

**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



# Sree Narayana College, Sivagiri, Varkala

(NAAC Re-accredited with 'B' Grade, RUSA funded, DBT Star status,  
UGC NSQF Approved & Affiliated to the University of Kerala)



## Internal Quality Assurance Cell (IQAC)

Email: iqacsncv@gmail.com

Website: www.sncsivagirivarkala.com

### Minutes of IQAC Meeting, held on 13.06.2018 at 02.00 pm

#### Agenda :-

- Action plan
- UG PG admission
- AQAR preparation
- RUSA DPR Submission
- Instruction to students, teachers and non-teaching staff
- FIST
- College Handbook

#### Members present :-

Sl.No	Name	Designation	Signature
1	Dr. L Thulaseedharan	Principal	Sd/-
2	Dr. Kumar. SP	Co-ordinator, IQAC	Sd/-
3	Sri. Aji SRM	Management Representative	Sd/-
4	Dr. Binushma Raju	Member, IQAC	Sd/-
5	Smt. Preetha Krishna. L	Member, IQAC	Sd/-
6	Dr. Sreela SR	Member, IQAC	Sd/-
7	Dr. Lekshmi Prasannan	Member, IQAC	Sd/-
8	Sri. Ramesh Chandran BR	Member, IQAC	Sd/-
9	Smt. Namitha K Bhatt	Member, IQAC	Sd/-
10	Smt. Ajitha. B	Superintendent, College Office	Sd/-
11	Smt. Bindu Haridas	Municipal Chairperson	Sd/-

#### **The following matters were discussed and resolved:**

1. 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) Signing Memorandum of Understanding with other agencies
2. HODs are directed to do work allotment to faculty members and tutors
  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 teachers, non-teaching staff and students
  7. Insisted the science departments to apply for FIST
  8. Decided to make necessary changes in the College Handbook

### **Action taken**

- ❖ IQAC prepared format for action plans. The departments submitted action plan accordingly
- ❖ Admission committee was constituted with Sri. Ramesh Chandran. BR as the convener
- ❖ Started AQAR 2017-18 preparations. Dr. Kumar SP is the coordinator of AQAR drafting committee
- ❖ Dr. Kumar S.P, Dr. Babitha G. S and PreethaKrishna. L were given charge to prepare the RUSA DPR
- ❖ Dr. Sreela and Dr. Aranya were given charge to apply for FIST



  
Principal

**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



A handwritten signature in blue ink, appearing to be 'D. Suresh'.

Principal

PRINCIPAL  
SREENARAYANA COLLEGE  
SIVAGIRI VARKALA



# Sree Narayana College, Sivagiri, Varkala

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## Internal Quality Assurance Cell (IQAC)

Email: iqacsncv@gmail.com

Website: www.sncsivagirivarkala.com

### Minutes of IQAC Meeting, held on 13.08.2018 at 01.00 pm

#### Agenda :-

- Orientation class for freshers
- Club activities
- TRENDZ
- Wi-Fi
- Result analysis
- Remedial classes
- Annual report
- NIRF

#### Members present :-

Sl.No	Name	Designation	Signature
1	Dr. L Thulaseedharan	Principal	Sd/-
2	Dr. Kumar. SP	Co-ordinator, IQAC	Sd/-
3	Sri. Aji SRM	Management Representatives	Sd/-
4	Dr. Binushma Raju	Member, IQAC	Sd/-
5	Smt. Preetha Krishna. L	Member, IQAC	Sd/-
6	Dr. Sreela SR	Member, IQAC	Sd/-
7	Dr. Lekshmi Prasannan	Member, IQAC	Sd/-
8	Smt. Namitha K Bhatt	Member, IQAC	Sd/-
9	Smt. Ajitha. B	Superintendent, College Office	Sd/-

#### **The following matters were discussed and resolved :**

1. Decided to organize an orientation programme for freshers
2. Various activities of clubs should be organized for the overall development of students

