

# **SREE NARAYANA COLLEGE, KOLLAM**

## **INTERNAL QUALITY ASSURANCE CELL**

### **ACADEMIC YEAR 2019-20**

Minutes of meeting held on 04.06.2019

The first meeting of the internal quality assurance cell of Sree Narayana College, Kollam for the academic year 2019-20 was held in the IQAC room on 4.6.2019 at 3.15 pm. The following members were present.

<b>S.No</b>	<b>Name</b>	<b>Designation</b>
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. Vinodlal	Alumnus
8	Dr Ajayakumar	Industrialist
9	Sri. Anil Raj	Member
10	Dr B T Sulekha	Member
11	Dr Sankar S	Member
12	Dr Rijith S	Member
13	Dr Ratheesh N	Member
14	Dr. P. M. Joshi	Member
15	Dr Mahesh S	Member
16	Smt. Radhika B	Member
17	Sri Vincent Vijayan	Member

## Agenda:-

1. Submission of AQAR for the academic year 2018-19
2. Preparing academic plan for the year 2019-20
3. Any other matter permitted by the chair.

## Decisions

S.No	Decisions
1	Decided to collect the detailed report of curricular and co curricular activities conducted by the various departments during the academic year 2018-19
2	Decided to collect the self appraisal report from all faculty members for the academic year 2018-19
3	Decided to consolidate the detailed reports regarding club activities submitted by the concerned coordinators.
4	To improve the quality of academic activities it is decided to prepare an academic action plan for the year 2019-20.
5	To implement online attendance marking system, message alert system and curriculum planning through educational resource planning software.
6	To start new certificate courses and bridge courses.
7	To start value added course on environmental awareness.
8	To participate in NIRF and ATAL ranking of MHRD.
9	To participate in AISHE
10	To conduct academic audit, gender audit and green audit
11	Continuing the <i>Haritha keralam</i> project for inspiring students in agricultural practices
12	To observe all national and international days ensuring participation of all students
13	To conduct regular PTA meeting to improve academic standard
14	To provide hands on training for faculty members in ICT enabled teaching learning practices .
15	Encourage more students to apply for new scholarships.
16	To procure more books for library.
17	To continue the yearly seminar series entitled, <i>AGORA</i> .
18	To encourage faculty members to join research programmes leading to PhD and to

	facilitate them to the submission of the thesis.
19	Faculty members were motivated to publish research articles and text books.
20	To revamp and update the college website, so as to suit to the existing norms of layout.
21	To start the college news letter, <i>Kannadi</i> . The news letter intends to provide factual details on all the major events happening in the campus.
22	To encourage faculty members and research scholars to publish their article in the college journal, <i>Holistic Thought</i> .
23	To provide financial aid to the economically backward students through the share and care scheme
24	To submit applications to University of kerala for new Under Graduate and Post Graduate programmes
25	To conduct programmes on career guidance.
26	To provide remedial coaching programme for the slow learners.
27	To collect feedback from stake holders on curriculum.
28	To collect exit feedback from outgoing students.
29	To conduct student satisfaction survey.
30	To implement RUSA scheme.

Action taken report:

1. Collected department wise reports of curricular and co curricular activities for the academic year 2018-19.
2. Collected self appraisal report from faculty members.
3. Academic action plan is prepared
4. ERPS software, *Campus Genie* , was introduced so as to create an online platform and repository for attendance tracking, student performance and other related instructions.
5. Seven certificate courses and bridge courses were conducted.
6. The college news letter, *Kannadi*, was initiated, detailing itself on the major happenings in the campus.

# **SREE NARAYANA COLLEGE, KOLLAM**

## **INTERNAL QUALITY ASSURANCE CELL**

### **ACADEMIC YEAR 2019-20**

Minutes of meeting held on 18.7.2019

The second meeting of the internal quality assurance cell, Sree Narayana College, Kollam, for the academic year 2019-20 was held in the IQAC room on 18.7.2019 at 3.15 pm. The following members were present.

