

SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the members of IQAC committee on 22nd June 2015 at 10: 45 am in the Principal's Chamber. All members are requested to be present without fail.

SNC Varkala
19.06.2015


Principal

Agenda:

1. NAAC Re-accreditation
2. AQAR
3. Library Automation
4. Any other matters

Members

1. Dr. V.S. Thampi Das

2. Dr.B.Jayasree

3. Dr.L.S. Mini

4. Dr.Regis R.

5. Dr. R.Biju

6. Sri. Sajesh Sasidharan

7. Smt.Jubilie S V

8. Smt.Preeetha Krishna L

9. Sri.P.Chandrababu


10. Sri. Aji SRM


11. Smt. Saraswathy Sasidharan


12. Ms.Aleena S Kumar


13. Ms.Monisha


IQAC Coordinator 


Department of Economics 


Department of Botany 

Department of Zoology 

Department of Chemistry 


Department of Physics 

Department of Commerce 

Department of English 

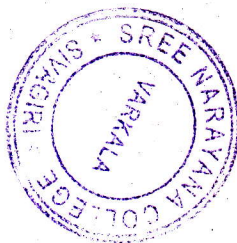
Office Superintendent 

Management Representative 

Municipal Councilor, Member 

Student Representative 

Student Representative 



IQAC MEETING -I

MINUTES OF THE MEETING OF THE IQAC HELD ON 22.06.2015 AT 10.45 A.M. IN
THE PRINCIPAL'S ROOM

The first meeting of the Internal Quality Assurance Cell was held on 22.06.2015 at 10.45 A.M. in the Principal's room. The college Principal Dr. R. Raveendran presided over the meeting. The following members were present:

1. Dr. V.S. Thampi Das	IQAC Coordinator	<i>VSD</i>
2. Dr.B.Jayasree	Department of Economics	<i>BJ</i>
3. Dr.L.S. Mini	Department of Botany	<i>LS</i>
4. Dr.Regis S.R.	Department of Zoology	<i>RS</i>
5. Dr. R.Biju	Department of Chemistry	<i>RB</i>
6. Sri. Sajesh Sasidharan	Department of Physics	<i>SS</i>
7. Smt.Jubilie S V	Department of Commerce	<i>JSV</i>
8. Smt.Preeetha Krishna L	Department of English	<i>PKL</i>
9. Sri.P.Chandrababu	Office Superintendent	<i>PCB</i>
10. Sri. Aji SRM	Management Representative	<i>AJR</i>
11. Smt. Saraswathy Sasidharan	Municipal Councilor, Member	<i>SS</i>
12. Ms.Aleena S Kumar	Student Representative	<i>Aleena</i>
13. Ms.Monisha	Student Representative	<i>Mon</i>

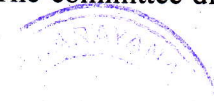
Agenda

- NAAC Re-accreditation
- AQAR
- Library Automation
- Any other matters

The meeting began with a silent prayer. The Principal of the college and chairman of the meeting Dr. R.Raveendran welcomed the members. The IQAC Coordinator Dr. V.S. Thampidas briefed the activities of the IQAC in the previous year.

The following points were discussed and decisions were taken:

1. It was decided that the fund under the ICT Head & IQAC Assistance (UGC XII Plan) will be utilized to provide internet facilities to all the departments. The committee discussed in detail about how to enable wifi in the campus.



