



SREE NARAYANA COLLEGE, KOLLAM

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2020-21

Minutes of meeting held on 3.6.2020

The first meeting of the internal quality assurance cell, Sree Narayana College, Kollam for the academic year 2020-21 was held at the IQAC room on 3.6.2020 at 3.00pm. The following members were present.

S.No	Name	Designation
1	Dr R Sunil Kumar	Principal
2	Dr S V Manoj	Coordinator
3	Dr M S Kiranraj	Assistant coordinator
4	Dr G Jayadevan	Management Nominee
5	Sri. Mohan Sankar	Management Nominee
6	Dr Shaji Prabhakaran	Alumnus
7	Sri Vinod Lal	Alumnus
8	Dr Ajayakumar	Industrialist
9	Dr Vinod B S	Member
10	Dr B T Sulekha	Member
11	Sri. Anil Raj	Member
12	Smt. Radhika B	Member
13	Dr Rijith S	Member
14	Dr Sankar S	Member
15	Dr Ratheesh N	Member
16	Sri Vincent Vijayan	Member
17	Dr Mahesh S	Member

Agenda :

1. Preparing academic plan of action for the year 2020-21.
2. Submission of AQAR 2019-20
3. Any other matter

Decisions :

S.No.	Decisions
1.	In connection with the submission of AQAR19-20, it is decided to collect and consolidate department level activities and club activities organized during the academic year 2019-20
2	To collect the self-appraisal report from all faculty members for the academic year 2019-20
3	It is decided to celebrate all important national and international days with the active participation of students.
4	To prepare the detailed academic plan of action for the year 2020-21
5	To participate in AISHE, NIRF and ARIIA ranking
6	To extend the educational resource planning software to post graduate programmes
7	To introduce cloud computing system in the library
8	To provide institutional mail id to all students and faculty members.
9	To enroll all post graduate students and research scholars in the INFLIBNET.
10	To apply for new UG and PG programmes
11	To introduce more certificate courses and start ups
12	It is decided to conduct PTA meetings on regular basis
13	To enhance ICT enabled teaching learning process it is decided to introduce the Moodle platform
14	To encourage more students to apply for scholarships.
15	To provide financial aid and mobile phones to the needy students through the share and care scheme.
16	To recharge the mobile phones of economically weak students with the support of college alumni and staff association.

Action taken report

1. Collected data regarding department level activities and club activities.
2. Self-appraisal report collected from all faculty members.
3. Academic action plan prepared for the year 2020-21.
4. ERPS extended to all programmes.
5. Cloud computing facility introduced in the central library.
6. Post graduate students and research scholars were enrolled in INFLIBNET
7. Institutional mail id provided to all students and faculty members.
8. Application submitted to the University for new UG and PG programmes.
9. More certificate courses and startups introduced.
10. Online PTA meetings were conducted
11. Moodle platform introduced.
12. Financial aid and digital devices provided to needy students through share and care scheme.
13. Published e book explaining the various scholarships available to students.



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ACADEMIC YEAR 2020-21

Minutes of meeting held on 4.9.2020

The second meeting of the internal quality assurance cell, Sree Narayana College, Kollam for the academic year 2020-21 was held at the IQAC room on 4.9.2020 at 4.00pm. The following members were present.

S.No	Name	Designation
1	Dr R Sunil Kumar	Principal
2	Dr S V Manoj	Coordinator
3	Dr M S Kiranraj	Assistant coordinator
4	Dr G Jayadevan	Management Nominee
5	Sri. Mohan Sankar	Management Nominee
6	Dr Shaji Prabhakaran	Alumnus
7	Sri Vinod Lal	Alumnus
8	Dr Ajayakumar	Industrialist
9	Dr Vinod B S	Member
10	Dr B T Sulekha	Member
11	Sri. Anil Raj	Member
12	Smt. Radhika B	Member
13	Dr Rijith S	Member
14	Dr Sankar S	Member
15	Dr Ratheesh N	Member
16	Sri Vincent Vijayan	Member
17	Dr Mahesh S	Member

Agenda :

1. Induction program for UG ad PG students.
2. Result analysis
3. Academic calendar for UG progrmmes
4. Submitting proposal for various funding schemes
5. Onam celebration
6. Publications

Decisions

S.No.	Decisions
1	To conduct one week induction programme for first semester UG students.
2	Decided to conduct an orientation programme for PG students
3	It is decided to conduct the result analysis of internal examination and end semester university examinations through ERPS
4	To prepare and submit proposal for various funding schemes, projects, workshops and seminars.
5	Decided to celebrate virtual onam festival with the participation of all students, parents and staff members
6	To encourage faculty members, research scholars , pg students and ug students to publish their articles.
7	To invite research papers for the college journal Holistic thought.

Action taken report

1. Induction programme provided for first semester under graduate students.
2. Orientation programme conducted for post graduate students.
3. Result analysis conducted using ERPS.
4. Virtual onam celebrated.
5. Articles received for college journal Holistic thought.
6. Published research papers and books.
7. Proposal submitted for various funding schemes.



