



# Sree Narayana College, Sivagiri, Varkala

Affiliated to the University of Kerala  
NAAC Reaccredited with B++ Grade



## Internal Quality Assurance Cell (IQAC)

E mail: [iqacsncv@gmail.com](mailto:iqacsncv@gmail.com)

Website: [www.sncsivagirivarkala.com](http://www.sncsivagirivarkala.com)

Date: 04. 07. 2022

### CIRCULAR

There will be a meeting of the IQAC members on 07. 07. 2022 at 11.30 am in the Principal's chamber.  
All are requested to attend without fail.

Dr. Preetha Krishna L.  
IQAC Co-ordinator

Dr K C Preetha  
Principal



Principal  
Sree Narayana College  
Sivagiri



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## Internal Quality Assurance Cell (IQAC)

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Website: www.sncsivagirivarkala.com

### Minutes of IQAC meeting held on 7<sup>th</sup> July 2022 at 11.30am

#### Agenda

1. AQAR 2020-21 submission
2. Action plan
3. Preparation of Academic curricular Activity calendar

#### Members present

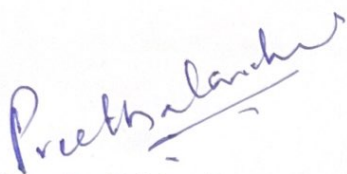
1. Dr. K.C. Preetha (Principal) Sd/-
2. Dr. Sajesh Sasidharan Sd/-
3. Dr. Biju C. Sd/-
4. Dr. Sreeranjini S.C. Sd/-
5. Dr. Hima R. Sd/-
6. Dr. Soju S. Sd/-
7. Dr. Babitha G.S. Sd/-
8. Dr. Preethakrishna L. Sd/-

The following matters were discussed and decisions taken:

- Discussed the status of AQAR 20-21 and steps taken to strengthen AQAR team. AQAR 20-21 Whatsapp group formed.
- Admission committee contribution and the plan to conduct the UG and PG admission process discussed.
- Participation in ATAL ranking was discussed. Dr. Sreela S.R. will continue as the coordinator.
- Decided to conduct internal examination in the centralized mode.
- Embase software installation to be done. It was also decided to conduct Embase training programme for administrative staff.
- Annual Report 20- 21 consolidation to be assigned.
- Academic activity calendar to be prepared.
- College calendar charge to be assigned.

### Action Taken Report

- AQAR 20-21 submitted to NAAC on 26<sup>th</sup> August 2022.
- Embase Training Programme for Administrative staff members was organized on 26<sup>th</sup> July 2022 in the college conference hall.
- Annual Report 20-21 consolidation charge assigned to Smt.Lija (Dept. of Chemistry).



Dr. Preetha Krishna L.  
IQAC Co-ordinator



Dr K C Preetha  
Principal

**Principal**  
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Website: [www.sncsivagirivarkala.com](http://www.sncsivagirivarkala.com)

Date: 19. 09. 2022

### CIRCULAR

There will be a meeting of the IQAC members on 22. 09. 2022 at 2.30 pm in the Principal's chamber.  
All are requested to attend without fail.

Dr. Preetha Krishna L.  
IQAC Co-ordinator



Dr K C Preetha  
Principal

**Principal**  
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### Minutes of IQAC meeting held on 22/09/2022 at 2.30pm

#### Agenda

1. AQAR 2021-22
2. Know your College- Orientation for Fresher's
3. IQAC Seminar
4. MOU functional

#### Members Present

1. Dr. K.C. Preetha (Principal) Sd/-
2. Dr. Archana. S.R Sd/-
3. Dr. Sreeranjini. S.C. Sd/-
4. Dr. Sajesh Sasidharan Sd/-
5. Dr. Biju.C Sd/-

The following matters were discussed and decisions were taken.

1. A seminar on "Life Skill Education based on Darsana of Sree Narayana Guru" to be organized under the initiative of IQAC and the proposed date is 27/09/2022, Thursday. A saint from Sivagiri Mutt would be the resource person.
2. Know your college - Orientation to freshers under the initiative of IQAC would be organized in the 2<sup>nd</sup> or 3<sup>rd</sup> week of October. General function in the forenoon will be at the auditorium, department programme would be in the afternoon.
3. All important days have to be observed.
4. MOUs should be functional.
5. College Facebook page launched. Ms. Aruna S Ajayan is in charge. Directions to be given to send brochures and photos of all events to Ms. Aruna.
6. All HODs should recommend one faculty from their department to be a member of the Documentation Committee.
7. Audits to be done annually and charges were assigned.

Gender audit- Smt. Biji. K.K (Dept. Of History)

Green audit - Dr. Biju. C (Dept. Of Botany)

Energy audit - Dr. Raji ( Dept. Of Physics)

Academic audit- Criteria 11 team incharge.

