

**INTERNAL QUALITY ASSURANCE CELL**

**SREE NARAYANA COLLEGE KANNUR**

**Minutes of the meeting of IQAC**

No. IQAC/2022-23/01

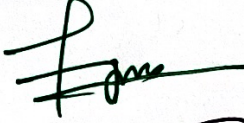

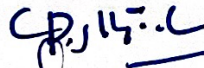
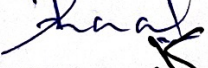

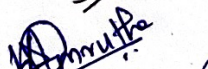



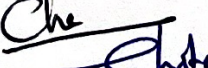
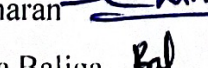
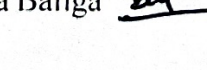

Date and Time: 24.05.2022, 10 AM

Venue: IQAC Room

**AGENDA**

1. Constitution of new IQAC team
2. Evaluation of FOCUS seminar 2021-22
3. Academic Calendar
4. Recruitment of guest faculties for the year 2022-23
5. Department level AMC meeting
6. Cleaning of College before re opening

**Members Present**

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



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. IQAC circulated the Feedback Collection form to students, teachers and alumni and analysed the performance of the college during the year 2021-22.
2. Decided to constitute New IQAC team for the year 2022-23 before college re-opening on June 2022.

### Decisions Taken

1. IQAC was constituted for the year 2022-23 as per the NAAC guidelines. Total member in IQAC is 13 including three external members.
2. Dr K P Prasanth is nominated as the new IQAC co-ordinator after the retirement of Dr P K Anitha and Dr B O Prasad as the NAAC co-ordinator.
3. FOCUS seminar, organized by IQAC and PTA was evaluated as a grand success and the proceedings of the FOCUS 2022-23 seminar will be published in the coming academic year.
4. Decided to prepare the academic calendar in the month of June.
5. Decided to conduct guest faculty interview in July.
6. It is decided to conduct department level AMC meeting in the first week of June.
7. Decided to make necessary arrangements for cleaning the college before college reopening by PTA incorporating the help from NSS and NCC as a part of Swatch Bharath Abhiyan.

**PRINCIPAL**  
SREE NARAYANA



Principal

Sree Narayana College Kannur



**INTERNAL QUALITY ASSURANCE CELL**  
**SREE NARAYANA COLLEGE KANNUR**

**Minutes of the meeting of IQAC**

No. IQAC/2022-23/02

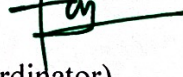

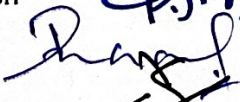
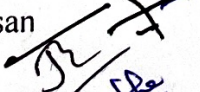
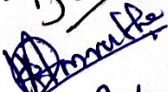

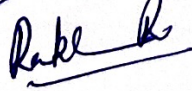

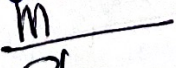
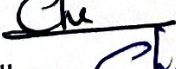
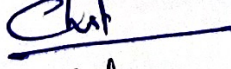
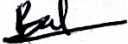
Date and Time: 12.07.2022 , 3.30 PM

Venue: IQAC Room

**AGENDA**

1. ASAP orientation
2. PTA Meeting
3. AMC meeting
4. Skill course- Avodha Edutech
5. NAAC Orientation
6. Model Examintions
7. Et lab Website upgradation
8. AMC Meeting

**Members Present**

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



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. College was reopened after summer vacation for the new academic year on 01-06-2022 and College hostel was reopened in 13.06.2022.
2. Principal checked the Academic Calendar prepared by Mr Mahesh S.
3. AMC meeting of all departments were conducted in the first week of June .

### Decisions Taken

1. District level ASAP orientation programme is scheduled on July 12<sup>th</sup> afternoon in the college auditorium (1.30pm to 4.30pm)
2. Principal informed the departments to arrange offline PTA meeting of different classes as early as possible.
3. Programme for carrier growth via AvodhaEdutech will be conducted in our college tentatively in the second week of July, date will be intimated later.
4. Dr. Raveendran R, research directors SN Trusts Kollam, shall visit the college shortly in connection with this, all department should update NAAC activity report. The principal informed about a meeting of staff and IQAC with research director in connection with NAAC preparatory work.
5. It was decided to conduct model examinations for both II & IV semester UG form July 29<sup>th</sup> to August 4<sup>th</sup> Dr. Remya Balan, Dr. Rathika P.K and Sri. Arun were given the charge to conduct the same. Valued answer script should be distributed to students prior to their university examination.
6. All the departments are regarding to upload timetable in Etlab by July 25<sup>th</sup> it is also requested to add a short history of respective departments. Teachers should update required details (Teachers profile with photo, academic achievements, examinations results and photos of academic achievements, examinations results and photos of academic and non academic level prorammes) in the main page of dept.Etlab. All update must be done by July last and attendance should be marked in Etlab thereafter.
7. AMC meeting for the month of July should be conducted within 5<sup>th</sup> August 2022.



