

**SREE NARAYANA COLLEGE SIVAGIRI VARKALA**

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 08-06-2017 at 3: 00 pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala  
05.06.2017



A handwritten signature in green ink, appearing to read 'B. Suresh'.

Principal

PRINCIPAL  
SREE NARAYANA COLLEGE  
SIVAGIRI VARKALA

A meeting of the members of College IQAC was held on 8<sup>th</sup> June 2017 at 3 pm.

### Agenda

1. Admissi on - UG & PG.
2. Action Plan for the year
3. General discipline
4. Maintenance of Infrastructure

### Members Present

Dr. Beena Karunakaran PRINCIPAL ~~Beena~~  
[Signature]

Smt. Jubilee S.V. IQAC Coordinator [Signature]

Dr. Jeyi [Signature]

Dr. Jerby Alwin [Signature]

Namitha K. Bhat [Signature]

Preetha Krishna L [Signature]

Megha Radhakrishnan [Signature]

The following matters were discussed

1. It was decided to give the charge of the conduct of UG & PG admissions for the year to Sri. Ramesh Chandran (Assistant Prof. Dept. of Physics).
2. The Heads of the departments were given direction to prepare action plan for the year.

3. It was decided to ensure discipline in the campus. The tutors and hods should monitor the conduct of classes and attendance of students.
4. HoDs were directed to give the details of maintenance work to be done in their respective departments. The list of details will be handed over to RDC.

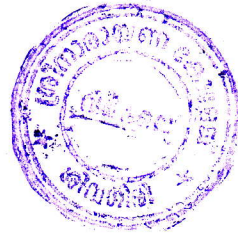
Beena

# SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA

## IQAC CIRCULAR

The following members are nominated to the AQAR Drafting Committee for the academic year 2017 – 2018. Kindly accept the nomination.

1. Dr. Beena Karunakaran, Principal
2. Ms. Jubilee S.V, IQAC Co-ordinator
3. Dr. Usha, Department of Botany
4. Dr. Leji, Department of Zoology
5. Dr. Jerry Alwin, Department of Economics
6. Dr. Sini, Department of Malayalam
7. Ms. Lekshmi S Dharan, Department of Chemistry
8. Ms. Namitha K Bhatt, Department of Economics
9. Ms. Parvathy S Babu, Department of Physics
10. Mr. Sreedev Roy, Department of Economics



  
PRINCIPAL


**SREE NARAYANA COLLEGE SIVAGIRI VARKALA**

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 01-11-2017 at 1: 00pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala  
26.10.2017

  
Principal

PRINCIPAL  
SREENARAYANA COLLEGE  
SIVAGIRI VARKALA








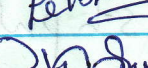




2017-18

Minutes of the meeting of IQAC members held on 01/11/2017 at 1:00 pm in the IQAC room

### Agenda

- 1) Handover of documents
- 2) Formulation of action plan
- 3) Any other matter, if any.

### Members Present

Dr. Beena Karunakaran	PRINCIPAL	
Dr. Kumar S.P.	IQAC Coordinator	
Dr. Vinod C. Sugathan	HO, Economics	
Dr. Prayath J.P.	Sanskrit	
Smt. Namitha K. Bhat	Economics	
Dr. Lekshmy Prasanna	Commerce	
Sri. Sumesh P.K.	Meiyadin	
Dr. Bivushma Raju	Zoology	
Smt. Ranya C.R.	English	
Sri Aji S.R.M.	Management	

The following decisions were taken during the meeting

1. Smt. Jubilee S.V. handed over the charge of IQAC coordinator to the Principal. Some documents were also handed over to the Principal
2. The Committee identified problems with file updation.

81-105

3. IQAC Grant utilization has not been complete and utilization certificate has not been produced. So the meeting decided to entrust Smt. Jubilee S.V. to complete the utilization certificate of IQAC Grants.

### Action Taken

1. Plan of Action prepared.
2. Dr. Kumar S.P (Assistant Professor of Economics) took charge of IQAC coordinator.
3. Instructions were given to HoDs to update files in the departments.
4. Instructions were given to Club coordinators to conduct the club activities within the stipulated time.

