INTERNAL QUALITY ASSURANCE CELL

SREE NARAYANA COLLEGE KANNUR

Minutes of the meeting of IQAC

No. IQAC/2023-24/01

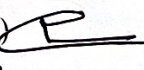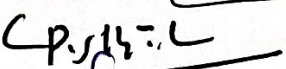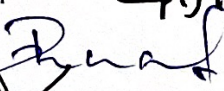Date and Time: 06.06.2023, 11AM

Venue: IQAC Room

AGENDA

1. Re-Constitution of IQAC team
2. Academic Calendar
3. College calendar
4. Analysis of UG Sixth Sem results
5. Department level AMC meeting
6. Cleaning of College

Members Present

1. Dr. K P Prasanth (Principal in charge)
2. Dr. K P Prasanth (IQAC Co-Ordinator)
3. Dr. C. P. Satheesh
4. Dr. B. O. Prasad
5. Dr. Ayana N
6. Mr. C. K. V. Ramesan
7. Dr. Jithesh. K.
8. Ms. Amrutha K. K.
9. Ms. Rakhee Raghavan
10. Ms. Hredya P.
11. Mr. Prathyush Purushothaman
12. Mr. Jayachandran
13. Adv. Chithira Sasidharan
14. Mr. Mahesh Chandra Baliga
15. Athul C V

The 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

1. IQAC circulated the Feedback Collection form to students, teachers and alumni and analysed the performance of the college during the year 2022-23.
2. A class by Dr. R Raveendran on NAAC Reaccreditation cycle is effectively conducted.

Decisions Taken

1. IQAC is reconstituted for the year 2023-24 as per the NAAC guidelines.
2. Dr K P Prasanth has decided to be the IQAC coordinator.
3. Decided to prepare the academic calendar and college calendar in the month of June.
4. Decided to make necessary arrangements for cleaning the college by PTA incorporating help from NSS and NCC as a part of Swatch BharathAbhiyan.

Principal

Sree Narayana College Kannur

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SREE NARAYANA COLLEGE KANNUR
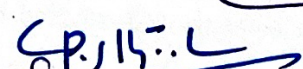
Minutes of the meeting of IQAC

No. IQAC/2023-24/02
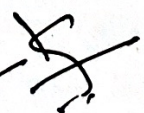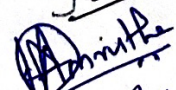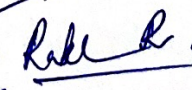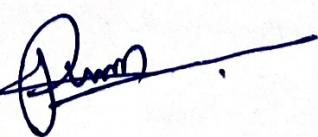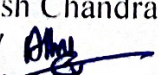
Date and Time: 14.07.2023 ; 3.00 PM

Venue: IQAC Room

AGENDA

1. NAAC filing
2. Enhancement of remedial coaching and tutorial system
3. Reconstitution of clubs and committee
4. Bridge courses
5. Chat GPT Workshop
6. Maintenance of College Website
7. Online attendance using Etlab
8. ICT enabled classroom and training

Members Present

1. Dr. S P Kumar (Principal)
2. Dr. K P Prasanth. (IQAC Co-Ordinator)
3. Dr. C. P. Satheesh
4. Dr. B. O. Prasad
5. Dr. Ayana N
6. Mr. C. K. V. Rameshan
7. Dr. Jithesh. K.
8. Ms. Amrutha K. K.
9. Ms. Rakhee Raghavan
10. Ms. Hredya P.
11. Mr. Prathyuish Purushothaman
12. Mr. Jayachandran
13. Adv. Chithira Sasidharan
14. Mr. Mahesh Chandra Baliga
15. Athul C V

The principal welcomed all the members to the new academic year programs of IQAC.

Thecommittee reviewed the decisions of the previous academic year.

Action Taken

1. New IQAC team is constituted and approved.
2. Principal checked the Academic Calendar prepared and corrected.
3. College published the college calendar.
4.Analyzed the UG programme results of all departments.

5.AMC meetings of all departments were conducted.

6.Incorporating with NSS and NCC, PTA took arrangements for cleaning the college.

Decisions Taken

1. Decided to initiate the department-wise NAAC (National Assessment and Accreditation Council) filing system to streamline accreditation processes. Dr. KP Prasanth, IQAC co-Ordinator requested the support of council members for initiating NAAC work

2.Principal informed the departments to conduct remedial classes to enhance academic performance and support students in need.

