SREE NARAYANA COLLEGE SIVAGIRI VARKALA
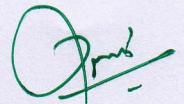
Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 13-06-2018 at 2: 00 pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala
06.06.2018

Principal

PRINCIPAL
SREENARAYANA COLLEGE
SIVAGIRI VARKALA

Minutes of the meeting of IQAC held on 13/6/2018 at 2pm in the IQAC room.

Agenda :
1) Action Plan
2) UG & PG Admission
3) AQAR preparation
4) RUSA DPR Submission
5) Instruction to students, teachers and non-teaching sta
6) FIST
7) College Hand book.

Members Present.

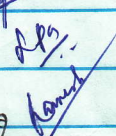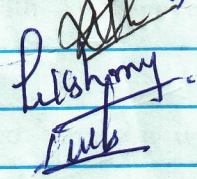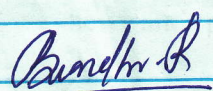|	
Dr. L. Thulaseedharan	Principal
Dr. Kumar. S. P	Co-ordinator
Sri. Aji. SRM	
Dr. Binushma Raju	
Smt. Preetha krishna. L	
Sri. Ramesh Chandran. B. R	
Smt. Namithak.Bhatt	
Dr. Lekshmy Prasannan	
Dr. Sreela. S. R.	
Dr. Ambili Chandran	
Smt. Biodu Haridas.	
Sri. Jayaraju.	
Smt. Ajidha. B.	
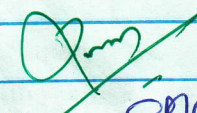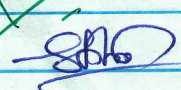
Decision

i) IQAC decided to chalk out action plan for the year 2018-19 focusing the following areas.
a) Department level activities.
b) ICT enabled teaching
c) Remedial teaching

d) Tutorial cum mentoring
e) Conduct of seminars and workshops.
f) Progress of research work
g) Stock verification.
h) support from alumni
i) Singing memorandum of understanding with other agencies.

2) The HOD are directed to give work allotment to faculty members and tutors. Tutorials of all departments shall be carried out effectively.

3) IQAC discussed the conduct of transparent admission procedure for the academic year.

4) Discussed the preparation of AQAR 2017-18.

5) Verified the guidelines to prepare RUSA DPR.

6) It was decided to circulate code of conduct for teacher non-teaching staff and students in order to maintain the vision and mission of the college.

7) IQAC directed the science departments to apply for FIST

8) Committee decided to make necessary changes in the college hand book.

Action taken Report

* IQAC prepared format for action plans. The departments prepared and submitted action plan accordingly.
* Time table were given to students and portions were allowed to teachers and class charges were given to tutors.
* Admission comittee was constituted with Sri. Ramesh chandren as the convenr.
* Started AQAR 2017-18 preparations. Dr. kumar. S. P is the the co-ordinator of AQAR drafting comittee.
* Dr. kumar. S. P, Dr. Babitha. G. S and Preetha krishna L were given charge to prepare the RUSA DPR.
* Dr Sreela and Dr Aranya were given charge to apply for FIST.

INTERNAL QUALITY ASSURANCE CELL

വിദ്യാർത്ഥികൾക്കുള്ള നിർദ്ദേശങ്ങൾ

1. കോളേജ് സമയക്രമം പാലിക്കുക

2. ഐ.ഡി.കാർഡ് ധരിക്കുക.

3. മതിയായ ഹാജർ നേടിയിട്ടുണ്ടെന്ന് ഉറപ്പാക്കുക. ഹാജർ കുറവുള്ളവർ റോളിൽ നിന്നും പുറത്താക്കും.

4. മറ്റ് വിദ്യാർത്ഥികൾക്ക് ബുദ്ധിമുട്ടുണ്ടാക്കുന്ന ഒരു കാര്യവും ചെയ്യാതിരിക്കുക.

5. അദ്ധ്യാപകരോടും ജീവനക്കാരോടും ബഹുമാനപൂർവ്വം പെരുമാറുക.

6. 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.

