Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 04-06-2019 at 12: 30pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala 30.05.2019

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Principal

It meeting of the College lane held on 4-6-2019
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The following matter were discussed and resol
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year 2019 -20 Journay the Lollowing energy

· Strengthen the tatorial system . Ensure remedial classes is all department a Promote various. a learning resources. a Strongthen continous on terms evaluation processes s Steps to apply for DBT Stars.

s To motivate. The teaches to present adpublish s anduering sss. 2. An Admission co-ordinate has to be sclocked for the smoots under of the volpes Admission process 3. The time teble for new academia year should be propriet basileties thegeneral time dable of the college 4. The afterdene of the students should be stickly monitored by the tates and the department Here's are directed to come disciple in the college 5. The well of undued for teachs, non-teaching stiff and students dering the conduct of examinably should be stictly follow 6. late directed the siene department to apply for DBP STAR. 7. Decided do consolidate ess deta. Action taken The deepersone's submitted action plans to the Principal. a palmission committee was constituted with So. Runigh Chendra B. R as the convery. A Time table was given to students and parties were allowed to tracks and class charge are gives to tudes. s Applying for DBT STAR change gives to Dr. Loji. T. A lonsolided hi sss date.

- Strengthen Continuous Internal Evaluation processes
- Training the students for ICT enabled presentation of Seminars and Assignments.
- To formulate an academic calendar for CIE in relation with University calendar.
- Arrange crash course for the supplementary and improvement exams
- Initiative to convert PG department as research departments
- Initiative to convert UG department as PG departments
- Acquire research- grants for research projects from various government and non-government, national and international agencies.
- To arrange classes for the identification of financial support for research from different agencies.
- Measures to be taken to increase the number of teachers with Ph.D. and guide ships.
- Initiative to organize international and National Seminars and workshops with the support of funding agencies.
- To motivate all the teachers to register for PhD.
- To inspire the teachers to publish research paper, articles and books
- Steps to be taken to explore the possibilities for signing Memorandum of understanding between the College and other Institutions.
- Steps to enhance collaboration with other research departments

2. Extension Activities

- Activate all the mandatory and other clubs with the help of College level Coordinators
- All the club coordinators are directed to make an Action plan for the academic year.
- Motivate the club members to acquire awards and recognitions.
- To promote outreach programmes like sahapadikkoru veedu snehasanthwanam, conservation of environment etc.
- To provide Awareness programme for Anti ragging, Drug abuse, Cyber Crime for the Students.
- A programme to be organized as part of NCC to adopt a village.
- To increase the lab to land programmes.
- Ensure the maximum participation of students to different clubs
- Zero waste Beacon project with Varkala Municipality.



3. Student Support Programme

- Effective tutor-ward system
- Financial assistance to the deserving students
- Awareness about different scholarship of students.
- Awareness of the College among the students-"Know Your College"
- Activities of ASAP, SSP and Walk with Scholar
- Conduct classes for Competitive examination, Career Counseling and guidance, Soft skill development, language lab, bridge course, personal hygiene, yoga and meditation and personal counseling.
- Ensure working of committees for student grievances
- Enhance the of Extracurricular Activities
- Arrange PTA meeting in each semester
- Arrange classes by professional alumni

4. Infrastructure

- To install more ICT enabled classes and sophistication of lab facilities by utilizing RUSA fund.
- Proposal for the renovation of seminar hall
- Modernization of Labs.
- Library automation and centralization.
- To purchase various e-journals, use of Inflib- net
- Efforts to be taken to improve the usage of library by students as well as teachers.
- Almost all the departments of the College with Wi-Fi facility to enhance ICT enabled programmes.
- Improvement of computer lab sufficient number of computers.