Administrative audit - Criteria V1 team incharge.

8. Hand book 2022-23 to be done.

9. Budget- Dr. Jubilee. S.V in charge.

10. IQAC proposed that all departments to organize one skill based certificate course.

11. IQAC shall organize an FDP programme for faculty members.

12. AQAR 2021-22 , the same criteria conveners would continue. The conveners shall reconstitute the team, if required and intimate the same to IQAC. For criteria V11, NCC officer and NSS programme officers shall also be included as members.

13. Annual report 2021-22 consolidation charge assigned to Smt. Lija. P. Lekshmanan


### Action Taken Report

1. Know Your College- Orientation to first year students was conducted by IQAC on 3<sup>rd</sup> November 2022 in the college auditorium. Prof. Dr. P.P.Ajayakumar, Director, UGC,HRDC, University of Kerala & former ProVice Chancellor, University of Kerala was the resource person.

2. Documentation Committee constituted, Dr. Binushma Raju (convenor) and Dr. Simi. S (Dept. Of History).

3. Handbook 2022- 23 charge assigned to Dr. Sreemurugan (Dept. Of Mathematics).

4. IQAC has organized a FDP programme on "Professional Skill Development" for faculty members on 27<sup>th</sup> September 2022 in the conference Hall. Dr. Anej Somaraj ( Assistant professor of English, Christian College, Chengannur & Head of curriculum Development and NSQF ASAP, Govt. Of Kerala) was the resource person.



Dr. Preetha Krishna L.  
IQAC Co-ordinator



Dr K C Preetha  
Principal

Principal  
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Date: 23. 09. 2022

### CIRCULAR

There will be a meeting of the IQAC members on 29. 09. 2022 at 2.30 pm in the Conference Hall. All are requested to attend without fail.

*Preetha Krishna L.*

Dr. Preetha Krishna L.  
IQAC Co-ordinator



*Dr K C Preetha*

Dr K C Preetha  
Principal

**Principal**  
**Sree Narayana College**  
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Minutes of IQAC meeting held on 29/09/2022 at 2.30pm in the conference hall.

Combined meeting of AQAR team members and Management Representatives (Dr. R. Raveendran)

### Agenda

1. IQAC new initiatives
2. AQAR

### Members Present

- |   |      |
|---|------|
| 1. Dr. K.C.Preetha(Principal)                 | Sd/- |
| 2. Dr. R. Raveendran (IQAC Chief Coordinator) | Sd/- |
| 3. Dr. Anilakumary R.                         | Sd/- |
| 4. Dr. Sajesh Sasidharan                      | Sd/- |
| 5. Dr. Soju. S                                | Sd/- |
| 6. Dr. Vinod C. Sugathan                      | Sd/- |
| 7. Dr. Praveen. R                             | Sd/- |
| 8. Dr. Jerry Alwin                            | Sd/- |
| 9. Dr. Biju. C                                | Sd/- |
| 10. Smt. Jubilie. S.V                         | Sd/- |
| 11. Dr. Archana. S. R                         | Sd/- |
| 12. Smt. Lekshmi. S. Dharan                   | Sd/- |
| 13. Dr. Lekshmy Prasannan                     | Sd/- |
| 14. Smt. Avani Saseendran                     | Sd/- |
| 15. Dr. Simi. S                               | Sd/- |
| 16. Smt. Aruna S Ajayan                       | Sd/- |
| 17. Smt. Anisha. N                            | Sd/- |
| 18. Smt. Kuleena Das                          | Sd/- |
| 19. Dr. Smitha P.D                            | Sd/- |
| 20. Dr. Nithya P. Viswam                      | Sd/- |



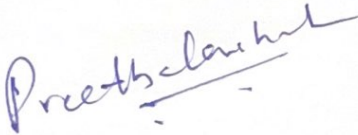
21. Dr. Rinku Babu	Sd/-
22. Dr. Sreela. S.R	Sd/-
23. Dr. Nandakumar B.V	Sd/-
24. Dr. Preethakrishna.L	Sd/-

The following matters were discussed.

1. The IQAC Coordinator presented the report of the activities of IQAC and the action plan of IQAC.
2. All departments were directed to conduct one certificate course for skill development.
3. All Science departments were directed to start consultancies and collaboration.
4. Language lab shall be utilized for communication skill development of students.
5. Skill training for students should be given.
6. Solar Panel should be installed for energy conservation.
7. ICT enable teaching training shall be given to teachers.

#### Action taken Report

1. Department of English decided to conduct one Certificate Course in Business English in Collaboration with ELTAI.



**Dr. Preetha Krishna L.**  
IQAC Co-ordinator




**Dr K C Preetha**  
Principal

**Principal**  
**Sree Narayana College**  
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Date: 18. 11. 2022

### CIRCULAR

There will be a meeting of the IQAC members on 23. 11. 2022 at 2.00 pm in the IQAC room. All are requested to attend without fail.