*Beena*

# SREE NARAYANA COLLEGE SIVAGIRI

Affiliated to University of Kerala,

Accredited by NAAC with B\*

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KERALA STATE, PIN: 695 145  
E-mail : sncvpr@gmail.com

Website : sncollegevarkala.org

Dr. BEENAKARUNAKARAN MA, MPhil, PhD.  
Professor in charge of Principal



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Mob : 944 753 92 79

Ref :

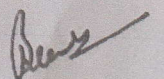
Pl/ 27/2017-18

Date 02.11.2017

As per College Council decision **Dr. Kumar S P**, Assistant Professor, Department of Economics is appointed as the **Coordinator** of IQAC and the following faculty are appointed as the **members** of IQAC.

1. Dr. Vinod C Sugathan, Asst. Prof., Dept. of Economics
2. Dr. Prajith J P. Asst. Prof. Dept. of Sanskrit
3. Dr. Lekshmi Prasannan, Asst. Prof., Dept. of Commerce
4. Dr. Binushma Raju, Asst. Prof., Dept. of Zoology
5. Sri. Sumesh P.K, Asst. Prof., Dept. of Malayalam
6. Smt. Remya C R, Asst. Prof., Dept. of English
7. Smt. Namitha K Bhat, Asst. Prof., Dept. of Economics



  
Principal



18-19

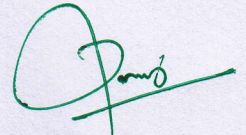
**SREE NARAYANA COLLEGE SIVAGIRI VARKALA**

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 09-01-2018 at 2 : 00 pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala  
03.01.2018



Principal

PRINCIPAL  
SREENARAYANA COLLEGE  
SIVAGIRI, VARKALA



Minutes of the meeting of IQAC members held on 9/1/2018 at 2:00 pm in the IQAC room.

## Agenda

PD fund utilization files

Remedial Teaching Tutorial System.

Any other matter, if any.

## Members Present

Dr. L. Thulaseedharan PRINCIPAL

Dr. Kumar S.P

Aji S.R.M

Dr. Prayath J.P

Sri Sunsh P.K.

Dr. Vinod Sugathan

Remya C.R.

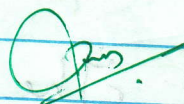
Namitha K. Bhat


Dr. Binushma Raju


Dr. Lekshmi Prasanna

Smt. Lekshmi J (Remedial Teaching) -

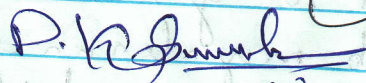
Dr. Manju S.V (Planning Forum) -



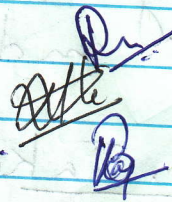
  
IQAC Coordinator

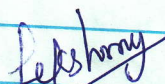
  
Management Rep.

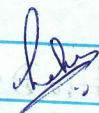












The following matters were discussed:

1. An approach has to be formulated for the effective updation of files.
2. Remedial teaching has to be started soon.

3. IQAC Grant utilization has not been completed and utilization certificate has not been produced. So the meeting decided to entrust Smt. Jubilee S.V. to complete the utilization certificate of IQAC Grants.

3. Tutorial System has to be made suitable to meet students Satisfaction Survey.

4. A programme to improve the communication skills of students must be started as early as possible.

5. Details of AISHE should be entered soon.

6. The Principal suggested that all viable and essential work has to be done in the direction of the utilization of the unspent PD fund. Priority shall be given to infrastructural improvement, lab maintenance, electrical fixtures, library modification, toilet maintenance, repair and modification of seminar hall.

### Action Taken

1. HoDs were insisted to update the files in the department.

2. AISHE uploading charge given to Sima Rajendram.

3. Renovation works done as per priority.

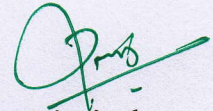
**SREE NARAYANA COLLEGE SIVAGIRI VARKALA**

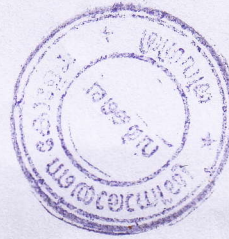
Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 20-02-2018 at 11: 45 am in the Principal's room. All members are requested to be present without fail.

