



# 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)

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

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

Date : 12.06.2020

### CIRCULAR

There will be a meeting of the IQAC members on 17.06.2020 at 10.00 am in the Principal's chamber. All are requested to attend the meeting without fail.

**Dr. Soju.S**  
*Co ordinator, IQAC*

**Dr. K.C. Preetha**  
*Chairperson, IQAC & Principal*



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## Internal Quality Assurance Cell (IQAC)

Email: iqacsncv@gmail.com

Website: www.sncsivagirivarkala.com

### Minutes of IQAC Meeting, held on 17.06.2020 at 10.00 am

#### Agenda :-

1. Planning of IQAC activities
2. NAAC visit and strengthening of IQAC
3. AQAR submission
4. Feedback
5. Other matters, if any

#### Members present :-

Sl.No	Name	Designation	Signature
1	Dr. K. C. Preetha	Principal	Sd/-
2	Dr. Babitha G. S	IQAC coordinator	Sd/-
3	Dr. Joly A.	Member, IQAC	Sd/-
4	Sri. Sanalkumar T.	Member, IQAC	Sd/-
5	Dr. Hima R.	Member, IQAC	Sd/-
6	Dr. Soju S	Member, IQAC	Sd/-
7	Dr. Aranya S	Member, IQAC	Sd/-
8	Dr. Biju C.	Member, IQAC	Sd/-

#### Matters discussed:-

1. As per the decision of the college council held on 9.06.2020 it was decided to reconstitute and strengthen the IQAC by adding more members. The following members were nominated
  - Dr. Hima R.
  - Sri. Sanalkumar T.
  - Smt. Preetha Krishna L
2. It was decided to plan and begin the activities of the college IQAC as per NAAC guidelines
3. Faculty members are directed to read the manual for self study report
4. Registered alumni is a positive indicator
5. All departments should be ICT enabled
6. Learning Management System should be implemented
7. Moodle platform class will be organised for the teaching staff as an initiative of IQAC

8. Collaboration with stakeholders is required
9. Skill based training should be emphasised
10. Syllabus should be discussed with the students in the beginning of each semester
11. Teaching and learning should cater to the needs of students from different strata
12. Student satisfaction survey (SSS) should be done
13. Participatory. Experiential, collaborative, interactive approaches, digital resources should be utilised in teaching-learning process
14. Teachers profile and quality is required for institutional excellence
15. Action taken report of feedback is required
16. Faculty members should undertake research projects useful for society
17. Initiatives to promote research culture are required
18. External funding should be enhanced and human resource utilisation should be done
19. Infrastructure and learning resources should be augmented
20. Career guidance cell, placement cell, grievance redressal cell and anti –ragging cell should be active
21. Steps should be taken to avail scholarship for students
22. Student participation should be ensured in all the activities of the college
23. Governance, leadership and management should be based on the vision and mission of the college
24. Inclusiveness should be ensured
25. IQA should be prepared after the draft SSR is ready
26. NAAC website will be open for SSR preparation once the IQA is approved
27. It was decided to constitute NAAC committee. Dr Vinod C Sugathan (HOD, Economics) will be the coordinator

**Action Taken Report :-**

1. IQAC strengthened as part of NAAC cycle 3
2. Teacher's profile updated and uploaded in the college website
3. AQAR 2018-19 successfully uploaded on 25th September 2020
4. Started preparing IQA and SSR



  
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Date : 25.09.2020

### CIRCULAR

There will be a meeting of the IQAC members on 01.10.2020 at 09.00 am in the Principal's chamber. All are requested to attend the meeting without fail.

**Dr. Soju.S**  
*Co ordinator, IQAC*

**Dr. K.C. Preetha**  
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### Minutes of IQAC Meeting, held on 01.10.2020 at 09.00 am

#### Agenda :-

1. AQAR 2018-19 correction
2. AQAR 2019-20 preparation
3. Next IQAC meeting
4. Conduct of SSS
5. Review of criteria wise data collection
6. Constitution of Internal Compliance Committee
7. Constitution of clubs
8. Academic and activity calendar 2020-21
9. Evaluation of tutorial system
10. Other matters, if any

#### Members present :-

Sl.No	Name	Designation	Signature
1	Dr. K. C. Preetha	Principal	Sd/-
2	Dr. Soju S	Co-ordinator, IQAC	Sd/-
3	Dr. Joly A.	Member, IQAC	Sd/-
4	Sri. Sanalkumar T.	Member, IQAC	Sd/-
5	Dr. Hima R.	Member, IQAC	Sd/-
6	Dr. Babitha G. S	Member, IQAC	Sd/-
7	Dr. Aranya S	Member, IQAC	Sd/-
8	Dr. Sajesh Sasidharan	Member, IQAC	Sd/-
9	Smt. Preetha Krishna L.	Member, IQAC	Sd/-
10	Dr. Biju C.	Member, IQAC	Sd/-
11	Dr. Ambili Chandran	Member, IQAC	Sd/-

#### Matters discussed :-

1. Dr. Babitha G.S. handed over the charge of IQAC coordinator to Dr. Soju S. (HOD, Dept. of Commerce and Hotel Management).