11. 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. കാമ്പസ്സിൽ മൊബൈൽ ഫോണിന്റെ ഉപയോഗം ബഹു. ഹൈക്കോടതി തടഞ്ഞിട്ടുള്ളതാണ്.

15. സോഷ്യൽ മീഡിയ ദുരുപയോഗം ചെയ്ത് ആരേയും വേദനിപ്പിക്കാതിരിക്കുക.

16. ഡിഗ്രി, പി.ജി.പരീക്ഷകൾ, കലാകായിക മത്സരങ്ങൾ, ക്വിസ്, ഡിബേറ്റ് തുടങ്ങിയ മത്സരങ്ങൾ, എൻ.എസ്.എസ്., എൻ.സി.സി. എന്നിവയിൽ കഴിവ് തെളിയിക്കാൻ വിദ്യാർത്ഥികൾ പരിശ്രമിക്കണം.

17. പ്രിൻസിപ്പലിന്റെ അനുമതിയില്ലാതെ ഒരു പരിപാടിയും കാമ്പസിനുള്ളിൽ സംഘടിപ്പിക്കാൻ പാടില്ല.

18. പുറത്തുനിന്നുള്ളവരെ കാമ്പസ്സിൽ കൊണ്ടുവന്ന് അസ്വസ്ഥതയുണ്ടാക്കുന്നവർക്കെതിരെ കർശന നടപടി എടുക്കുന്നതാണ്.

19. പ്രൊഫഷണൽ പരിപാടികൾ പരമാവധി ഒഴിവാക്കേണ്ടതാണ്.

20. നിലവാരമുള്ള കാമ്പസ്സിൽ പഠിച്ചിറങ്ങിയാലേ എവിടെ ചെന്നാലും അംഗീകാരം ലഭിക്കൂ എന്ന യാഥാർത്ഥ്യം മനസ്സിലാക്കി മികവ് തെളിയിക്കുക.

പ്രിൻസിപ്പൽ

PRINCIPAL
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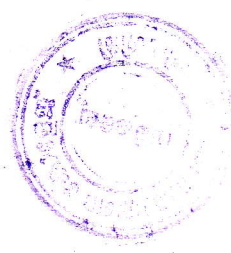
INTERNAL QUALITY ASSURANCE CELL
ഓഫീസ് ജീവനക്കാർക്കുള്ള നിർദ്ദേശങ്ങൾ

1. ഓഫീസ് സമയക്രമം പാലിക്കണം.

2. ജീവനക്കാർ തമ്മിൽ ഐക്യം ഉണ്ടായിരിക്കണം.

3. ഓഫീസ് നടപടിക്രമങ്ങൾ എല്ലാവരും പാലിക്കണം.

4. കമ്പ്യൂട്ടർ പരിജ്ഞാനം എല്ലാവരും ആർജ്ജിക്കണം.

5. ഓഫീസ് രേഖകൾ ഏത് സമയത്തും പരിശോധനയ്ക്ക് വിധേയമാക്കാൻ കഴിയുന്ന തരത്തിൽ ചിട്ടയോടെ സൂക്ഷിക്കണം.

6. ഓഫീസിലെത്തുന്ന ഗുണഭോക്താക്കളോട് സൗമ്യമായി പെരുമാറുകയും കാലതാമസമില്ലാതെ അവരുടെ ആവശ്യങ്ങൾ നിറവേറ്റുകയും വേണം.

(7.)

8. കോളേജിനെ സംബന്ധിച്ചുള്ള പൊതുവായ വിവരങ്ങൾശേഖരിച്ച് ഫയലാക്കി സൂക്ഷിക്കണം. (ഭൂമി രേഖകൾ, കെട്ടിടത്തിന്റെ കണക്ക്, വിദ്യാർത്ഥികൾ, അദ്ധ്യാപകർ, ജീവനക്കാർ എന്നിവരെ സംബന്ധിച്ച കൃത്യമായ തരംതിരിച്ചുള്ള വിവരങ്ങൾ, അഫിലിയേഷൻ സർട്ടിഫിക്കറ്റുകൾ, നാക് അക്രഡിറ്റേഷൻ വിവരങ്ങൾ, ഇലക്ട്രിസിറ്റി, ഗ്യാസ് കണക്ഷൻ രേഖകൾ, വർക്ക് ലോഡ്, സ്റ്റാഫ് ഫിക്സേഷൻ രേഖകൾ തുടങ്ങിയവ)

8. ജനറൽ സ്റ്റോക്ക് രജിസ്റ്റർ തയ്യാറാക്കണം.