5. Best Practices

- Steps to ensure plastic free and campus with beaken
- Steps to be taken for the commencement of alternative energy programmes in the College.
- Better waste management techniques to be adopted- different techniques for different kinds such as solid waste, liquid waste, e-waste etc.
- Rainwater harvesting technique to be accomplished.
- Conducting Green Audit.
- To provide opportunities for differently abled students.
- To create Code of Conduct handbook for the students, teachers and staff

Details of the work completed for the next SSR

- 1. Strengthening of IQAC
- 2. Updation of Department Files for preparing SSR
- 3. Implementation of the Action plan for the academic year 2019-20
- 4. Arrange classes by experts to familiarize with the new system of accreditation

PRINCIPAL

SHEENAROVANA COLLEGE

SIVAGIRI VARKALA

- Initiatives to be taken to increase consciousness about national Saint Sree Narayan Guru- "Guru Darshan"
- To publish department -wise news letter annually to include significant programmes
- Provide classes against anti-ragging for fresher.

Future innovative academic plans of all the departments are attached here with.

PRINCIPAL
SPEENAND AND COLLEGE
SIVAGIRE WALL ST

INTERNAL QUALITY ASSURANCE CELL

വിദ്വാർത്ഥികൾക്കുള്ള നിർദ്ദേശങ്ങൾ

- കോളേജ് സമയക്രമം പാലിക്കുക
- 2. ഐ.ഡി.കാർഡ് ധരിക്കുക.
- മതിയായ ഹാജർ നേടിയിട്ടുണ്ടെന്ന് ഉറഷാക്കുക. ഹാജർ കുറവുള്ളവർ റോളിൽ നിന്നും പുറത്താക്കും.
- 4. മറ്റ് വിദ്യാർത്ഥികൾക്ക് ബുദ്ധിമുട്ടുണ്ടാക്കുന്ന ഒരു കാര്യവും ചെയ്യാതിരിക്കുക.
- 5. അദ്ധ്യാപകരോടും ജീവനക്കാരോടും ബഹുമാനപൂർവ്വം പെരുമാറുക.
- ഇന്റേണൽ/സർവ്വകലാശാല പരീക്ഷകൾ താത്പര്യപൂർവ്വം എഴുതി നല്ല വിജയം കരസ്ഥമാക്കാൻ പരിശ്രമിക്കുക.