3. Decided to organize the annual seminar series–TRENDZ to enhance the research skills of students and faculty members
4. Wi-Fi modem to be installed in all departments
5. Directions were given to the HODs to do the result analysis of the academic year 2017-18
6. Remedial classes should be given for weak students
7. Dr. Babitha G.S and Preetha Krishna.L were given charge of compilation of annual report 2017-2018

**Action taken**

- ❖ “Know Your College” an orientation programme was organized on 4/09/2018. Smt Jubilee SV was in charge
- ❖ Dr. Prajith JP was given the 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- TRENDZ
- ❖ Installed BSNL Wi-Fi in all departments
- ❖ Started compilation of annual report



  
Principal

**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



# Sree Narayana College, Sivagiri, Varkala

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## Internal Quality Assurance Cell (IQAC)



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Website: www.sncsivagirivarkala.com

### Minutes of IQAC Meeting, held on 20.11.2018 at 1.00 pm

#### Agenda :-

- Submission of MIS to RUSA
- AQAR 2017-2018
- NIRF uploading
- Club Activities report
- Tutorial and remedial classes
- SSS

#### Members present :-

Sl.No	Name	Designation	Signature
1	Dr. L Thulaseedharan	Principal	Sd/-
2	Sri. Aji SRM	Management Representative	Sd/-
3	Smt. Joly A	Member, IQAC	Sd/-
4	Dr. Vinod C Sugathan	Member, IQAC	Sd/-
5	Smt. Preetha Krishna. L	Member, IQAC	Sd/-
6	Smt. Jubilee	Member, IQAC	Sd/-
7	Dr. Biju C	Member, IQAC	Sd/-
8	Smt. Bindu Haridas	Municipal Chairperson	Sd/-
9	Sri. Aanand SB	Student Representative	Sd/-
10	Smt. Ajitha. B	Superintendent, College Office	Sd/-
11	Dr. Babitha GS	Co-ordinator IQAC	Sd/-

#### **The following matters were discussed and resolved:-**

1. MIS for RUSA is prepared and submitted to RUSA on 06.10.2018 by RUSA Institutional Level Co-ordinator. Decisions were made to finalize the DPR
2. Directed the members of IQAC to upload the AQAR 2017-18 before 30.11.2018
3. NIRF uploading charge given to Smt. Lekshmi. J



4. Decided to distribute Proforma of tutorial annual report
5. Decided to prepare annual report of AISHE and NIRF
6. Almost all the mandatory clubs and different departments conducted different programmes. The coordinator of the clubs were directed to give reports with photographs
7. Decided to conduct Student Satisfaction Survey (SSS)

**Action taken**

- ❖ MIS and revised DPR submitted to RUSA
- ❖ AQAR 2017-18 submitted on 29/11/2018
- ❖ Applied for NIRF ranking
- ❖ Distributed proforma of tutor-ward system
- ❖ Sub committees were constituted for the preparation of annual report
- ❖ Smt.Simu Rajendran appointed as convener of AISHE 2017-2018
- ❖ SSS charge given to Sri.Ramesh Chandran and Dr.Biju C



  
Principal

**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



# Sree Narayana College, Sivagiri, Varkala

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## Internal Quality Assurance Cell (IQAC)



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### Minutes of IQAC Meeting, held on 04.02.2019 at 1.00 pm

#### Agenda :-

- TRENDZ
- Felicitation to Swami Vishudhananda
- Tutorial system
- Teachers Profile Updating
- Gurukshethram
- Anti-drugs seminar
- RUSA Funds

#### Members present :-

Sl.No	Name	Designation	Signature
1	Dr. L Thulaseedharan	Principal	Sd/-
2	Sri. Aji SRM	Management Representative	Sd/-
3	Smt. Joly A	Member, IQAC	Sd/-
4	Dr. Vinod C Sugathan	Member, IQAC	Sd/-
5	Smt. Preetha Krishna. L	Member, IQAC	Sd/-
6	Smt. Jubilee SV	Member, IQAC	Sd/-
7	Dr. Biju C	Member, IQAC	Sd/-
8	Smt. Bindu Haridas	Municipal Chairperson	Sd/-
9	Sri. Aanand SB	Student Representative	Sd/-
10	Smt. Ajitha. B	Superintendent, College Office	Sd/-
11	Dr. Babitha GS	Co-ordinator IQAC	Sd/-