2. Dr. Soju S. explained the modifications to be done in the AQAR 2018-19 which was uploaded to NAAC on 25.10.2020. Re-uploading of the AQAR as per the review report will be done at the earliest.
3. The tentative date of meeting of IQAC members along with management representative would be on 7<sup>th</sup> October 2020.
4. SSS for the academic year 2019-20 and 2020-21 should be conducted. It was decided to give the charge of SSS to Sri. Jyothish B of Physics department.
5. It was decided to constitute the SSR drafting committee with IQAC members as convenors of each criteria.
6. Dr. Leji J will be the coordinator of ICC
7. Academic calendar and activity calendar preparation charge will be given to Ms. Sneha and Ms. Pooja (guest faculty).
8. Parallel to the meeting of the members of SSR drafting committee a meeting of the tutors also shall be convened. Smt Resmi Jaya Raveendran and Smt. Shibitha of Chemistry department will be in charge of tutorial
9. The details of webinars organised by the college during 2019-20 should be uploaded in the college website
10. As Ramesh Chandran got transfer, it was decided to include Smt. Sreerenjini C.S. of Economics department to IQAC
11. A workshop on IPR will be hosted by the college IQAC. The tentative date is 9.10.2020 at 6 pm

### **Action Taken Report :-**

1. Corrections were made in the AQAR 2018-19 and the same were uploaded
2. SSR drafting committee was constituted with 35 members. IQAC members are appointed as convenors of each criteria
3. Organized a National webinar on “Overview of Intellectual Property Rights” on 9.10.2020



  
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Date : 29.09.2020

### CIRCULAR

There will be a meeting of the IQAC members on 05.10.2020 at 12.30 pm in the Principal's chamber. All are requested to attend the meeting without fail.

**Dr. Soju.S**  
*Co ordinator, IQAC*

**Dr. K.C. Preetha**  
*Chairperson, IQAC & Principal*



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### Minutes of IQAC Meeting, held on 05.10.2020 at 12.30 pm

#### Agenda :-

1. SSR drafting committee-strengthening
2. Other matters, if any

#### Members present :-

Sl.No	Name	Designation	Signature
1	Dr. K. C. Preetha	Principal	Sd/-
2	Dr. Soju S	Co-ordinator, IQAC	Sd/-
3	Dr. Joly A	Member, IQAC	Sd/-
4	Sri.Sanalkumar T	Member, IQAC	Sd/-
5	Dr. Hima R	Member, IQAC	Sd/-
6	Dr. Babitha G. S	Member, IQAC	Sd/-
7	Dr Aranya S	Member, IQAC	Sd/-
8	Dr Biju C	Member, IQAC	Sd/-
9	Smt.Sreerenjini.S.C	Member, IQAC	Sd/-
10	Smt.Anilakumari	Dept. of Economics	Sd/-
11	Sri.R.Praveen	Dept. of Physical Education	Sd/-

#### Proceedings :-

The IQAC coordinator welcomed the principal and convenors to the meeting and Principal made a criterion wise briefing of the SSR.

Based on the suggestions from the convenors, criteria changes were made in the SSR drafting committee as follows:

- a) Smt. Parvathy S. Babu was included in the criterion six team from criterion one.
- b) Smt. Saritha was included in criterion one from criterion six



- c) One member from each criterion of SSR drafting committee was deputed to prepare AQAR 2019 on request of the IQAC coordinator.
- d) It was also decided that as part of the SSR drafting and submission, academic and Administrative Audit, Green Audit and Gender Audit should be done. The following members were given charges:

Academic and Administrative Audit	- Dr. Aranya
Green Audit	- Dr Biju C
Gender Audit	- Smt. Biji K

**Action Taken Report :-**

1. SSR drafting committee strengthened
2. Academic Audit Committee and Administrative Audit Committee were constituted



  
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Date : 27.10.2020

### CIRCULAR

There will be a meeting of the IQAC members on 05.11.2020 at 02.00 pm in the Principal's chamber. All are requested to attend the meeting without fail.