9. ഓഡിറ്റ് ഒബ്ജക്ഷൻ രജിസ്റ്റർ ഉണ്ടാകണം. ഓഡിറ്റ് ഒബ്ജക്ഷൻ പരിഹരിക്കാനുള്ള നടപടികൾ സ്വീകരിക്കണം. പ്രിൻസിപ്പൽമാർക്ക് ബാധ്യതയുണ്ടാകാതെ നോക്കണം.

10. എല്ലാ സാമ്പത്തിക ഇടപാടുകൾക്കും ബില്ല് തയ്യാറാക്കണം.

11. പേഴ്സണൽ രജിസ്റ്റർ ഉപയോഗിക്കണം.

12. സാമ്പത്തിക ഇടപാടുകൾ കൃത്യതയോടെ ചെയ്യണം. ക്യാഷ് ബുക്ക് തെറ്റു കൂടാതെ തയ്യാറാക്കണം.

13. സാമ്പത്തിക ഇടപാടുകൾ നടത്തുമ്പോൾ താഴെ പറയുന്ന കാര്യങ്ങൾ ശ്രദ്ധിക്കണം.

   a) ആവശ്യക്കാരുടെ അപേക്ഷ
   b) സർക്കാർ അനുവദിച്ചിരിക്കുന്ന ഹെഡ്/ സമയ പരിധി അനുസരിച്ചുള്ള വിനിയോഗം
   c) കോളേജ് കൗൺസിൽ/ പർച്ചേസ് കമ്മറ്റി/ പ്ലാനിംഗ് ബോർഡ് തീരുമാനം
   d) ക്വട്ടേഷൻ (3 ൽ കൂടുതൽ) /ടെൻഡർ (തീയതികൾ തെറ്റാതെ).
   e) ടാബുലേഷൻ ഷീറ്റ്
   f) വർക്ക്/പർച്ചേസ് ഓർഡർ
   g) ബില്ലും രസീതും
   h) എല്ലാ രേഖകളിലും പ്രിൻസിപ്പലിന്റെ ഒപ്പും, സീലും

i) എല്ലാ രേഖകളുടെയും ഒറിജിനലും കോപ്പിയും സമർപ്പിക്കണം.

j) ആവശ്യമുള്ള രജിസ്റ്ററുകളിലും, മതിയായ രേഖപ്പെടുത്തലുകൾ ഉണ്ടായിരിക്കണം.

k) സർക്കാർ അനുവദിച്ചു തന്നിട്ടുള്ള ഹെഡ്, തുക, സമയപരിധി, സ്റ്റോഴ്‌സ് പേർച്ചേസ്റൂൾ എന്നിവ ലംഘിച്ച് ആരും ധനവിനിയോഗം നടത്താൻ കൂട്ടു നിൽക്കരുത്.

l) യു.ജി.സി, ശാസ്ത്ര സാങ്കേതിക കൗൺസിൽ, സർവ്വകലാശാല, എൻ.എസ്.എസ്, എൻ.സി.സി, എക്‌സൈസ് വകുപ്പ്, ഇ.ഡി ക്ലബ്, തുടങ്ങിയവ അനുവദിക്കുന്ന തുകകൾ ചിലവഴിച്ച് കഴിഞ്ഞാൽ ഓർഡറും, ബില്ലുകളും, രസീതും, റിപ്പോർട്ടും, സംരക്ഷിക്കുകയും യൂട്ടിലൈസേഷൻ സർട്ടിഫിക്കറ്റ് അതത് ഏജൻസിക്ക് സമയത്ത് അയച്ചുകൊടുക്കുകയും വേണം.

m) യു.ജി.സി ഫണ്ട് വാങ്ങി എഫ്.ഡി.പി ക്ക് പോവുകയും പ്രോജക്ടുകൾ ചെയ്യുകയും ചെയ്തിട്ടും പൂർത്തീകരിക്കാത്തവർക്ക് സമയാസമയം മുന്നറിയിപ്പുകൾ നൽകേണ്ടതാണ്.