**PRINCIPAL**  
SREE NARAYANA COLLEGE  
KANNUR  
Principal

Sree Narayana College Kannur



## INTERNAL QUALITY ASSURANCE CELL

### SREE NARAYANA COLLEGE KANNUR

#### Minutes of the meeting of IQAC

No. IQAC/2022-23/03

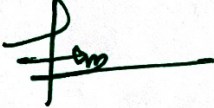
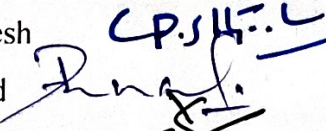
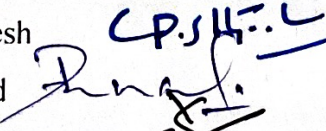
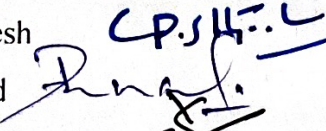
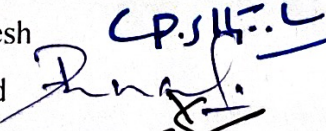
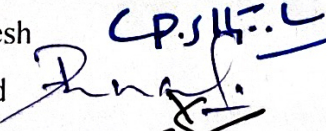
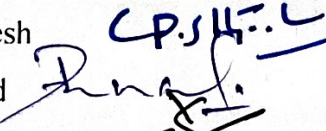
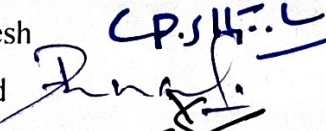
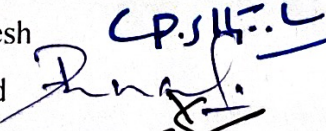
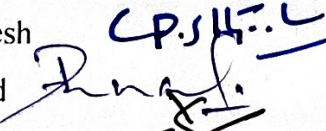
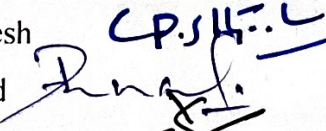
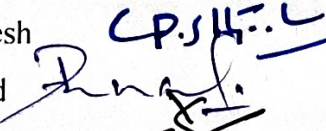
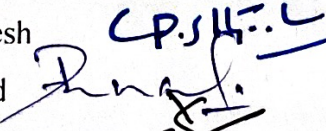
Date and Time: 17.08.2022, 12.00 PM

Venue: IQAC Room

#### AGENDA

1. UG admission
2. Orientation programme for first semester students
3. Placement cell constitution.
4. Jimmy George trophy- special mention
5. Distribution of PTA awards and cash prizes
6. IQAC member nomination to existing vacancy
7. Onam celebration
8. Founder's day Observation.
9. Any other matters

#### Members Present

1. Dr. K. Ajayakumar (Principal) 
2. Dr. Prasanth K. P. ( IQAC Co-ordinator) 
3. Dr. C. P. Satheesh 
4. Dr. B. O. Prasad 
5. Mr. C. K. V. Ramesan 
6. Dr. Jithesh. K. 
7. Ms. Amrutha K. K. 
8. Ms. Rakhee Raghavan 
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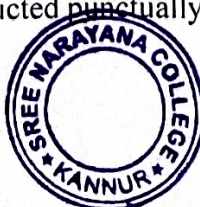


## Action Taken Report

1. District level ASAP orientation programme was held on July 12<sup>th</sup> afternoon in the college auditorium.
2. Offline PTA meeting of different departments were conducted .
3. Programme for carrier growth via AvodhaEdutech was conducted on July 21 successfully.
4. Model examinations for both II & IV semester UG was conducted from July 29<sup>th</sup> to August 4<sup>th</sup>.
5. AMC meeting for the month of July was completed in the first week of August.

## Decisions Taken

1. Admission nodal officer sri Vipin V K gave instruction on the procedure that should be followed during admission process and as as per university notification first semester classes will begin on 28/08/2022.
2. Each department have to host introductory orientation programme for first year students.
3. Dr Jithesh K has been nominated as the convenor of newly formed placement cell.
4. The meeting acknowledged the sports team achievement for retaining the Jimmy George trophy 2020-21 consecutively on 20<sup>th</sup> year.
5. A committee has been formed with Dr MP Shanoj, Dr Jeeshna MV, Dr Ayana N as members for the distribution of PTA aards and cash prize distribution for rank holders and toppers..
6. MOU will be signed between Malayalam department and Prabhodha trust will be signed on faculty exchange programme and other academic activities.
7. Dr Ayana N has been nominated to the existing vacancy of IQAC committee.
8. Onam celebration will be conducted on 31/08/2022 and 01/09/2022.College will remain closed for onam vacation from 02/09/2022.
9. Kannur University released the time table for second semester UG examinations starting from August 2022 onwards.
10. Decided to Observe the founder's day as value education program on 07-11-2022.
11. AMC meeting should be conducted punctually in the coming months.