- 7. വിദ്യാർത്ഥി സംഘടനാ രാഷ്ട്രീയം കലാലയത്തിന്റെ വളർച്ചയ്ക്ക് തടസ്സമാകാൻ പാടില്ല. പഠനം മുടക്കിയുള്ള സമരങ്ങൾ ഒഴിവാക്കുക. രാഷ്ട്രീയ സംഘടനാ ചിഹ്നങ്ങളും കൊടികളും കാമ്പസ്സിൽ പ്രദർശിപ്പിക്കാതിരിക്കുക. വിദ്യാർത്ഥികളുടെ ആവശ്യങ്ങൾക്ക് പ്രിൻസിപ്പലിനേയും, കോളേജ് കൗൺസിൽ, വിവിധ ക്ലബ്ബുകൾ, സെല്ലുകൾ എന്നിവയേയും സമീപിക്കുക. എന്ത് പ്രശ്നങ്ങൾക്കും ബുദ്ധിമുട്ടുകൾക്കും സമാധാനപരമായ പരിഹാരം കാണാൻ ശ്രമിക്കുക.
- 8. സീനിയർ, ജൂനിയർ വിദ്യാർത്ഥികൾ തമ്മിൽ അകൽച്ച ഉണ്ടാകാതെ നോക്കുക.
- 9. പെൺകുട്ടികളുടെ സുരക്ഷ ഉറപ്പാക്കുക, ദൃശ്യ-പത്ര മാധ്യമ വാർത്തകൾ അറിയാൻ ശ്രമിക്കുക.
- 10. കോളേജിൽ നടത്തുന്ന പാഠ്യ-പാഠ്യേതര പരിപാടികളിൽ എല്ലാവരും പങ്കെടുക്കുവാൻ ശ്രമിക്കുക. കോളേജ് പൊതുമുതലാണ്. അത് സംരക്ഷിക്കേണ്ടത് നമ്മുടെ കടമയാണ്.
- ലഹരി വസ്തുക്കളുടെ ഉപയോഗം പാടില്ല. പിടിക്കപ്പെടുന്ന വിദ്യാർത്ഥിക്കെതിരെ കർശന നടപടി എടുക്കുന്നതാണ്.
- 12. ഓണം, ക്രിസ്തുമസ്, ഹോളി, ടൂർ തുടങ്ങിയ അവസരങ്ങളിലെ അതിരുകടന്ന ആഘോഷം പാടില്ല.
- 13. ക്ലാസ്സുകൾ നഷ്ടപ്പെടുത്തിയുള്ള പരിപാടികൾ പരമാവധി കുറയ്ക്കുക. (ആവശ്യത്തിന് പഠന സമയം ലഭിക്കുന്നില്ല എന്ന് ഗവ.ഓഡിറ്റ് ടീമിന്റെ പരാതിയുണ്ട്.)
- 14. കാമ്പസ്റ്റിൽ മൊബൈൽ ഫോണിന്റെ ഉപയോഗം ബഹു. ഹൈക്കോടതി തടഞ്ഞിട്ടുള്ളതാണ്.
- 15. സോഷ്യൽ മീഡിയ ദുരുപയോഗം ചെയ്ത് ആരേയും വേദനിഷിക്കാതിരിക്കുക.
- 16. ഡിഗ്രി, പി.ജി.പരീക്ഷകൾ, കലാകായിക മത്സരങ്ങൾ, ക്വിസ്, ഡിബേറ്റ് തുടങ്ങിയ മത്സരങ്ങൾ, എൻ.എസ്.എസ്., എൻ.സി.സി. എന്നിവയിൽ കഴ്വിവ് തെളിയിക്കാൻ വിദ്യാർത്ഥികൾ പരിശ്രമിക്കണം.
- 17. പ്രിൻസിഷലിന്റെ അനുമതിയില്ലാതെ ഒരു പരിപാടിയും കാമ്പസിനുള്ളിൽ സംഘടിഷിക്കാൻ പാടില്ല.
- 18. പുറത്തുനിന്നുള്ളവരെ കാമ്പസ്സിൽ കൊണ്ടുവന്ന് അസ്വസ്ഥതയുണ്ടാക്കുന്നവർക്കെതിരെ കർശന നടപടി എടുക്കുന്നതാണ്.
- 19. പ്രൊഫഷണൽ പരിപാടികൾ പരമാവധി ഒഴ്വിവാക്കേണ്ടതാണ്.
- 20. നിലവാരമുള്ള കാമ്പസ്സിൽ പഠിച്ചിറങ്ങിയാലേ എവിടെ ചെന്നാലും അംഗീകാരം ലഭിക്കൂ എന്ന യാഥാർത്ഥ്യം മനസ്സിലാക്കി മികവ് തെളിയിക്കുക.