<b>S.No</b>	<b>Name</b>	<b>Designation</b>
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. Vinodlal	Alumnus
8	Dr Ajayakumar	Industrialist
9	Sri. Anil Raj	Member
10	Dr B T Sulekha	Member
11	Dr Sankar S	Member
12	Dr Rijith S	Member
13	Dr Ratheesh N	Member
14	Dr. P. M. Joshi	Member
15	Dr Mahesh S	Member
16	Smt. Radhika B	Member
17	Sri Vincent Vijayan	Member

## Decisions

1	To conduct orientation programmes for first year UG and PG students.
2	To provide orientation programmes for teaching and non teaching staff.
3	To conduct state level work shop on PFMS E AT module
4	To construct a water kiosk for students
5	To organize cultural programmes and sports week
6	To organise a food fest ensuring the participation of all stake holders.
7	To utilize the DST – FIST grant to procure new instruments for science laboratories.
8	Providing awareness programme on COVID 19.
9	To prepare and distribute sanitizers for stake holders and the public.
10	To encourage faculty members to join online fdp programmes and refresher programmes
11	To provide institutional mail id to all faculty members and to send the official circulars and notices through this mail
12	To celebrate Merit day
13	To conduct Alumni meet

## Action taken report:

1. The orientation programmes for UG and PG students were organized in a meticulous manner, so as to facilitate and augment the conduct of academic and non academic activities.
2. Orientation programmes for faculty members were arranged to facilitate awareness on accreditation procedures.
3. Water kiosks were provided at designated spots in college, so as to facilitate drinking water for students.
4. Cultural and sports events were conducted in a planned manner. Moreover, a food fest was conducted to show case the culinary skills of the students.
5. The DST FIST funds were utilized for the purchase of essentials to be made use in the laboratories.

6. Sanitizers and cleansing essentials were distributed to the students, faculty and the community surrounding the college.
7. Faculty engaged themselves in self improvement by attending varied FDP programmes, especially on pedagogical strategies and other innovations.

# **SREE NARAYANA COLLEGE, KOLLAM**

## **INTERNAL QUALITY ASSURANCE CELL**

### **ACADEMIC YEAR 2019-20**

Minutes of meeting held on 11.11.2019

The third meeting of the internal quality assurance cell, Sree Narayana College, Kollam, was held in the IQAC room on 11.11.2019 at 3.15 pm. The following members were present.

<b>S.No</b>	<b>Name</b>	<b>Designation</b>
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. Vinodlal	Alumnus
8	Dr Ajayakumar	Industrialist
9	Sri. Anil Raj	Member
10	Dr B T Sulekha	Member
11	Dr Sankar S	Member
12	Dr Rijith S	Member
13	Dr Ratheesh N	Member
14	Dr. P. M. Joshi	Member
15	Dr Mahesh S	Member
16	Smt. Radhika B	Member
17	Sri Vincent Vijayan	Member

## Agenda

1. AQAR 2018-19 submission.
2. Orientation program for teachers on the new NAAC accreditation process
3. Updating Department level files for the year 2019-20
4. Training on ERPS
5. Any other matter

## Decisions

1.	Decided to submit AQAR 2018-19 before 31 <sup>st</sup> December 2019
2.	To give orientation program for faculty members on the new NAAC assessment and accreditation process.
3.	To give more training for faculty and students on the newly implemented educational resource planning software ERPS
4.	To verify the files related to curricular and co curricular activities, maintained by departments.

## Action taken report.

1. AQAR for the academic year 2018-19 was submitted.
2. An orientation programme for the faculty members was conducted.
3. Training programme for faculty in resource planning software was conducted effectively.
4. The verification of files maintained by the departments was conducted.