3. Decided to continue holding regular Academic Monitoring Committee meetings to ensure academic standards and quality.

4. Reconstitute clubs and committees for the academic year 2023-24 to foster student engagement and extracurricular activities

5.Decided to conduct at least 10 hrs. bridge courses for I Sem students & asked to submit the syllabus for the same before 7/08/2023

6.Co-ordinator requested the participation of all council members in organizing the Chat GPT workshop, coordinated by the Dept of Physics in collaboration with ICT Academy of Kerala.

7.Assigned Sri Vipin. Co- Ordinator of website committee to modify the college website before NAAC visit.

8.Fixed to maintain online attendance of students using Etlab

9.Opted to mount Interactive whiteboards in UG departments and planned to conduct orientation classes for faculty members.

Principal

Sree Narayana College Kannur

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SREE NARAYANA COLLEGE KANNUR

Minutes of the meeting of IQAC

No. IQAC/2023-24/03

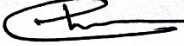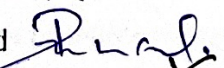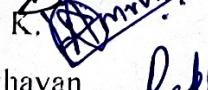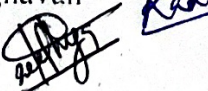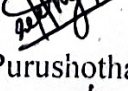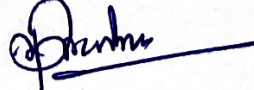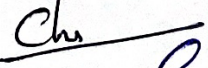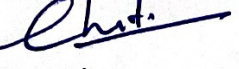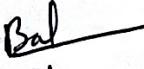Date and Time:14.09.2023, 11.30 AM

Venue: IQAC Room

AGENDA

1. Consultation with new Principal
2. Orientation Program for 1st year students
3. Skill acquisition programs
4. Reading habits enhancement
5. Project and seminar proposals
6. New college website
7. AQAR submission
8. Digital communicative software launch

Members Present

1. Dr. C. P. Satheesh (Principal)
2. Dr. Prasanth K. P. (IQAC Co-Ordinator)
3. Dr. B. O. Prasad
4. Mr. C. K. V. Ramesan
5. Dr. Jithesh. K.
6. Dr. Ayana N
7. Ms. Amrutha K. K.
8. Ms. Rakhee Raghavan
9. Ms. Hredya P.
10. Mr. Prathyuish Purushothaman
11. Mr. Jayachandran
12. Adv. Chithira Sasidharan
13. Mr. Mahesh Chandra Baliga
14. Mridul Madhusoodhanan

Action Taken

1.IQAC team made a visit in every department and evaluated the progress of NAAC work.

2.Remedial classes are conducted after regular class hours.

3. New members for various clubs and committees were appointed, finalizing the structure for the 2023-24 academic year.

4. Departments prepared and submitted syllabus for 10-hour bridge courses, designed to address the learning gap for incoming students.

5. Chat GPT workshop and hands-on training are conducted by Physics Department.

6. The website committee-initiated modifications to the college website in preparation for the NAAC visit.

7. Successfully implemented Etlab for marking student attendance, with faculty receiving training on its effective usage.

Decisions Taken

1. The list of members of various clubs and committee is discussed with the new Principal.
2. It was decided to conduct an orientation programme for 1st year students on 18th September 2023.
3. Decided to conduct various skill acquisition programmes for 1st year students.
4. Librarian was requested to take initiatives to enhance the reading habits of students. Also asked to maintain an archive section.
5. Council members were requested to encourage the teaching staff to submit project and seminar proposals to academic research centers.
6.It was decided to start a new website for college.
7.Decided to submit AQAR on 5th October 2023.
8.A Digital Communicative Software will be launched soon and supervised by the English department
9.Decided to conduct an orientation for implementation of IWB for faculties by online mode

Principal

Sree Narayana College Kannur

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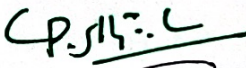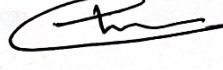
Minutes of the meeting of IQAC

No. IQAC/2023-24/04
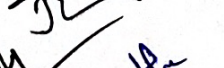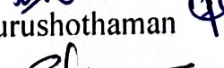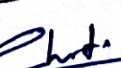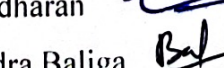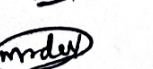
Date and Time: 27.10.2023, 3.30 PM

Venue: IQAC Room

AGENDA

1. Model exams for UG third Sem exam.
2. Data verification for first year UG and PG students.
3. SSR submission for NAAC accreditation.
4. Rescheduling FDP Program with CUK.
5. PTA merit day.