SREE NARAYANA COLLEGE, KOLLAM

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2020-21

Minutes of meeting held on 8.1.2021

The third meeting of the internal quality assurance cell, Sree Narayana College, Kollam for the academic year 2020-21 was held at the IQAC room on 8.1.2021 at 4.00pm. The following members were present.

S.No	Name	Designation
1	Dr R Sunil Kumar	Principal
2	Dr S V Manoj	Coordinator
3	Dr M S Kiranraj	Assistant coordinator
4	Dr G Jayadevan	Management Nominee
5	Sri. Mohan Sankar	Management Nominee
6	Dr Shaji Prabhakaran	Alumnus
7	Sri Vinod Lal	Alumnus
8	Dr Ajayakumar	Industrialist
9	Dr Vinod B S	Member
10	Dr B T Sulekha	Member
11	Sri. Anil Raj	Member
12	Smt. Radhika B	Member
13	Dr Rijith S	Member
14	Dr Sankar S	Member
15	Dr Ratheesh N	Member
16	Sri Vincent Vijayan	Member
17	Dr Mahesh S	Member

Agenda :

1. AGORA webinar series
2. DST-FIST scheme
3. RUSA
4. Any other matter

Decisions

S.No.	Decisions
1	Decided to organize AGORA webinar series on Zoom webinar platform with the active participation of all departments.
2	To give opportunities for UG, PG students and research scholars to present their research work.
3	To utilize the DST- FIST grant and to submit the annual report
4	To complete the renovation works of science laboratories using the RUSA grant.
5	To monitor the club activities.

Action Taken Report

1. AGORA webinar series organized with the active participation of students. Research scholars, faculty members and public.
2. DST – FIST grant is completely utilized .
3. Annual report and UC submitted to DST
4. Laboratories of Chemistry and Physics departments renovated using RUSA fund.
5. Report collected from members of various clubs.



SREE NARAYANA COLLEGE, KOLLAM

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2020-21

Minutes of meeting held on 15.1.2021

The third meeting of the internal quality assurance cell, Sree Narayana College, Kollam for the academic year 2020-21 was held at the G2 seminar hall on 15.1.2021 at 3.00pm. The following members were present.

S.No	Name	Designation
1	Dr R Sunil Kumar	Principal
2	Dr S V Manoj	Coordinator
3	Dr M S Kiranraj	Assistant coordinator
4	Dr G Jayadevan	Management Nominee
5	Sri. Mohan Sankar	Management Nominee
6	Dr Shaji Prabhakaran	Alumnus
7	Sri Vinod Lal	Alumnus
8	Dr Ajayakumar	Industrialist
9	Dr Vinod B S	Member
10	Dr B T Sulekha	Member
11	Sri. Anil Raj	Member
12	Smt. Radhika B	Member
13	Dr Rijith S	Member
14	Dr Sankar S	Member

15	Dr Ratheesh N	Member
16	Sri Vincent Vijayan	Member
17	Dr Mahesh S	Member

Agenda :

1. SSR third cycle
2. Any other matter

Decisions

S.No.	Decisions
1	To provide orientation programmes to faculty members on the revised accreditation process of NAAC
2	To constitute naac criteria wise team to compile and evaluate the progress of curricular and co-curricular activities during the post accreditation period.
3	To constitute a team of 15 senior most faculty members to monitor the PTA meetings of UG and PG students.

Action Taken Report

1. Orientation programme on revised NAAC accreditation process organised.
2. E-Copy of standard operating procedure of NAAC circulated among the faculty members.
3. Criteria wise teams were constituted to evaluate the activities conducted during the post accreditation period.
4. Duty assigned to the team of senior faculty members to monitor PTA meetings.



SREE NARAYANA COLLEGE, KOLLAM

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2020-21

Minutes of meeting held on 10.3.2021

The third meeting of the internal quality assurance cell, Sree Narayana College, Kollam for the academic year 2020-21 was held at the G2 seminar hall on 10.3.2021 at 3.00pm. The following members were present.

S.No	Name	Designation
1	Dr R Sunil Kumar	Principal
2	Dr S V Manoj	Coordinator
3	Dr M S Kiranraj	Assistant coordinator
4	Dr G Jayadevan	Management Nominee
5	Sri. Mohan Sankar	Management Nominee
6	Dr Shaji Prabhakaran	Alumnus
7	Sri Vinod Lal	Alumnus
8	Dr Ajayakumar	Industrialist
9	Dr Vinod B S	Member
10	Dr B T Sulekha	Member
11	Sri. Anil Raj	Member
12	Smt. Radhika B	Member
13	Dr Rijith S	Member
14	Dr Sankar S	Member
15	Dr Ratheesh N	Member

16	Sri Vincent Vijayan	Member
17	Dr Mahesh S	Member

Agenda :

1. Annual report
2. Stock verification
3. Academic audit
4. Administrative audit
5. Any other matter

Decisions

S.No.	Decisions
1	To collect department wise annual report for the period 20-21
2	To conduct stock verification of laboratories and departments before 30 th march 2021
3	To conduct academic audit and administrative audit.
4	To collect exit feedback from final semester UG and PG students

Action Taken Report

1. Annual reports collected from all departments
2. Internal stock verification completed.
3. Academic and administrative audits were conducted.
4. Exit feedback collected from final semester UG ad PG stuedents.