2. It was decided to add more storage space for the college website. The updated biodata of all faculty members and the major academic activities of the college should be included in the website.
3. All files pertaining to IQAC should be completed as part of the anticipated NAAC peer team visit. The Principal told the members to render their support to strengthen the activities of IQAC.
4. Racks and files to document all files and registers will be purchased soon.
5. The drafting of AQAR for the year 2014-15 will be done in the following days. All AQAR committee members will be given intimations regarding the drafting work.
6. The details of various scholarships for students should be filed. Dr.Haripriya (Dept. of Chemistry) is in charge of the work.
7. It was agreed that the student feedback of teachers of previous academic year will be analysed and consolidated by Dr. B. Jayasree (Dept. of Economics). This year the feedback form will be modified. Parents feedback will also be collected.
8. Work diary for the current year will be distributed to all departments.
9. Library automation work which is in progress was discussed in the committee. Dr. Prajith J.P. (Dep. of Sanskrit) will monitor the library automation works. The principal suggested that the facilities of college library should benefit all students in the college.
10. The IQAC discussed the communicative skills of students in the college. The English teachers were asked to take special attention to improve the language skills of students.
11. The Principal suggested that the public address system in the college can be modified using a software which shall be installed in the college office soon.

The meeting ended with thanks to the chairman.

Dr.V.S.Thampi Das
Coordinator, IQAC

Dr.R.Raveendran
Principal



SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the members of IQAC committee on 01/07/2015 at 11: 30 am in the Principal's Chamber. All members are requested to be present.














SNC Varkala
30.06.2015


Principal

Agenda:

1. AQAR 2014-15 submission

Members

Dr. V.S. Thampi Das	IQAC Coordinator	
Dr.B.Jayasree	Department of Economics	
Dr.L.S. Mini	Department of Botany	
Dr.Regis S.R.	Department of Zoology	
Dr. R.Biju	Department of Chemistry	
Sri. Sajesh Sasidharan	Department of Physics	
Smt.Jubilie S V	Department of Commerce	
Smt.Preeetha Krishna L	Department of English	
Sri.P.Chandrababu	Office Superintendent	
Sri. Aji SRM	Management Representative	
Smt. Saraswathy Sasidharan	Municipal Councilor, Member	
Ms.Aleena S Kumar	Student Representative	
Ms.Monisha	Student Representative	



IQAC MEETING -II

MINUTES OF THE MEETING OF THE IQAC HELD ON 01.07.2015 AT 10.45 A.M. IN
THE PRINCIPAL'S ROOM

The second meeting of the Internal Quality Assurance Cell was held on 01.07.2015 at 11.30 A.M. in the Principal's room. The college Principal Dr. R. Raveendran chaired the meeting. The following members were present:

Dr. V.S. Thampi Das
Dr.B.Jayasree
Dr.L.S. Mini
Dr.Regis R.
Dr. R.Biju
Sri. Sajesh Sasidharan
Smt.Jubilee S V
Smt.Preeetha Krishna L
Sri.P.Chandrababu
Sri. Aji SRM
Smt. Saraswathy Sasidharan
Ms.Aleena S.Kumar
Ms.Monisha

IQAC Coordinator
Department of Economics
Department of Botany
Department of Zoology
Department of Chemistry
Department of Physics
Department of Commerce
Department of English
Office Superintendent
Management Representative
Municipal Councilor, Member
Student Representative
Student Representative


Agenda

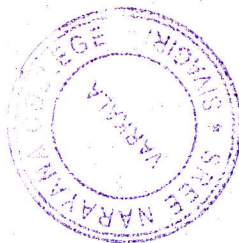
- AQAR 2014-15 submission


The meeting began with a silent prayer. Principal of the college and chairman of the meeting Dr. R.Raveendran welcomed the members.

1. The meeting examined the final version of AQAR 2014-15 and gave consent to upload the same to the NAAC.

The meeting ended with thanks to the chairman.


Dr.V.S.Thampi Das
Coordinator, IQAC




Dr.R.Raveendran
Principal

SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

Circular

A meeting of the members of IQAC committee will be held on 31st July 2015 at 11: 45 am in the Principal's Chamber. All members are requested to be present without fail.

SNC Varkala
30.07.2015

Principal 

Agenda:

1. NAAC Peer Team Visit
2. Any other Matter

Members

Dr. V.S. Thampi Das

Dr.B.Jayasree

Dr.L.S. Mini

Dr.Regis S.R.