Members Present

1. Dr. C. P. Satheesh (Principal)
2. Dr. Prasanth K. P. (IQAC Co-Ordinator)
3. Dr. B. O. Prasad
4. Mr. C. K. V. Ramesan
5. Dr. Jithesh. K.
6. Dr. Ayana N
7. Ms. Amrutha K. K.
8. Ms. Rakhee Raghavan
9. Ms. Hredya P.
10. Mr. Prathyuish Purushothaman
11. Mr. Jayachandran
12. Adv. Chithira Sasidharan
13. Mr. Mahesh Chandra Baliga
14. Mridul Madhusoodhanan

Action Taken

1. An orientation programme was successfully conducted on 18th September 2023 for the first-year students.
2. Skill acquisition programmes were developed and implemented for first-year students.
3. The librarian introduced initiatives like book clubs and reading sessions to encourage reading habits, and the archive section was established.
4. Teaching staff were encouraged and supported by submitting project and seminar proposals to various academic and research centers.
5. Work began on developing a new website for the college, aiming for completion before NAAC visits.
6. AQAR for the academic year 2022-2023 was submitted on 5th October 2023.
7. The English Department began preparations for launching the Digital Communicative Software as per the principal's direction.

Decisions Taken

1. Decided to conduct model exams for 3rd semester UG students from 31st October.
2. The principal informed that the data verification of 1st year UG and PG students has been completed by 31st October.
3. IQAC coordinator informed that AQAR for the academic year 2023-2024 is almost completed. SSR submission work should be initiated.
4. The Principal informed that the FDP programme in collaboration with CUK to be rescheduled.
5. Decided to conduct PTA merit day and a general body of PTA.

Principal

Sree Narayana College Kannur

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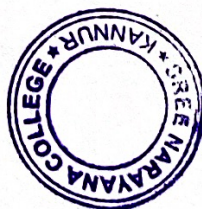
Minutes of the meeting of IQAC

No. IQAC/2023-24/05

Date and Time: 14.02.2024, 2.30 PM

Venue: IQAC Room

AGENDA

1. Felicitation of Physics department student.

2. SSR submission for NAAC accreditation.

3. Focus 2024 Seminar and FYUGP Workshop.

4. Workshop on FYUGP for college teachers

Members Present

1.Dr. C. P. Satheesh (Principal)

2.Dr. Prasanth K. P. (IQAC Co-Ordinator)

3.Dr. B. O. Prasad

4.Mr. C. K. V. Ramesan

5.Dr. Jithesh. K.

6.Dr. Ayana N

7.Ms. Amrutha K. K.

8.Ms. Rakhee Raghavan

9.Ms. Hredya P.

10.Mr. Prathyuish Purushothaman

11.Mr. Jayachandran

12.Adv. Chithira Sasidharan

13.Mr. Mahesh Chandra Baliga

14.Mridul Madhusoodhanan

Action

1. Scheduled model exams from 31st October for the 3rd-semester UG students.
2. Completed data verification by the deadline of 31st October for all first-year UG and PG students.
3. IQAC initiated work on SSR submission for NAAC accreditation.
4. Collaborated with CUK to reschedule the FDP program.
5. PTA merit day and a general body meeting were organized to recognize student achievements and discuss PTA contributions.

Decisions Taken

1. A felicitation ceremony was conducted for Anusree from the Physics Department to receive the Marie Curie fellowship.
2. IQAC coordinator explained regarding the SSR submission and to proceed for NAAC accreditation in the current manner.
3. Preparations for the Focus Seminar and FYUGP workshop were initiated, with the inaugural session planned for February 2024.
4. Decided to conduct one day workshop on FYUGP for college teachers on 17/02/2024.

Principal

Sree Narayana College Kannur