14. കോടതി, നിയയസഭ, വിവരാവകാശ കമ്മീഷൻ, ഗവൺമെന്റ്, യു.ജി.സി, സർവ്വക ലാശാല, എസ്.എൻ.ട്രസ്റ്റ് തുടങ്ങിയ സ്ഥാപനങ്ങളിൽ നിന്നുള്ള അറിയിപ്പുകൾ നിർ ദ്ദേശങ്ങൾ/ഉത്തരവുകൾ എന്നിവയ്ക്ക് കൃത്യമായി സമയത്ത് തന്നെ നടപടി സ്വീകരിക്കുകയും മറുപടി നൽകുകയും വേണം.

15. കോളേജിന്റെ പൊതുവായ വളർച്ചയ്ക്കും ഉയർച്ചയ്ക്കും വേണ്ടി ഓരോരുത്തരും കഴിയും വിധം പരിശ്രമിക്കണം.

പ്രിൻസിപ്പൽ

Sree Narayana College, Sivagiri, Varkala

IQAC

Action Plan for the year 2018-19

The Internal Quality Assurance Cell (IQAC) of the College has prepared an action plan for the year 2018-19 with recommendations and suggestions from the Principal and other IQAC members, faculty members, non- teaching staff and student representatives. This Plan also has taken into consideration the experiences from the past IQAC.

The proposal has been categorized into different heads which is given below:

1. Teaching- learning and evaluation:

After the evaluation of result analysis over a past few years of all the departments of the College, it has come to notice that the overall improvement of the students has not been attained. Hence, inorder to improve the results as well as the quality of the students, a number of plans have been prepared.

- Time bound conduct of remedial classes.
- Peer team formulation before June 15th, 2018.
- The formulation and implementation of mentoring structure of the College as a stress relief for the students. It is also proposed to enhance the student-mentor ratio.
- In order to increase the learning experiences among the students, certain student centric methods such as Experimental learning, Participative learning and problem solving methodologies is recommended.
- Encourage the teachers to utilize ICT enabled teaching as well as to identify various e- learning resources.
- Encourage micro teaching.
- Provide support to the teachers through giving proper guidelines for the preparation of API as well as to improve the academic records.

- Motivate the teachers to acquire national and international awards, fellowships and recognitions.
- Promote the teachers to acquire memberships from different governing bodies such as Syndicate, Senate, Academic Council etc.
- Steps to be taken for enhancing the linkages of Faculty Exchange Programme.
- Encourage the students to participate in Student Exchange Programmes, Field trips, internships etc.

2. Examination

- Continuous Internal Evaluation (CIE) at the institutional level to be enriched.
- ICT enabled Seminars and Assignments of the students to be facilitated.
- Mechanisms to deal with exam related grievances to be improved - Transparency, time bound and efficient
- To formulate an academic calendar for CIE

3. Research

- Resource mobilization for 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 guide ships to upsurge in the number of research centres and research guides of the College.
- To develop an Innovation Ecosystem- Creation and transfer of knowledge.
- Steps to be taken to increase the number of Workshops and Seminars.
- Steps to be taken to develop facilities to check plagiarism of research thesis from Research Centres of the College.

- To motivate all the teachers to register for PhD.
- To inspire the teachers to publish research papers and articles in different national and international journals.
- To encourage the teachers to publish Books by giving a token of recognition from IQAC.
- Steps to be taken to explore the possibilities for signing Memorandum of understanding between the College and other Institutions.

4. Extension Activities

- Steps to be taken to select the coordinators and members of various clubs on or before first week of June.
- Directions to be given to the club coordinators to provide a Action plan before 15th June of next academic year.
- Motivate the club members to acquire awards and recognitions.
- To guide the cadets of NCC and NSS to outreach programmes.
- To provide a Cyber Crime Awareness programme for the Students under the coordination by NSS.
- A programme to be organized as part of NCC to adopt a village.
- To increase the participation level of students in extension activities organized by various clubs of the College.