പ്രിൻസിഷൽ

THE SREE NARAYANA TRUSTS

Secretary
VELLAPPALLY NATESAN

P.B.No 63 Kollam

No.25/ SNTRO/2019

10-07-2019

CIRCULAR

Sub: Meeting of IQAC & NAAC coordinators-Reg.

Principals of all S.N.Colleges coming under **Kerala University and M.G. University** are here by informed that a meeting of the IQAC & NAAC Coordinators of these colleges will be held in the S.N. Trusts Office, Kollam on 15-07-2019, Monday at 10.30 a.m. You are directed to depute the above coordinators with the following documents.

- 1. Detailed academic action plan of the year 2019-'20
- 2. Copy of latest AQAR
- 3. Academic Report of the previous year (2018-19)
- 4. Copy of the page of the report containing suggestions & recommendations of the last NAAC Visit
- 5. Details of the work completed for the next SSR (to be submitted)

Manager

Sree Narayana Colleges

To

All Principals of S.N. Colleges under Kerala & M.G. University

10/07/26

PROCEEDINGS OF THE PRINCIPAL SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA

No. P418/2019. **MEMO** Date: 16.07.2019

As per the decision of the College Council Meeting held on 16.07.2019 the IQAC of the college is reconstituted with the following members.

Chairperson Smt.Joly A Principal
Coordinator Dr.Babitha.G.S Zoology
Commerce

Members Dr.Soju S Commerce

Dr.Aranya .S Physics

Sri. Sajesh Sasidharan Physics

Scatt Sceneniini S.C. Economics

Smt. Sreerenjini S C Economics

Dr. Ambily Chandran Chemistry

Dr.Biju.C Botany

Sri.Aji SRM Management
Representative

Smt.Bindu Haridas Municipal Chairperson

Dr. Jayaraju Former Director-ANERT

Sri. S. Anilkumar Office Superintendent

Mr.Devanand Student Representative



PRINCIPAL

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 13-08-2019 at 3: 00 pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala 08.08.2019

Principal



PRINCIPAL SREENAHOVANIA COL :

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SREE NARAYANA COLLEGE, SIVAGIRI VARKALA IQAC CIRCULAR

(2019-2020)

GREEN PROTOCOL IN CAMPUS

- 1. This is to inform that the college campus should not be littered with plastic or non-biodegradable waste.
- 2. Plastic bottles and plastic covers should be carried back home by students.
- 3. Teachers and students should try to use steel lunch box and bottle instead of disposable plastic containers.
- 4. Food waste should be disposed of only at the place of disposable plastic containers.
- 5. Used plastic stationaries should not be thrown carelessly any whare inside and outside the classroom.
- 6. Water should not be used in excess quantity.
- 7. Waste water shall be channeled to the garden or reused to water the plants.
- 8. Switch off the lights and fans when you leave the classrooms, staffrooms and office to avoid wastage of power.

AVOID WASTE

KEEP THE CAMPUS CLEAN AND GREEN

IQAC CO-ORDINATOR

Control of the contro

Principal Sree Narayana College 3wagiri, Varkala

SREENARAYANA COLLEGE, SIVAGIRI, VARKALA 2019-20

'विद्यया मुक्तिं आप्नुयात्'

INSTRUCTIONS FOR CLUB-COORDINATORS

- All the club coordinators have to present the action plan of club activities in the academic year 2019-2020 before the meeting presided over by the principal.
- ❖ There will only be a common inaugural function for all the clubs.
- "Guruvandanam" will be enough for the further programmes of each club rather than wasting time on unnecessary formalities.
- ❖ The time schedule of each programme should be properly managed, so that, the chief guests or the subject experts would not face any difficulties. It should also be made sure that there will not be any untoward activities from the part of the students to taint the dignity of our college.
- ❖ The number of speakers for felicitation should be limited to one or two.
- ❖ If there is any change in the programme schedule, it should be informed at the earliest to the principal and IQAC by the club coordinator, and it should be announced in the campus.
- ❖ The certificate sanctioned by the principal and TA for the chief guests must be arranged at the earliest. The remarks of the chief guests should be registered in the guest's diary as well.
- ❖ The details of the club activities and their photographs should be kept by the coordinators and it should be given accordingly to those who prepare the Annual report, department file, to the IQAC and to the concerned teacher in charge of documentation.
- ❖ A press club meeting should be called on in the presence of the principal if the programme is commendable one.
- ❖ Before conducting a programme its request should be given to the principal and its copies should be given to the IQAC and club coordinatior.
- ❖. After the programme, the brochure and the programme report should be submitted to the club coordinator without any delay.
- After the club formation the student details of each club should be given to the respected coordinators.
- All the club activities should be completed within December 2018. 2019

- Programmes funded by Central and State governments should be well utilized and conducted on time. Proper auditing should be done and reports should be given for those programmes having government and management audits.
- Every club should conduct atleast two programmes.
- It should be noted that the club activities should not affect the academic schedule.
- ❖ PTA is ready to give financial assistance to those clubs which will not get any government funds.
- ❖ If any programme is conducted in the conference hall, it should be properly cleaned and its key must be duly returned. Try to make each programme ecofriendly and plastic free.
- Students who are part of NSS, NCC and sports club should submit request to ensure proper attendance. These students must also be encouraged to concentrate on academic along with the club activities.
- Every club Coordinators should inform the other club members about organizing club activities and ensure their complete participation.
- Essential details and advice should be collected from previous year's club coordinators. A whole hearted participation and help is expected from everyone for all the club activities.

> IQAC Email ID

iqacsncv@gmail.com

Club Co-ordinator Email ID

drjpprajith@gmail.com

Club Coordinator

IQAC

PRINCIPAL

SHEENAHOVANA COA

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 13-12-2019 at 3:00 pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala 10.12.2019

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Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 13-02-2020 at 10: 00 am in the IQAC room. All members are requested to be present without fail.