Dr. Preetha Krishna L.  
IQAC Co-ordinator



Dr K C Preetha  
Principal

**Principal**  
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### Minutes of IQAC meeting was held on 23/11/2022 at 2.00pm

#### Agenda

1. AQAR 2021-22
2. AQAR 2020-21 Hard copy filing
3. IQAC full body meeting
4. Budget
5. Criteria wise programme to be organized
6. Consultancy and Collaboration
7. Certificate Course for Skill Development
8. Activities of Research Cell
9. Comparison of Annual result of 2020- 21 & 2021-22
10. Audit to be done NAAC sponsored seminar

#### Members Present

- |  |      |
|--|------|
| • Dr. K.C. Preetha (Principal)             | Sd/- |
| • Dr. Preethakrishna L. (IQAC Coordinator) | Sd/- |
| • Dr. Biju. C                              | Sd/- |
| • Dr. Hima. R                              | Sd/- |
| • Dr. Sreeranjini. S.C.                    | Sd/- |

The following matters were discussed and decisions were taken.

1. AQAR 2021-22 work allotment was discussed.

Criteria I- Dr. Archana S.R (Convenor)

Criteria II- Dr. Hima. R (Convenor)

Criteria III - Dr. Biju. C (Convenor)

Criteria IV - Dr. Sajesh Sasidharan (Convenor)

Criteria V - Dr. Sreeranjini. S.C. (Convenor)

Criteria VI - Dr. Soju. S (Convenor)



Criteria VII - Dr. Babitha G.S (Convenor)

1. The IQAC members were given charge as criteria convenors as that of previous year. Each criteria convenors were directed to complete the work within the time frame. The convenors were also directed to keep contact with department HODs to orient the department on how to plan the year as per the requirements of NAAC. Each criteria convenors were also directed to organize one programme pertaining to their area which would be beneficial to the students, teachers and staff.
2. All criteria convenors were directed to submit soft and hard copies of supporting files of AQAR 2020-21.
3. IQAC full body meeting to be convened in the next month.
4. Budget preparation to be done.
5. IQAC has evaluated AQAR 2020-21 and found that the departments to concentrate on research consultancies and collaboration. IQAC has proposed that all departments to initiate research collaborations, consultancies and outreach programmes in an inter- disciplinary mode.
6. IQAC has reviewed AQAR 2020-21 and remarked that apart from UGC, NSQF certificate programmes, the departments are yet to commence short term certificate courses to enhance skill development of students. The IQAC has proposed to the departments to start at least one skill based short term certificate course for students.
7. IQAC has directed the convenor of Research & Development Cell Convenor Dr. Jerry Alwin and the team to organize programmes on Research Ethics & Research Methodology to young scholars.
8. Comparison of annual reports of 2020- 21 & 2021-22 done. Departments were directed to provide remedial class for weak students.
9. Energy audit charge, Green audit, Gender audit, Academic audit charges to be assigned.
10. Proposal to organize NAAC sponsored seminar to be given - Topic: Outcome based Education.

**Action Taken Report**

1. Budget preparation charge assigned to Dr. Jubilee. S.V
2. Charges Assigned- Green audit- Dr. Biju. C

Energy audit- Dr. Raji. R

Gender audit - Smt. Biji. K.K

Academic & administrative audit- Dr. Aswathy

  
**Dr. Preetha Krishna L.**  
IQAC Co-ordinator



  
**Dr K C Preetha**  
Principal

**Principal**  
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Date: 05. 12. 2022

### CIRCULAR

There will be a meeting of the IQAC members on 08. 12. 2022 at 2.00 pm in the Principal's Chamber.  
All are requested to attend without fail.

Dr. Preetha Krishna L.  
IQAC Co-ordinator

Dr K C Preetha  
Principal



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### Minutes of IQAC meeting held on 08/12/2022 at 2.00 pm

#### **Agenda**

1. AQAR 2021- 22
2. Introduction of Civil Service Club and Quiz Corner
3. One week FDP on outcome based Education.
4. Centenary celebration of meeting between Tagore and Sree Narayana Guru
5. Organization of programme of multidisciplinary/ Interdisciplinary in nature
6. Certificate course for Skill development
7. Special attention to slow learners
8. Extension activities
9. Registration to NPTEL/ MOOC
10. One day workshop on IPR