5. Student Support Programme

- Steps to be taken to create a database of scholarship of students.
- Measures to be taken to improve the awareness of the College among the students-"Know Your College"
- Activities of ASAP to be enhanced- Conduct classes for Competitive examination, Career Counseling, Soft skill development, language lab, bridge course, yoga and meditation and personal counseling.
- Transparent conduct of Gender Sensitisation Committee against Sexual Harassment
- Steps to be taken for the conduct of job fair
- To conduct NET, SLET, TOFEL coaching classes.

- Activities of Cultural Committee to be strengthened.
- Activities of the Sports Committee to be streamlined.
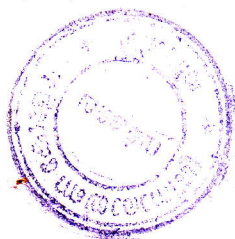- To constitute Departmental Alumni.

6. Governance

- To conduct professional development and administrative training programmes.
- To encourage teachers to participate in the professional development programmes.

7. Infrastructure

- To install more ICT enabled classes and sophistication of lab facilities by utilizing PD fund.
- Modernisation of sports track.
- Library automation and centralization.
- To collect rare books and manuscripts and special reports.
- **To purchase various e-journals, to obtain membership from different research websites such as e- shodhganga, to improve database of research journals etc.**
- Efforts to be taken to improve the usage of library by students as well as teachers.
- Advance all the departments of the College with Wi-Fi facility to enhance ICT enabled programmes.
- Augment student computer ratio by enhancing computer facilities in the computer lab and departments of the Institution.
- Steps to establish e-content development facilities such as Media Centre, Recording facility, Lecture Capturing System (**LCS**) etc.

8. Best Practices

- To set up Gender Equity Promotion Programme through several measures such as providing safety and security, counseling, Common Room etc.
- 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.
- Green Practicing systems to be taken up by inculcating the use of bicycles, Public transport, make plastic free campus, paperless office, green landscaping with trees and plants.
- Conducting Green Audit.
- To provide opportunities for differently abled students through friendliness resources such as wheel chair, learning aids etc.
- To make best use of location advantages and reduce disadvantages for the effective functioning of the Institution.
- To create Code of Conduct handbook for the students, teachers and staff
- Initiatives to be taken to increase consciousness about national Saint Sree Narayan Guru – "Guru Darshan"
- Plans to start and a course on Human Values and Professional Ethics
- To publish news letter annually to include significant programmes conducted by various departments of the College.

PRINCIPAL
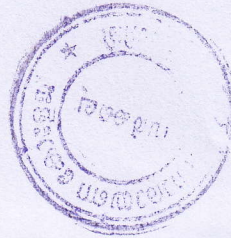SREENARAYANA COLLEGE
SIVAGIRI VARKALA
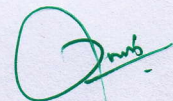
SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 13-08-2018 at 1: 00pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala
08.08.2018

Principal

PRINCIPAL
SREENARAYANA COLLEGE
SIVAGIRI VARKALA

A meeting of the college IQAC members held on 13th August 2018 at 1 pm in the IQAC room.

Agenda:

- Orientation class for freshes
- Club activities
- TRENDZ
- Wi-fi
- Result analysis
- Remedial class
- Annual report
- NIRF

Members Present:

1) Dr. L. Thulaseedharan.
2) Dr. Kumar. S.P.
3) Sri Aji SRM
4) Dr. Binushma Raju,
5) Smt. Preetha krishna. L
6) Smt. Namitha K. Bhatt
7) Dr. Lakshmi Prasanna
8) Dr. Sreele. S. R.
9) Dr. Ambili Chandra
10) Smt. Ajitha. B.

The following matters were discussed and resolved.

1. It was decided to organize an orientation programme for freshes.

2) It was decided that various activities of clubs should

be organized for the overall development of students.