SNC Varkala 10.02.2020 Principal



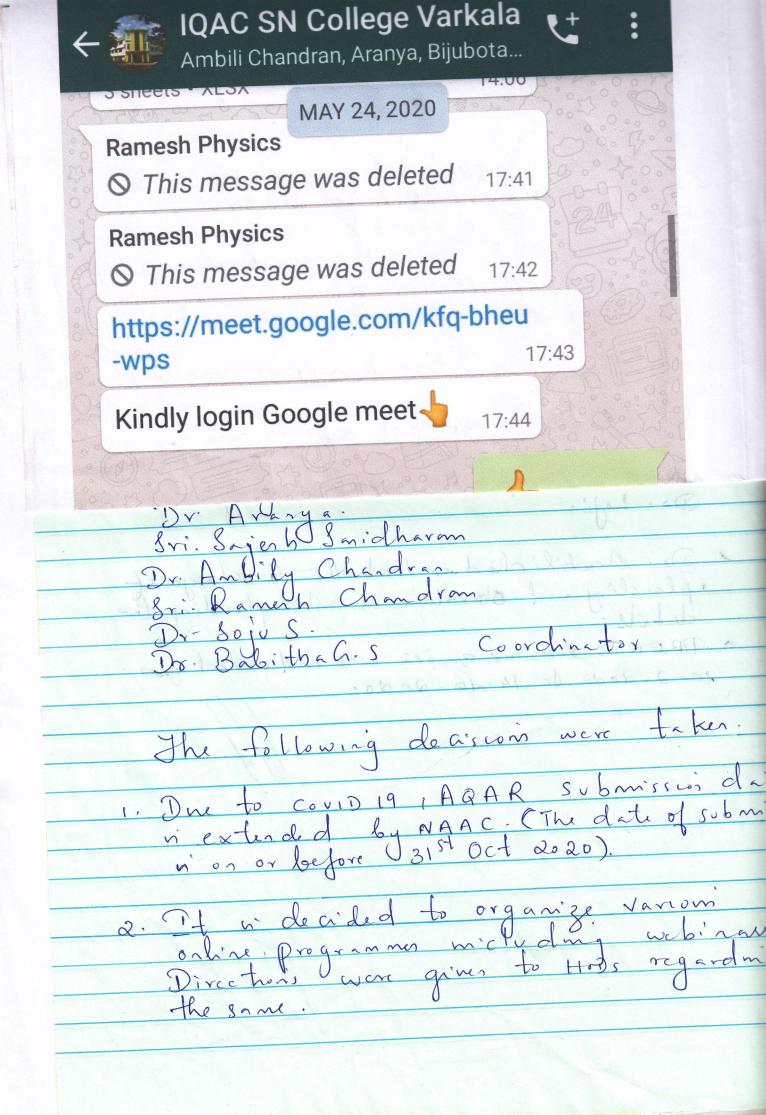
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SREENARAYANA COLLEGE
SIVAGIRI, VARKALA

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nede from first Ivre ogwards. It was deaded that IGAC will be organizing a webinar for final year students for facing exam at the time of covid 19 pardeme situation Action Taken Report . Due to Covidia, the data collection for ARAR 18-19 required more time. It was docided to opload the AQAR bafter proper verifications and cross-checkings. 2. All de partment have organized webinars.

The various clubs have also organized webinars and online programmes. The webinars organized were national and international level. The following matters were chiscosses The college TRAC has organized a webinar for the Final Senater strates on 29th may 2020 at 11 an. The topic of the webinard was Dealing with Examp Psychological Assistance During the Time of Corona".

SREE NARAYANA COLLEGE, SIVAGIRI VARKALA 2020-21 IQAC CIRCULAR TO TEACHERS

In view of the spread of Covid-19 teachers shall take care to create awareness among students regarding the following matters:

- 1. Regular used of soap and hand sanitizer
- 2. Maintenance of social distance
- 3. Minimizing social contact
- 4. Avoiding frequent outings

BREAK THE CHAIN

IQAC CO-ORDINATOR

PRINCIPAL

Principal
Sree Narayana Conco
Sivagiri, Varkala