**PRINCIPAL**  
SREE NARAYANA COLLEGE  
Principal

Sree Narayana College Kannur



**INTERNAL QUALITY ASSURANCE CELL**  
**SREE NARAYANA COLLEGE KANNUR**

**Minutes of the meeting of IQAC**

No. IQAC/2022-23/04

Date and Time: 06.12.2022, 3.30 PM

Venue: IQAC Room

**AGENDA**

1. Indoor stadium inauguration.
2. Fine arts festival at the college
3. Alumni meeting.
4. Model examination
5. Seminar on IPR by Prof. Achyuth Sankar S Nair.

**Members Present**

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



### Action Taken Report

1. Principal reported the smooth functioning of the UG admission process and the orientation programme for first year UG students of all departments were conducted on 19/09/2022.
2. PG results of various departments were analysed in Academic Monitoring Committee (AMC) meetings various departments.
3. Onam celebration was conducted on 31/08/2022 and 01/09/2022.
4. Founder's day was observed on 07-11-2022 and all the teaching and non teaching staffs participated.

### Decisions Taken

1. The Chief minister of Kerala Sri Pinarayi Vijayan agreed to inaugurate our UGC funded indoor stadium on newyear day. Indoor stadium consists of six badminton courts, volleyball court and table tennis court with 36m× 24m×12.5m area.
2. Department Alumni meetings should be conducted before January 2023 and the grand Alumni meeting will be conducted on 11/03/2023 . Working committees are formed and coordinators were given charge.
3. It was decided to conduct college level arts festival from 04/01/2023 to 07/01/2023.
4. Model examination committee with Dr Remya Balan as convenor and Dr Rathika PK and Mr Arun as members were instructed to conduct model examinations in time.
5. Principal evaluated the progress of IQAC works in our college.
6. A Seminar on IPR by Prof. Achyuth Sankar S Nair will be conducted on 23/01/23 at college seminar hall.



**PRINCIPAL**  
SREE NARAYANA COLLEGE  
KANNUR

Principal

Sree Narayana College Kannur



**INTERNAL QUALITY ASSURANCE CELL**  
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**Minutes of the meeting of IQAC**

No. IQAC/2022-23/05

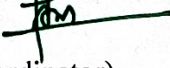
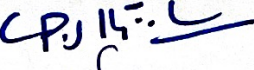
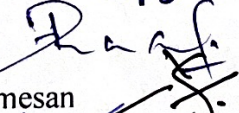
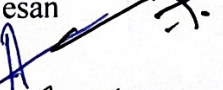

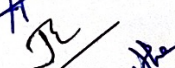
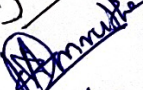




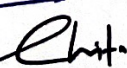
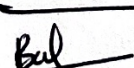
Date and Time: 14.02.2023, 2.30 PM

Venue: IQAC Room

**AGENDA**

1. Indoor stadium inauguraion
2. Model exam evaluation
3. Mega Alumni meeting.
4. Research director (SN Trust visit).
5. Padmasree Sri.S R D Prasad felicitation.
6. Kannur University Arts fest.
7. Seminar on IPR by Prof. Achyuth Sankar S Nair.

**Members Present**

1. Dr. K. Ajayakumar (Principal) 
2. Dr. Prasanth K. P. ( IQAC Co-ordinator)
3. Dr. C. P. Satheesh 
4. Dr. B. O. Prasad 
5. Mr. C. K. V. Ramesan 
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10. Ms. Hredya P. 
11. Mr. K. Prakashan 
12. Mr. Jayachandran 
13. Adv. Chithira Sasidharan 
14. Mr. Mahesh Chandra Baliga 



### Action Taken Report

1. Chief minister of Kerala Sri Pinarayi Vijayan inaugurated our UGC funded indoor stadium on newyear day .
2. Model exam for the correspong semesters were conducted.
3. All the departments conducted department Alumni meetings .
4. College level arts festival was conducted from 04/01/2023 to 07/01/2023.

### Decisions Taken

1. The principal congratulated the teaching and non teaching staffs for the grand success of indoor stadium inauguration ceremony.
2. Principal evaluated the pass percentage of students in the model examinations .
3. Principal sought cooperation of all teaching and non teaching staffs for the successs of Mega Alumni meeting scheduled on 11/03/2023 .
4. Decided to conduct the focus seminar series of IQAC, an interdisciplinary seminar funded by PTA on 12-03-2022 onwards.
5. Honouring SRD Prasad the Padmasree awardee on 13/02/2023 will be conducted at college auditorium.
6. Seminar on IPR by Prof. Achyuth Sankar S Nair was conducted on 23/01/23 at college seminar hall.
7. Dr R Raveendran , research director, SN trust will be visiting our college on 20/02/2023.



**PRINCIPAL**  
**SREE NARAYANA COLLEGE**  
**KANNUR**

Principal

Sree Narayana College Kannur