3) It was decided to organize the annual seminar series - TRENDZ to enhance the research skills of students and faculty members.

4) It was decided to purchase and install w-fi modem in all departments.

5) Directions were given to HODs to do the result analysis of the academic year 2017 -18

6) It was decided to give remedial classes for week student.

7) Dr. Babitha G.S and Preetha Krishna were given charge of compiliation of annual report.

Action Taken

* "know Your College" - an orientation programme was organized on 4/09/2018. Smt. Jubilee S V was in charge.

* Dr. Prajith JP was given charge as the general convener of both mandatory and non-mandatory clubs.

* Dr. Leji J was given the charge to conduct the annual seminar series - TRENDS.

* Installed BSNL wi-fi in almost all departments.

* Instructions were given to do result analysis and to start remedial classes.

* Started compilation of annual report.

SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 30-10-2018 at 1: 00pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala

26.10.2017

Principal

PRINCIPAL
SREENARAYANA COLLE
SIVAGIRI VARKALA

Special meeting of the IQAC held on 30/10/2018 at 1:00pm in the IQAC room.

Agenda

1) Charging IQAC co-ordinatorship
2) Remedial & Tutorial ship.

Following members were attended the meeting.

- Dr. L. Thulaseedharan
- Dr. kumar. S.P
- Dr. Binushma Raju
- Smt. Preetha Krishna. L
- Sri. Ramesh Chandra. B.R
- Smt. Namitha K. Bhatt
- Dr. Leleshmy Prasannan
- Dr. Sreela. S.R
- Dr. Ambili chandran.
- Sri. Aji. S.R.M.
- Smt. Bindu Haridas
- Sri. Jayaraju
- Smt. Ajitha. B.

Decisions

Dr. kumar. S.P, IQAC co-ordinator expressed inability continue as co-ordinatorship. It is due to physical background and the committee passed the recommendation. As per the decisions of college council, Dr. Babitha. L.S, Assistant prof. Department of Zoology were given the charge.

APR

1) Dr. Babitha. L.S accepted the recommendations and took charge on 2nd November 2018.

SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 20-11-2018 at 1 : 00 pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala
16.10.2018

Principal

PRINCIPAL
SREENARAYANA COLLEGE
SIVAGIRI VARKALA

An IQAC meeting was held on 20.11.2018 at 1.00pm in the IQAC room. As per the decisions of the College Council (11.10.2018), IQAC was reconstituted from 11.10.2018 onwards. Following teachers and stakeholders were selected:

- Dr. L. Bulasecgharan, Principal as the Chairman
- Dr. Babitha. G.S, Co-ordinator IQAC

Members:

1. Smt. Voly. A, HOD, Department of Chemistry
2. Dr. Vinod. C. Sugathan, HOD, Department of Economics
3. Dr. Aranya.S, HOD, Department of Physics
4. Smt. Preetha Krishna.L, Assistant Professor, Department of English
5. Smt. Jubilee.S.V. HOD, Department of Commerce
6. Dr. Biju. C, Assistant Professor, Department of Botany
7. Sri. Aji. S.RM, Management Representative
8. Smt. Bindu Haridas, Municipal Chairperson
9. Dr. Jayaraju, Former Director, ANERT
10. Smt. B. Ajitha, Office Superintendent.
11. Mr. Anand S.B, College Union Chairman.

Agenda

- RUSA - Submission of MIS - Management Information System
- AQAR 2017-2018 and NIRF Uploading
- Club Activities report
- Tutorial & remedial classes
- NIRF
- SSS

No. PL/836/18-19   **MEMO**

Date: 02.11.2018

As per the decision of the College Council Meeting held on 11.10.2018 the IQAC of the college is reconstituted with the following members.