**Dr. Soju.S**  
*Co ordinator, IQAC*

**Dr. K.C. Preetha**  
*Chairperson, IQAC & Principal*



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### Minutes of IQAC Meeting, held on 05.11.2020 at 02.00 pm

#### Agenda :-

1. Uploading of IIQA
2. Review of SSR drafting
3. Other matters, if any

#### Members present :-

Sl.No	Name	Designation	Signature
1	Dr. K. C. Preetha	Principal	Sd/-
2	Dr. Soju S	Co-ordinator, IQAC	Sd/-
3	Dr. Joly A	Member, IQAC	Sd/-
4	Sri.Sanalkumar T	Member, IQAC	Sd/-
5	Dr Vinod.C.Sugathan	Member, IQAC	Sd/-
6	Dr. Hima R	Member, IQAC	Sd/-
7	Dr. Babitha G. S	Member, IQAC	Sd/-
8	Dr Biju C	Member, IQAC	Sd/-
9	Smt.Sreerenjini.S.C	Member, IQAC	Sd/-
10	Smt. Megha Radhakrishnan	Dept. of Economics	Sd/-
11	Dr.Usha.R.B	Dept. of Malayalam	Sd/-

#### Decision Taken:-


1. As part of the third cycle of NAAC re-accreditation it was decided to upload IIQA within the time
2. IIQA uploading charges entrusted to Dr Biju C (Dept. of Botany, IQAC member). Dr. Preetha Krishna will be in charge of preparing the profile of the college
3. As per the latest NAAC guidelines, the IQAC has decided to arrange a meeting of the convenors of various criteria

4. It was decided to entrust the HODs to update documents and files in the departments as per the NAAC guidelines

**Action Taken Report** :-

1. Criteria convenors were given instructions about how to collect and consolidate data pertaining to each criterion for both qualitative and quantitative metrics
2. Dr. Usha R. B. entrusted to collect the number of students gender wise



  
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Date : 12.01.2021

### CIRCULAR

There will be a meeting of the IQAC members on 19.01.2021 at 09.30 am in the Principal's chamber. All are requested to attend the meeting without fail.

**Dr. Soju.S**  
*Co ordinator, IQAC*

**Dr. K.C. Preetha**  
*Chairperson, IQAC & Principal*



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### Minutes of IQAC Meeting, held on 19.01.2021 at 09.30 am

#### Agenda :-

- SSR finalization
- IQAC meeting (full fledged)
- Nomination of IQAC member-New Chairman
- January 27 webinar-NAAC
- Other matters

#### Members Present :-

Sl.No	Name	Designation	Signature
1	Dr. K. C. Preetha	Principal	Sd/-
2	Dr. Soju S	Co-ordinator, IQAC	Sd/-
3	Sri.Sanalkumar T	Member, IQAC	Sd/-
4	Dr. Hima R	Member, IQAC	Sd/-
5	Dr. Babitha G. S	Member, IQAC	Sd/-
6	Smt. Preetha Krishna L	Member, IQAC	Sd/-
7	Smt. Sreeranjini S	Member, IQAC	Sd/-
8	Dr Aranya S	Member, IQAC	Sd/-
9	Dr Biju C	Member, IQAC	Sd/-

#### The Following matters were discussed :-

- Verification, modification and finalization of qualitative and quantitative methods of SSR should be completed at the earliest
- The changes in infrastructure development prior to peer team visit given to Sri Sanal Kumar and Dr. Jolly.A
- Criteria I document verification charge given to Dr Babitha G.S and Smt. Preetha Krishna L.
- Criteria II modifications and verifications charge given to Smt. Nayana Konath, Smt. Anisha N and Sri Nandakumar.

- Principal informed that documents related to infrastructure including bills and vouchers already given to Sri Sree Murukan.
- Charge for taking photos of the campus given to Sri Sajith Sasi and Sri Praveen R
- Intimation should be given to the newly appointed Varkala municipality chairman regarding his nomination to college IQAC.
- A full fledged IQAC meeting as per NAAC guidelines would be conducted on 28th January 2021.
- All IQAC members are requested to attend the national webinar on NAAC related quality initiatives on 27 January organised by Government College Mandaleshwar.

**Action Taken Report :-**

1. Data pertaining to each criterion collected under the initiative of criteria convenors. Directions were given by IQAC coordinator regarding this.
2. IQAC coordinator attended the webinar on NAAC Qualitative Initiatives and the outcome of the same was discussed in the IQAC.



  
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Date : 21.01.2021

### CIRCULAR

There will be a meeting of the IQAC members on 28.01.2021 at 03.00 pm in the Principal's chamber. All are requested to attend the meeting without fail.