Dr. R.Biju

Sri. Sajesh Sasidharan

Smt.Jubilie S V

Smt.Preeetha Krishna L

Sri.P.Chandrababu


Sri. Aji SRM


Smt. Saraswathy Sasidharan


Ms.Aleena S.Kumar


Ms.Monisha


IQAC Coordinator 


Department of Economics 


Department of Botany 

Department of Zoology 

Department of Chemistry 

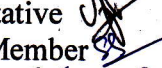
Department of Physics 

Department of Commerce 

Department of English 

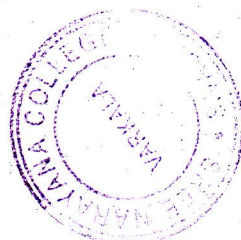
Office Superintendent 

Management Representative 

Municipal Councilor, Member 

Student Representative 

Student Representative 
















IQAC MEETING -III

MINUTES OF THE MEETING OF THE IQAC HELD ON 31.07.2015 AT 10.45 A.M. IN
THE PRINCIPAL'S ROOM

The third meeting of the Internal Quality Assurance Cell was held on 31.07.2015 at 11.40 A.M. in the Principal's room. The college Principal Dr. R. Raveendran chaired the meeting. The following members were present:

Dr. V.S. Thampi Das
Dr.B.Jayasree
Dr.L.S. Mini
Dr.Regis S.R.
Dr. R.Biju
Sri. Sajesh Sasidharan
Smt.Jubilie S V
Smt.Preeetha Krishna L
Sri.P.Chandrababu
Sri. Aji SRM
Smt. Saraswathy Sasidharan
Ms.Aleena S.Kumar
Ms.Monisha

IQAC Coordinator 
Department of Economics 
Department of Botany 
Department of Zoology 
Department of Chemistry 
Department of Physics 
Department of Commerce 
Department of English 
Office Superintendent 
Management Representative 
Municipal Councilor, Member 
Student Representative 
Student Representative 

Agena

- NAAC Peer Team Visit
- Any other related Matter

The meeting began with a silent prayer. The Principal of the college and chairman of the meeting Dr. R.Raveendran welcomed the members.

1. The committee decided to send a communication to NAAC regarding the acceptance of the college for the Peer team visit on 28th, 29th & 30th September 2015.
2. The Chairman with the consent of IQAC members constituted the Reception Committee for the NAAC peer team members.
3. All necessary committee for the NAAC Peer Team visit should be immediately constituted and all arrangements for the visit should be well maintained.
4. The IQAC members along with Management representative Sri Aji S.R.M. discussed in detail the infrastructural and other works to be completed in the college as part of peer team visit.
5. It was decided to bifurcate the functioning of the college office under two heads (1) Administrative and (2) Financial. The Principal will hold special meeting with the administrative staff regarding the same.
6. The IQAC decided to intimate the Heads of the Departments to speed up the file works and Power Point presentations pertaining to peer team visit.

The meeting ended with thanks to the chairman.

Dr.V.S.Thampi Das
Coordinator, IQAC




Dr.R.Raveendran
Principal

NOTICE
(IQAC Circular)


All the Head of the Departments are requested to submit the Soft Copy of the following details to Dr.R.Biju, Member IQAC for the purpose of website updation. Data should be sent to this email ID – rajendran.biju@gmail.com .

The following Details along with photographs are needed from each department.

1. Resources (Library, Labs, Computers, Digital Class Rooms and others)
2. Research (Projects & Publications – both teachers and students)
3. Achievements (Academic, arts and sports)
4. Activities (Clubs, extracurricular activities, Seminar, Talks, extension activities and others)

IQAC Coordinator

SNC, Varkala
06.08.2015


Principal



Handwritten notes and signatures:
 Maths
 Chemist
 Bot
 Eco
 Hist
 Geo.
 Chemist
 R/R
 Pal.
 Eng
 Comm.
 Phy-Edn.
 P.A. 200.
 P.A. 25.
 G
 H

SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)




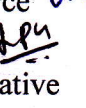
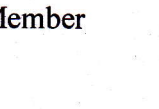



Circular

A meeting of the members of IQAC committee will be held on 05.10.2015 at 1:30 pm in the Principal's Chamber. All members are requested to be present without fail.

