardanan (sd)

Principal welcomed all the members to the new academic year programs of IQAC. The committee reviewed the decisions of the previous academic year.

#### **Action Taken Report**

1. Remedial Coaching was introduced for slow learners and the tutorial system was strengthened.

2. Career guidance and counseling cell was reconstructed by including members from all departments. Decided to conduct career counseling class for UG and PG students.
3. Proposal has been submitted to sanction Rain Water Harvesting unit for the college from MLA's local development fund.

### **Decisions Taken**

1. All the departments are informed to discuss the results of UG and PG courses within the departments and submit the reports to IQAC.
2. Decided to constitute a screening committee to review the promotion papers of teachers.
3. Decided to conduct orientation program for first semester UG and PG students.
4. IQAC discussed the plan of action for the next academic year.
5. Decided to organize seminars, conferences and workshops within the college. Teachers are advised to participate in such programs.

## **Internal Quality Assurance Cell**

### **Sree Narayana College Kannur**

#### **Minutes of the meeting of IQAC**

No. IQAC/2019-20/02

Date and Time: 08.08.2019, 3.30 PM

Venue: IQAC Room

#### **AGENDA**

1. Action taken report
2. Internal/Continuous evaluation
3. Enrolment in various forums-NCC, NSS, WWS, ASAP, SSP.
4. PTA meeting
5. AQAR data submission.

#### **Members Present**

1. Dr. SivadasanThirumangalath (Principal) (sd)
2. Dr. Preetha K. C (IQAC Co-ordinator) (sd)
3. Dr. K. Ajayakumar (sd)
4. Dr. Anitha P. K. (sd)
5. Dr. C. P. Satheesh (sd)
6. Dr. B. V. Lasitha (sd)
7. Dr. Prasanth K. P. (sd)
8. Dr. Vandana Punnakkal M (sd)
9. Dr. B. O. Prasad (sd)
10. Mr. C. K. V. Ramesan (sd)
11. Mr. K. M. Janardanan (sd)

Principal welcomed all the members to the new academic year programs of IQAC. The committee reviewed the decisions of the previous academic year.

#### **Action Taken Report**

1. Even semester results were analyzed for all the UG and PG classes. Departments were decided to conduct remedial teaching for slow learners.

2. A screening committee was constituted to verify the promotion files of teachers.
3. Orientation classes were conducted for UG and PG students to introduce the curriculum.
4. A plan of action was chalked out by each department and the various clubs about the programs to be conducted in the year.

### **Decisions Taken**

12. Action taken report of the previous meeting was discussed.
13. Decided to publish the internal mark in the department notice board and rectify the complaints before uploading to the university website.
14. Newly joined students should be motivated to enroll in various clubs and student support programmes like NSS and NCC.
15. Decided to conduct at least one PTA meeting in each semester to update the progress of the students.
16. All the departments were announced to submit department data for AQAR.

## **Internal Quality Assurance Cell**

### **Sree Narayana College Kannur**

#### **Minutes of the meeting of IQAC**

No. IQAC/2019-20/03

Date and Time: 22.10.2019, 12.00 PM

Venue: IQAC Room

#### **AGENDA**

1. NIRF data submission.
2. AQAR (2018-19) data submission.

#### **Members Present**

1. Dr. SivadasanThirumangalath (Principal) (sd)
2. Dr. Preetha K. C (IQAC Co-ordinator) (sd)
3. Dr. K. Ajayakumar (sd)
4. Dr. Anitha P. K. (sd)
5. Dr. C. P. Satheesh (sd)
6. Dr. B. V. Lasitha (sd)
7. Dr. Prasanth K. P. (sd)
8. Dr. Vandana Punnakkal M (sd)
9. Dr. B. O. Prasad (sd)
10. Mr. K. M. Janardanan (sd)

Meeting started with silent prayer. Principal welcomed all the members to the meeting and presented a short introduction about NIRF.

#### **Action Taken Report**

1. IQAC has taken the initiative to monitor the internal mark submission process.
2. Orientation classes were conducted to newly joined students to make them aware of the various clubs such as NSS, NCC, ASAP, WWS, etc.
3. PTA Meeting time schedule for each departments were published in consultation with IQAC members and Department Heads.

4. A committee was constituted to compile the data needed for AQAR submission.

#### **Decisions Taken**

1. Decided to create a core committee to coordinate NIRF data submission.
2. Decided to collect NIRF and AQAR data from departments and clubs, before November first week.
3. Decided to arrange a seminar on NAAC Accreditation procedures for IQAC members and teachers. Decided to invite Dr. R. Raveendran SN Trusts Research officer/Formar principal of SN College Varkala as the resource person.

## **Internal Quality Assurance Cell**

### **Sree Narayana College Kannur**

#### **Minutes of the meeting of IQAC**

No. IQAC/2019-20/04

Date and Time: 09.01.2020, 3.30 PM

Venue: IQAC Room

#### **AGENDA**

1. AISHE (2018-19) data submission.
2. AQAR (2018-19) data submission.

#### **Members Present**

1. Dr. SivadasanThirumangalath (Principal) (sd)
2. Dr. Preetha K. C (IQAC Co-ordinator) (sd)
3. Dr. K. Ajayakumar (sd)
4. Dr. Anitha P. K. (sd)
5. Dr. C. P. Satheesh (sd)
6. Dr. B. V. Lasitha (sd)
7. Dr. Prasanth K. P. (sd)
8. Dr. Vandana Punnakkal M (sd)
9. Dr. B. O. Prasad (sd)
10. Mr. K. M. Janardanan (sd)

#### **Action Taken Report**

1. A core committee was constituted to coordinate NIRF data submission. Dr. Anitha. P. K, Dr. K. P. Prasanth, Dr. C.P.Satheesh, and Mr. C. K.V.Rameshan was selected as the NIRF core committee members.
2. IQAC has verified the data for AQAR and NIRF submitted by each department.
3. Conducted seminar on 'NAAC Accreditation procedures for IQAC members and teachers' was organized on the first week of november.

4. PTA meeting was conducted by all the departments and the report was submitted to IQAC.

### **Decisions Taken**

1. Decided to constitute AQAR criteria wise committee for the effective submission of AQAR.
2. Mr. C. K.V. Ramesh was appointed as the coordinator of AISHE.
3. Decided to submit the AQAR and AISHE report before March 2019.