**Dr. Soju.S**  
*Co ordinator, IQAC*

**Dr. K.C. Preetha**  
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### Minutes of IQAC Meeting, held on 28.01.2021 at 03.00 pm

#### Agenda :-

1. Final review and submission of SSR
2. Action plan 2020-2021
3. Participation in NIRF AISHE
4. Strengthening of Alumni
5. Other matters, if any

#### Members present :-

Sl.No	Name	Designation	Signature
1	Dr. K. C. Preetha	Principal	Sd/-
2	Dr. Soju S	Co-ordinator, IQAC	Sd/-
3	Dr.Joly.A	Member, IQAC	Sd/-
4	Sri.Aji SRM	Management Rep	Sd/-
5	Sri.Sivakumar	Vice President, PTA	Sd/-
6	Sri.Sanalkumar T	Member, IQAC	Sd/-
7	Dr. Hima R	Member, IQAC	Sd/-
8	Dr. Babitha G. S	Member, IQAC	Sd/-
9	Dr Aranya S	Member, IQAC	Sd/-
10	Smt. Preetha Krishna L	Member, IQAC	Sd/-
11	Dr Biju C	Member, IQAC	Sd/-
12	Smt. Sreeranjini S	Member, IQAC	Sd/-
13	Sri.Anilkumar	Office Superintendent	Sd/-
14	Ms.Aswothy.M.S	Student Rep	Sd/-

**Decisions Taken :-**

1. Principal informed that the last date for SSR uploading in 02-02-21. If any data is incomplete or missing steps should be taken to incorporate it at the earliest.
2. IQAC coordinator Dr. Soju S. explained the present status of the SSR prepared.
3. The criteria coordinators explained the progress of the work done.
4. Management representative discussed the recommendation of the previous peer team visit.
5. The supporting files of SSR should be kept in the college IQAC.
6. NSQF skill course should be offered in the coming years also.
7. Green Protocol should be strictly followed in the campus.
8. All the programmes of the college should be properly documented. A brief report of the programme, a brief note of the RP, the number of students benefitted and feedback of the participants should be included.
9. In the meeting it was decided to conduct the screening of the completed SSR on 29-1-2020 at 9: 30 am in the college seminar hall. All faculty members were directed to present and provide feedback.
10. Approval is given to upload the SSR in time.

**Action Taken Report :-**

1. SSR submitted to NAAC on 1-2-2021 at 23:58 hours.



  
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Date : 09.02.2021

### CIRCULAR

There will be a meeting of the IQAC members on 16.02.2021 at 12.00 pm in the Principal's chamber. All are requested to attend the meeting without fail.

**Dr. Soju.S**  
*Co ordinator, IQAC*

**Dr. K.C. Preetha**  
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### Minutes of IQAC Meeting, held on 16.02.2021 at 12.00 pm

#### Agenda :-

1. DVV – Preparation for NAAC
2. Parent feedback
3. Internal examinations
4. Other matters, if any

#### Members present :-

Sl.No	Name	Designation	Signature
1	Dr. K. C. Preetha	Principal	Sd/-
2	Dr. Soju S	Co-ordinator, IQAC	Sd/-
3	Dr. Joly A	Member, IQAC	Sd/-
4	Sri.Sanalkumar T	Member, IQAC	Sd/-
5	Dr Vinod.C.Sugathan	Co-ordinator, NAAC	Sd/-
6	Dr. Hima R	Member, IQAC	Sd/-
7	Dr. Babitha G. S	Member, IQAC	Sd/-
8	Smt.Preethakrishna.L	Member, IQAC	Sd/-
9	Dr Biju C	Member, IQAC	Sd/-
10	Smt.Sreerenjini.S.C	Member, IQAC	Sd/-

#### Matters discussed :-

1. Parent feedback form will be collected in the S5 parent meeting
2. Supporting files of SSR should be made ready for DVV
3. Copies of CE mark sheets of S5 should be submitted to the IQAC
4. Result analysis of S1 to S4 should be discussed in the PTA meeting of S5 students
5. Criteria convenors are directed to update the file works pertaining to SSR. Criteria 1 & 2 teams should concentrate on Result and Feedback
6. The meeting recommended to assign the charge of CLMC to Dr. Vinod C. Sugathan (HOD, Dept. of Economics)

7. The tentative date of the Orientation programme for newly appointed teachers is 24<sup>th</sup> February 2021.

8. Dr. Babitha G. S. and Smt. Preetha Krishna are given charge of File Management in IQAC

**Action Taken Report** :-

1. CLMC charge given to Dr. Vinod C. Sugathan



  
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