Chairperson	Dr.L.Thulaseedharan	
Coordinator	Dr.Babitha.G.S	Principal
Members	Smt.Joly.A	Zoology
	Dr.Vinod C Sugathan	Chemistry
	Dr.Aranya .S	Economics
	Smt.Preetha Krishna L	Physics
	Smt. Jubilie S V	English
	Dr.Biju.C	Commerce
	Sri.Aji SRM	Botany
		Management Representative
	Smt.Bindu Haridas	Municipal Chairperson
	Dr.Jayaraju	Former Director-ANERT
	Smt.B.Ajitha	Office Superintendent
	Mr.Anand.S.B	College Union Chairman
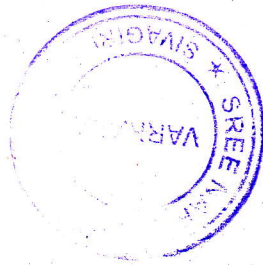
PRINCIPAL

Give reports with photographs.

Members Present.

1. Dr. L. Thulasidharan, Principal as the Chairman
2. Dr. Babitha. G.S, Co-ordinator IQAC.
3. Smt. Joly. A
4. Dr. Vinod C. Sugathan
5. Dr. Aranya. S
6. Smt. Preethakrishna. L
7. Smt. Jubilee. S. V
8. Dr. Biju. C
9. Sri. Aji. SRM
10. Smt. Bindu Haridas
11. Dr. Jayaraju
12. Smt. B. Ajitha
13. Mr. Anand S. B
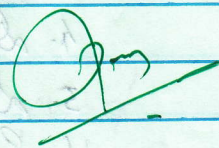
The following matters were discussed and

1. MIS for RUSA is prepared and submitted. RUSA on 06.10.2018 by the RUSA institutional co-ordinator. Decisions were made to finaliz the DPR.
2. Directed the members of IQAC to uploa AQAR 2017-18 before 30-11-2018.
3. NIRF uploading charge given to Smt. Lek
4. Decided to constitute subcommittees to prepare report AISHE and NIRF
5. Decided to distribute Proforma for collecti filled up tutorial annual report from tutors.
6. Almost all the mandatory clubs and diff departments conducted different programme The coordinator of the clubs were directed give reports with photographs.

7. Coordinator of tutorial activity already distributed the format for all the class tutors.
8. Decided to conduct Student Satisfaction Survey.

Actions Taken.

- MIS and revised DPR submitted to RUSA
- AQAR 2017-18 was submitted on 29/11/2018
- Applied for NIRF ranking
- Distributed Proforma by the coordinator tutor-ward system
- Sub committees were constituted for the preparation of annual report.
- Simu Rajendran was chosen as the convenor for preparation of AISHE
- Given charge to Ramesh Chandran and Biju C for SSS

SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

Circular

There will be a meeting of the of IQAC members on 04-02-2019 at 1: 00pm in the IQAC room. All members are requested to be present without fail.

SNC Varkala
01.02.2019

Principal

PRINCIPAL
SREENARAYANA COLLEGE
SIVAGIRI VARKALA

A meeting of the college IQAC members held on 4th February 2019 at 1pm in the IQAC room.

Agenda

- TRENDZ
- Felicitation to Swami Vishudhananda
- Tutorial System
- Teachers Profile Updating
- Gurukshethram
- Anti-drugs Seminar
- RUSA funds
- Refund of Grant

Members Present

1. Dr. L. Bulaseedharan, Principal as the Chairman
2. Dr. Babeitha. G.S, Coordinator IQAC
3. Smt. Toly. A
4. Dr. Vinod. C. Sugathan
5. Dr. Aranya. S
6. Smt. Preethakrishna. L
7. Smt. Jubilee. S. V
8. Dr. Biju. C
9. Sri. Aji. SRM
10. Smt. Bindu Haridas
11. Dr. Jayaraju
12. Smt. B. Ajitha
13. Mr. Anand. S. B.

The following matters were discussed and resolved.

1. TRENDZ Seminar Series was successfully conducted on January 25th and it was inaugurated by Dr. Gopakumar V C, Controller of Examinations, University of Kuala and Registrar, University of

had given the valedictory address.