SNC Varkala
05.10.2015


Principal

Members








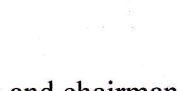
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|--------------------------------|-----------------------------|---------------------------------------------------------------------------------------|
| 1. Dr. V.S. Thampi Das | IQAC Coordinator |  |
| 2. Dr.B.Jayasree | Department of Economics |  |
| 3. Dr.L.S. Mini | Department of Botany |  |
| 4. Dr.Regis S.R. | Department of Zoology |  |
| 5. Dr. R.Biju | Department of Chemistry |  |
| 6. Sri. Sajesh Sasidharan | Department of Physics |  |
| 7. Smt.Jubilie S V | Department of Commerce |  |
| 8. Smt.Preetha Krishna L | Department of English |  |
| 9. Sri. Aji SRM | Management Representative | |
| 10. Smt. Saraswathy Sasidharan | Municipal Councilor, Member | |



IQAC MEETING -IV

MINUTES OF THE MEETING OF THE IQAC HELD ON 05.10.2015 AT 1:30 PM IN
THE PRINCIPAL'S ROOM

The fourth meeting of the Internal Quality Assurance Cell was held on 05.10.2015 at 1:30 PM in the Principal's room. The college Principal Dr. R. Raveendran chaired the meeting. The following members were present:

Dr. V.S. Thampi Das	Coordinator, IQAC	
Dr.B.Jayasree	Department of Economics	
Dr.L.S. Mini	Department of Botany	
Dr.Regis S.R.	Department of Zoology	
Dr. R.Biju	Department of Chemistry	
Sri. Sajesh Sasidharan	Department of Physics	
Smt.Jubilie S V	Department of Commerce	
Smt.Preeetha Krishna L	Department of English	
Sri. Aji SRM	Management Representative	
Smt. Saraswathy Sasidharan	Municipal Councilor, Member	

Agenda

- Review of NAAC peer team visit
- Academic matters
- Any other related Matter


The meeting began with a silent prayer. The Principal of the college and chairman of the meeting Dr. R.Raveendran welcomed the members.


1. The IQAC decided to function as a second department in the college.
2. The student feedback system should be monitored effectively and analysis should be properly done.
3. Learning outcome of the students should be carefully observed and recorded and adequate remedial measures should be given.
4. IQAC decided to conduct academic audit every year.
5. The files and documents of the departments will be verified and assessed by the IQAC.
6. The meeting suggested that an external audit should be implemented in the college.
7. It was also suggested that the working of the research committee in the college should be improved.
8. The IQAC decided to monitor the UGC Minor Research Project proposal of teachers during the first week of June itself.
9. The meeting recommended that the Filing system should be continued.
10. The AQAR of the college will be submitted during April every year.
11. The IQAC decided to improve the cleanliness and hygiene of the college.
12. Class level monitoring committee should be created.



13. College garden should be maintained in a very beautiful manner ensuring student participation and of NSS.
14. Request should be given to the Management to construct a compound wall for the Women's hostel.
15. The functioning of the Placement Cell and Career Guidance Cell should be augmented.
16. Innovations should be based on needs and wants and requirements of the college as well as the neighbourhood and it should be unique to our college.
17. There should be continuous sessions of communicative English classes in the college.
18. Science departments should apply immediately for FIST
19. Proposals should be drafted to start new research departments for Chemistry and Physics.
20. The IQAC decided to propose to the Management to declare awards for good research publications. The paper publications of students should also be initiated.

The meeting ended with thanks to the chairman.


Dr. V.S. Thampi Das
Coordinator, IQAC


Dr. R. Raveendran
Principal



SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

Circular

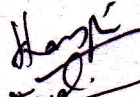
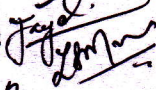
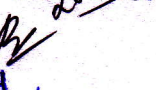
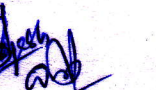
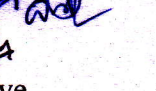



A meeting of the members of IQAC committee will be held on 22.03.2016 at 1:30 pm in the Principal's Chamber. All members are requested to be present without fail.