SNC Varkala  
15.02.2018

  
Principal



PRINCIPAL  
SREE NARAYANA COLLEGE  
SIVAGIRI VARKALA

Minutes of the meeting of IQAC and Purchase Committee members was held on 20/2/2018 at 11:45 am in the Principal's room.

### Agenda

Completion of Personal Profile

AISHE

AQAR

Annual Report, Newsletter

Utilization of IQAC fund

Any other matter, if any.

The following members attended the meeting.

1. Dr. D. Thulaseedharan PRINCIPAL

Dr. Kumar S.P.

Reshmi Jaya Raveendran

Remya C.R.

Dr. Pragathi J.P.

P.K. Sumesh

Syam Raj R.

Dr. Binushma Raju

Dr. K. R. Kavitha

Biji K.K.

Dr. Babitha G.S.

B. Ajitha.

The following matters were discussed.

1. Teacher's profile has to be completed by March 15, 2018

2. Documents regarding AISHE should be submitted as early as possible. Dates given in these documents should coincide

with the details furnished in AQAR.

3. Each department has to propose best practices, compulsorily including peer teaching, remedial and mentoring.
4. Strengths, weaknesses, opportunities and challenges of departments have to be submitted.
5. The coordinator proposed to implement practices to maintain cleanliness of the campus.
6. Annual report has to be submitted compulsorily by departments.
7. Each departmental programme has to be publicized using newsletter.
8. Training/Awareness class should be conducting for Teaching and Non-Teaching staff. The Superintendent proposed an IT awareness class for non-teaching staff utilizing the IQAC fund.
9. Annual Report shall be prepared using the IQAC fund.
10. Discipline should be maintained strictly.

11. Each category in AQAR shall be under the charge of IQAC members, as decided by the co-ordinator.

### Actions Taken

1. Teacher's profile collected and kept in IQAC.
2. Code of Conduct for students, tr + staff - prepared
3. Submitted AISHE documents.
4. Discipline Committee monitored union activities of students.
5. Directed HoDs to prepare annual reports.

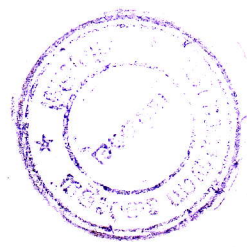
2017-18

## SREE NARAYANA COLLEGE, VARKALA.SIVAGIRI

### Achievement of IQAC 2017-18

The Internal Quality Assurance Cell of Sree Narayana College Varkala has focused three major area where significant progress is required to run the college in academically competent. They are teaching and learning, extension and research. IQAC was re-constituted by November 2017 and started functioning with a seminar on NAAC reaccreditation. Dr. Kumar S P of the department of economics was selected by the college council as new IQAC coordinator. Under the supervision of new IQAC following changes were made.

1. All departments submitted portion completion statements immediately at the end of each semester.
2. Some faculty members started power point presentations especially at the PG level.
3. Remedial classes started and common timetable formulated by IQAC
4. New exit feedback form developed and circulated
5. Parent's feedback are now collecting from PTA meeting
6. Formulated a committee for enabling the students to face Students' Satisfaction Survey
7. Created a new framework for teachers' assessment by students for getting clear information about teachers' skill.
8. A comprehensive teachers' profile format have been formulated with the help of IQAC members.
9. Conducted one class for creating awareness about IIQA of NAAC.
10. Circulated a code of conduct to teachers, Non- teaching staff and Students.
11. All mandatory clubs convened seminars, meetings and work shops
12. Two new clubs viz. Peoples Planning Programme and Health Awareness Programme were started.
13. Successfully formulated plan for PD fund utilization.
14. Economics and zoology departments conducted agency funded three day workshop and Seminars.
15. NCC and NSS of the college gained awards for a number of new and popular programmes.
16. Two teachers have attained PhD.



*[Handwritten Signature]*

PRINCIPAL  
SREE NARAYANA COLLEGE  
VARKALA, SIVAGIRI