#### **The following matters were discussed and resolved:-**

1. TRENDZ seminar series was successfully conducted on 25<sup>th</sup> January to 30<sup>th</sup> January 2019, inaugurated by Dr. Gopakumar, Vice Chancellor, Central University of Kerala

2. IQAC recommended to the College council to felicitate Brahmasree Swami Vishudhanantha, one of the disciples of Sree Narayana Guru, who is presently the Head of the Sivagiri Mutt for receiving Padmashri, the fourth highest civilian award in India
3. Decided to collect the hardcopies and soft copies of teachers' profile
4. Discussed the inauguration of the Gurukshethram
5. Decided to conduct an Anti-drug Awareness Programme
6. Decided to give suggestions for the submission of revised DPR

**Actions Taken:**

- ❖ The college felicitated Padmashri Swami Vishudhanantha
- ❖ IQAC members visited various departments and monitored the progress of tutorial cum mentoring system
- ❖ Updated teachers' profile
- ❖ Manager of SN Trust inaugurated the Gurukshethram in the presence of the Chief priest of Sivagari Mutt
- ❖ Conducted an Anti-drug Awareness Programme which was inaugurated by Sri.Rishiraj Singh IPS, Excise Commissioner, Government of Kerala
- ❖ RUSA Coordinator submitted the revised DPR



  
Principal

**SREE NARAYANA COLLEGE SIVAGIRI VARKALA**

Internal Quality Assurance Cell (IQAC)

Circular

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.

SNC Varkala  
21.03.2019



  
Principal

PRINCIPAL  
SREE NARAYANA COLLEGE  
SIVAGIRI VARKALA



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## Internal Quality Assurance Cell (IQAC)

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### Minutes of IQAC Meeting, held on 25.03.2019 at 01.00 pm

#### Agenda :-

- Applying for funds from various agencies
- Teachers promotion placement
- Promotion of teaching staff
- Infrastructure upgradation
- Green auditing
- Nakshathravanam
- Exit Feedback

#### Members present :-

Sl.No	Name	Designation	Signature
1	Dr. L Thulaseedharan	Principal	Sd/-
2	Sri. Aji SRM	Management Representative	Sd/-
3	Smt. Joly A	Member, IQAC	Sd/-
4	Dr. Vinod C Sugathan	Member, IQAC	Sd/-
5	Smt. Preetha Krishna. L	Member, IQAC	Sd/-
6	Dr. Aranya. S	Member, IQAC	Sd/-
6	Smt. Jubilee SV	Member, IQAC	Sd/-
7	Dr. Biju C	Member, IQAC	Sd/-
8	Smt. Bindu Haridas	Municipal Chairperson	Sd/-
9	Dr. Babitha GS	Co-ordinator IQAC	Sd/-

**The following matters were discussed and resolved:-**

1. IQAC has decided to apply for funds from various funding agencies
2. It was decided to give directions for the teaching faculty to take initiatives for placement and promotion as per UGC regulations
3. Discussions were made on the maintenance and infrastructure development
4. IQAC discussed about the environmental sustainability, energy conservation and green auditing
5. Nakshthranam, a unique programme will be organized by the NSS unit, under the recommendation of IQAC
6. Decisions were made to distribute exit feedback forms for the final year students

**Actions Taken :-**

- ❖ Faculty members 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. Biju C
- ❖ NSS took initiatives for planting star plant saplings as a part of Nakshthranam
- ❖ Exit feedback forms were collected from outgoing students
- ❖ IQAC circulated notice on green protocol



  
Principal