SNC Varkala
21.03.2016

Principal 

Members

Dr. V.S. Thampi Das
Dr.B.Jayasree
Dr.L.S. Mini
Dr.Regis S.R.
Dr. R.Biju
Sri. Sajesh Sasidharan
Smt.Jubilee S V
Smt.Preetha Krishna L
Sri. Aji SRM





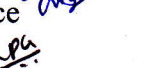
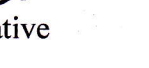


IQAC Coordinator 
Department of Economics 
Department of Botany 
Department of Zoology 
Department of Chemistry 
Department of Physics 
Department of Commerce 
Department of English 
Management Representative



IQAC MEETING -V

MINUTES OF THE MEETING OF THE IQAC HELD ON 22.03.2016 AT 1:30 PM IN
THE PRINCIPAL'S ROOM

The fifth meeting of the Internal Quality Assurance Cell was held on 22.03.2016 at 1:30 PM in the Principal's room. The college Principal Dr. R. Raveendran chaired the meeting. The following members were present:

Dr. V.S. Thampi Das	Coordinator, IQAC	
Dr.B.Jayasree	Department of Economics	
Dr.L.S. Mini	Department of Botany	
Dr.Regis S.R.	Department of Zoology	
Dr. R.Biju	Department of Chemistry	
Sri. Sajesh Sasidharan	Department of Physics	
Smt.Jubilie S V	Department of Commerce	
Smt.Preeetha Krishna L	Department of English	
Sri. Aji SRM	Management Representative	


Agenda

- Academic
- Any other related Matter

The meeting began with a silent prayer. The Principal of the college and chairman of the meeting Dr. R.Raveendran welcomed the members.

1. The meeting discussed the overall academic achievement of the college during the year.
2. It was decided that meritorious students should be honored in the annual merit day.
3. The meeting decided to strengthen the achievements of economically backward students.
4. IAQC bid farewell to all retiring staff members.

The meeting ended with thanks to the chairman.


Dr. V.S.Thampi Das
Coordinator, IQAC




Dr.R.Raveendran
Principal


SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

Circular







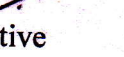

A meeting of the members of IQAC committee will be held on 8.04.2016 at 11 AM in the Principal's Chamber. All members are requested to be present without fail.

SNC Varkala
6.04.2016


Principal

Members

Dr. V.S. Thampi Das
Dr.B.Jayasree
Dr.L.S. Mini
Dr.Regis S.R.
Dr. R.Biju
Sri. Sajesh Sasidharan
Smt.Jubilie S V
Smt.Preetha Krishna L
Sri. Aji SRM

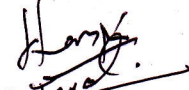








IQAC Coordinator 
Department of Economics 
Department of Botany 
Department of Zoology 
Department of Chemistry 
Department of Physics 
Department of Commerce 
Department of English 
Management Representative



IQAC MEETING -VI

MINUTES OF THE MEETING OF THE IQAC HELD ON 8.04.2016 AT 11 AM IN THE
PRINCIPAL'S ROOM

The sixth meeting of the Internal Quality Assurance Cell was held on 8.04.2016 at 11 AM in the Principal's room. The college Principal Dr. R. Raveendran chaired the meeting. The following members were present:

Dr. V.S. Thampi Das	Coordinator, IQAC	
Dr.B.Jayasree	Department of Economics	
Dr.L.S. Mini	Department of Botany	
Dr.Regis S.R.	Department of Zoology	
Dr. R.Biju	Department of Chemistry	
Sri. Sajesh Sasidharan	Department of Physics	
Smt.Jubilie S V	Department of Commerce	
Smt.Preeetha Krishna L	Department of English	
Sri. Aji SRM	Management Representative	


Agenda

- Academic
- Any other related Matter


The meeting began with a silent prayer. The Principal of the college and chairman of the meeting Dr. R.Raveendran welcomed the members.