#### **Members Present**

- |  |      |
|--|------|
| 1. Dr. K.C. Preetha (Principal)                | Sd/- |
| 2. Sri. Aji. S.R.M (Management representative) | Sd/- |
| 3. Sri. G. Sivakumar (PTA Vice President)      | Sd/  |
| 4. Dr. Vinod. C. Sugathan                      | Sd/  |
| 5. Dr. Babitha G.S                             | Sd/  |
| 6. Dr. P. Praveen                              | Sd/  |
| 7. Dr. Hima. R                                 | Sd/  |
| 8. Dr. Sajesh Sasidharan                       | Sd/- |
| 9. Dr. Archana. S.R                            | Sd/- |
| 10. Dr. Biju. C                                | Sd/- |
| 11. Dr. Sreerenjini. S.C.                      | Sd/- |
| 12. Anamika .B (student member, B.Sc. Zoology) | Sd/- |

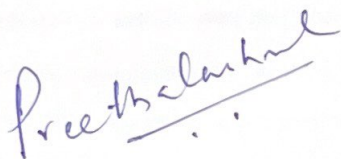
The following matters were discussed:



1. IQAC Coordinator Dr. Preetha Krishna L presented a brief summary of AQAR 2020- 21 and critically evaluated the report. Discussed in which all areas we are lacking score and additional works to be done were also discussed. The need to start certificate course, the need to improve pass percentage (results), the need to enhance the number of research publication, collaboration and consultancies were discussed. How we can concentrate on our distinctiveness was discussed. The need to host programmes on Sreenarayana darsan was discussed. Dr. Preetha Krishna L reported that infrastructural facility (especially the number of class rooms) to be enhanced. Aji S.R.M told he will look into it.
2. IQAC has proposed to start Civil service club and Quiz corner in the campus in this year as a new IQAC initiative. Proposed Names- Civil Service Club Convenor- Dr. Sanma. S.G (Department of Mathematics) Quiz Corner- Dr. Nandakumar (Department of History).
3. Criteria convenor Dr. Archana assigned charge to host a faculty training programme on Outcome based Education. Criteria VII convenor and team assigned to organize a programme on the centenary celebration of the meeting between Tagore and Sree Narayana Guru.
4. Departments were directed to organize programmes which are multidisciplinary in nature.
5. All departments were again reminded to commence atleast one certificate programme on skill enhancement.
6. Remedial class to be strengthened and should be given to weak students without fail.
7. Departments were directed to organize socially useful extension programmes.
8. Tutors are directed to motivate their wards to register NPTEL/ MOOC courses.
9. Dr. Biju. C, Convenor of criteria III assigned to conduct IPR training class for young scholars.

#### Action taken Report

1. Civil Service Club inaugurated by Dr. Vinson M Paul IPS on 23/02/2023.
2. Faculty training Programme on " Outcome Based Education" conducted on 31/03/2023. Resource person - Dr. Gabriel Simon Thattil (Director, IQAC, University of Kerala)



**Dr. Preetha Krishna L.**  
IQAC Co-ordinator



**Dr K C Preetha**  
Principal

**Principal**  
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Date: 24. 03. 2023

### CIRCULAR

There will be a meeting of the IQAC members on 29. 03. 2023 at 3.00 pm in the Principal's Chamber.  
All are requested to attend without fail.

Dr. Preetha Krishna L.  
IQAC Co-ordinator



Dr K C Preetha  
Principal

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### Minutes of IQAC meeting held on 29/03/2023 at 3.00pm

#### Agenda

1. AQAR 2021-2022
2. DST- FIST

#### Members present

1. Dr. K.C.Preetha (Principal)
2. Dr. Hima. R
3. Dr. Sajesh Sasidharan
4. Dr. Sreerenjini. S.C.
5. Dr. Ashalatha. A
6. Dr. Archana S.R
7. Dr. Preetha Krishna L

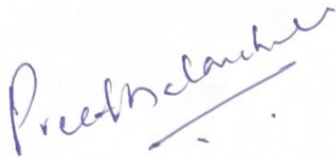
The following matters were discussed.

1. Criteria I coordinator Dr. Archana S.R discussed collection of feed back
2. NSS, NCC reports to be uploaded in the website and annual reports should also be uploaded.
3. Criteria II- Annual report link yet to upload.
4. Criteria III- Functioning MoU and Extension activities yet to done.
5. Research departments to form a Whatsapp group of researchers in the college.
6. Department meeting minutes to be maintained.
7. Academic cum Activity Calendar to be uploaded in AQAR
8. IPR last year programme to be uploaded in criteria III.
9. Criteria IV- audit reports to be uploaded.
10. Training Programme for office staff to be conducted.



### Action Taken Report

1. One day training programme for Administrative Staff is organized on 26/05/2022 from 9.30 am to 4.30pm.



Dr. Preetha Krishna L.  
IQAC Co-ordinator



Dr K C Preetha  
Principal

**Principal**  
**Sree Narayana College**  
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