2. IQAC recommended to the College Council to felicitate Swami Vishudhananatha, one of the disciples of Sree Narayana Guru, who is presently the Head of the Swagiri Mutt for receiving Padmashri, the fourth highest civilian award in Indian

3. Recommended a monthly department visit to strengthen and activate the tutorial system.

4. Decided to collect the hard copies and soft copies of the teacher's profile.

5. Discussed the inauguration of the Gurukshetham

6. Decided to conduct an Anti-drug Awareness Programme

7. Decided to give suggestions for the submission of revised DPR.

8. Committee decided to refund the unspent amount as per the letter from UGC on 12/11/2018

Action Taken

➤ The college felicitated Padmashri Swami Vishudhananatha

➤ IQAC members visited various departments and monitored the progress of tutorial cum mentoring system

➤ Updated teachers profile

➤ Manager of SN Trust inagurated the Gurukshetham in the presence of the Chief Priest of Swagiri Mutt
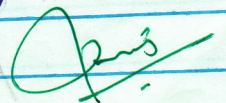
➤ Conducted an Anti-drug Awareness Programme which was inaugurated by Sri. Rishiraj Singh IPS, Excise - Commissioner, Govt. of Kerala.

➤ RUSA Coordinator submitted the corrected DPR.

➤ Refunded the unspent amount of Grant of IQAC of Rs 91166/- (Rupees Ninety one thousand one hundred and sixty six only) with 10% interest of Rs 43661/- (Rupees forty three thousand six hundred and sixty one only) a total of 1,34,827/- on 22/01/2019 through RTGS to the account of UGC

SREE NARAYANA COLLEGE SIVAGIRI VARKALA

Internal Quality Assurance Cell (IQAC)

<u>Circular</u>

There will be a meeting of the of IQAC members on 25-03-2019 at 4: 00 pm in the IQAC room. All members are requested to be present without fail.
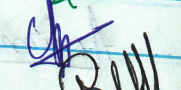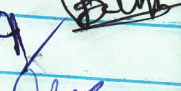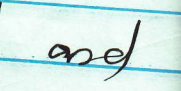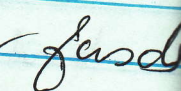
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21.03.2019
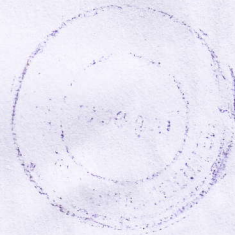
Principal
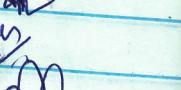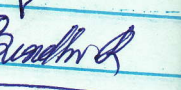
PRINCIPAL
SREENARAYANA COLLEGE
SIVAGIRI VARKALA

A meeting of the college IQAC held on 20th March 2019 at 4.00pm in the IQAC room.

Agenda:
Applying for funds from various agencies
Teacher promotion placement
Infrastructure upgradation.
Green auditing
Nakshathravanam.
Exit Feed back.

Members Present

1. Dr. L. Thulaseedharan, Principal.
2. Sri. Aji. SRM
3. Dr. Babitha. G.S
4. Smt. Joly. A.
5. Dr. Vinod. e. Sugathan.
6. Dr. Aranye. S
7. Smt. Preetha krishna. L
8. Smt. Jubilu. S.V
9. Dr. Binju. C
10. Smt. Bindu Harides.
11. Smt. Ajitha. B.

The following matters were discussed and resolved:

1) IQAC has decided to apply for funds from various agencies.

2) It is decided to give directions to the teaching faculty to take initiatives for placement and promotion as per the UGC regulation

3) Discussions were made on the maintenance and infrastructure development.

4) IQAC discussed about the environmental sustainability, energy conservation and green auditing.

5) Nakshatravanam, a unique programme will be organized by the NSS unit, under the recommendation of IQAC.

6) Decisions were made to distribute exit feed back forms for the final year students.

7) Decisions were taken to circulate the green protocol notice in the campus.

Actions taken

* Faculties of various departments applied for funding from government agencies such as DBT and KSCSTE.

* IQAC facilitated the placement promotion of faculty members.

* Proposals for maintenance and upgradation of infrastructure were given to college council and management.

* The charge for green auditing is assigned to Dr. Bijin. C.

* NSS took initiative for planting star plant supply as part of Nakshatravanam.

* Exit feed back forms are collected from out going students.

* IQAC circulates notice on green protocol.