1. The meeting analyzed in detail the NAAC report.
2. The IQAC discussed the submission of AQAR 2015-16.
3. It was decided to intimate HoDs to give data from their departments before April 30th for the uploading of the AQAR.
4. AQAR drafting charge will be with the same SSR drafting committee members.
5. It was decided to convene a meeting of the AQAR drafting committee.
6. It was decided to send IQAC Quarterly report to be send to the Trust office.
7. Smt.Jubily will be IQAC co-ordinator in charge until new senior faculty joins.
8. It was decided to send AQAR 2015-16 before May 20.

The meeting ended with thanks to the chairman.


Dr. V.S.Thampi Das
Coordinator, IQAC




Dr.R.Raveendran
Principal

SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC) 2015-16

Brief Report

The Internal Quality Assurance Cell (IQAC) of the college works towards realizing the goals of quality enhancement and sustenance. Dr. R. Raveendran (Principal) is the Chairman. The members are

1. Dr. V.S. Thampi Das	Department of Chemistry. IQAC, Coordinator
2. Dr.B.Jayasree	Department of Economics
3. Dr.L.S. Mini	Department of Botany
4. Dr.Regis R.	Department of Zoology
5. Dr. R.Biju	Department of Chemistry
6. Sri. Sajesh Sasidharan	Department of Physics
7. Smt.Jubilie S V	Department of Commerce
8. Smt.Preeetha Krishna L	Department of English
9. Sri.P.Chandra Babu	Office Superintendent
10. Sri. Aji SRM	Management Representative
11. Smt. Saraswathy Sasidharan	Municipal Councilor, Member
12. Ms.Aleena S Kumar	Student Representative
13. Ms.Monisha	Student Representative

The IQAC 2015-16 initiated several academic and extracurricular activities during this academic year. Under the guidance of our Principal Dr.Raveendran, the IQAC could make significant and meaningful contribution during the re-accreditation phase of the college.

The activities are listed below

- The college IQAC could provide all support to the college NSS Unit to organize an Anti-Drug Day campaign in the campus on 26th June 2015. An orientation programme was also conducted to raise awareness against the use of drug.
- The college IQAC could orient the NSS Unit to celebrate World Environment Day on 5th June 2015. Saplings were planted in the campus.
- Under the aegis of IQAC, the college General Library automation was inaugurated by Sri R Rajesh Nedumpurath (Hon. First Class Judicial Magistrate Varkala) on 5th August 2015. A discussion on the importance of reading was also conducted.
- The IQAC monitored an invited talk on "Governance and Public Policy" organized by the Department of Economics on 5th August 2015. The key speaker was Sri John Samuel (Former Advisor, UNDP.).
- The IQAC helped to commemorate Hiroshima-Nagasaki Day on 6th August 2015 under the aegis of the NSS Unit.



- The IQAC guided the conduct of a one-day orientation course for Zoology undergraduate students and workshop on "Model organisms in Biology" on 7th August 2015.
- The IQAC helped conduct of Alumni Meet named "Poorva Vidhyarthi Sangamavum Guru Vandhanaum 2015" of the Mathematics Department on 9th August 2015 in the college Conference Hall.
- The Department of Chemistry in consultation with the college IQAC organized Meet the Luminary Scientist on 10th & 15th August 2015
- A Personality Development class was organized on 19th August 2015 by the NSS Unit in consultation with the College IQAC.
- The IQAC extended support to the Department of Commerce and Hotel Management to sign MOU between SN College Sivagiri, Varkala and Taj Group of Hotels.
- The IQAC monitored one UGC seminar, one workshop, three various competitions and a Book Release in the campus.
- The college applied for 15 Minor Research Projects during the year. The proposals were examined by IQAC.
- In addition the IQAC monitored around 11 club activities and 8 extension activities in the campus during the year till date.



Shampi
Co-ordinator