# **SREE NARAYANA COLLEGE, KOLLAM**

## **INTERNAL QUALITY ASSURANCE CELL**

### **ACADEMIC YEAR 2019-20**

Minutes of meeting held on 11.12.2019

The fourth meeting of the internal quality assurance cell, Sree Narayana College, Kollam, was held in the IQAC room on 11.12.2019 at 3.15 pm. The following members were present

<b>Sl.No</b>	<b>Name</b>	<b>Designation</b>
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. Vinodlal	Alumnus
8	Dr Ajayakumar	Industrialist
9	Sri. Anil Raj	Member
10	Dr B T Sulekha	Member
11	Dr Sankar S	Member
12	Dr Rijith S	Member
13	Dr Ratheesh N	Member
14	Dr. P. M. Joshi	Member
15	Dr Mahesh S	Member
16	Smt. Radhika B	Member
17	Sri Vincent Vijayan	Member

Agenda :

1. AQAR submission 2018-19
2. PTA meetings
3. Student feed back
4. Remedial classes

**Decisions:**

1. To submit the AQAR in a timely basis.
2. To conduct PTA meetings in all the under graduate and post graduate courses.
3. To collect student feedback, especially from the outgoing students based on a pre prepared form.
4. To conduct effective, yet short spells of remedial coaching sessions

Action taken report:

1. AQAR was prepared on a timely basis.
2. PTA meetings were conducted in a timely basis.
3. Student feedback forms were circulated among the outgoing students to collect feed backs.
4. Effective yet short sessions for remedial coaching were conducted to sufficiently augment the academics of select students.

**SREE NARAYANA COLLEGE, KOLLAM**  
**INTERNAL QUALITY ASSURANCE CELL**  
**ACADEMIC YEAR 2019-2020**

A meeting of the internal quality assurance cell, Sree Narayana College, Kollam was held in the IQAC room on 16.1.2020 at 3.15 pm. The following members were present

<b>S.No</b>	<b>Name</b>	<b>Designation</b>
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. Vinodlal	Alumnus
8	Dr Ajayakumar	Industrialist
9	Sri. Anil Raj	Member
10	Dr B T Sulekha	Member
11	Dr Sankar S	Member
12	Dr Rijith S	Member
13	Dr Ratheesh N	Member
14	Dr. P. M. Joshi	Member
15	Dr Mahesh S	Member

16	Smt. Radhika B	Member
17	Sri Vincent Vijayan	Member

Agenda:

1. Discussions on multidisciplinary seminar series –AGORA 2019
2. Research Journal – Holistic thought
3. Training on ICT enabled teaching learning process.
4. Progress of DST – FIST scheme
5. Online refresher programmes.

Decisions:

1. It is decided to appoint Dr P M Joshi as the coordinator of the AGORA seminar series.
2. To publish the latest issues of multidisciplinary research journal- The Holistic thought.
3. To conduct workshops for the selected faculty members so as to strengthen ICT enabled teaching learning process. Emphasis will be given to create google class rooms and you tube channels.
4. To ensure the complete utilization of DST – FIST grant by the end of March 2020
5. To encourage faculty members to join online FDP programmes and refresher / short term programmes.

Action taken report:

1. Agora seminar series was conducted in a timely manner, with each of the departments conducting it in a timely basis.
2. Holistic Thought, the research journal of the college was published.
3. Google classrooms and you tube channels were initiated with the institutional mail id's offered to the faculty.
4. DST FIST grants were completely utilized to the benefit of the students.

# **SREE NARAYANA COLLEGE, KOLLAM**

## **INTERNAL QUALITY ASSURANCE CELL**

### **ACADEMIC YEAR 2019-2020**

The sixth meeting of the internal quality assurance cell, Sree Narayana College, Kollam was held in the IQAC room on 16.3.20 at 3.15 pm. The following members were present

<b>S.No</b>	<b>Name</b>	<b>Designation</b>
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. Vinodlal	Alumnus
8	Dr Ajayakumar	Industrialist
9	Sri. Anil Raj	Member
10	Dr B T Sulekha	Member
11	Dr Sankar S	Member
12	Dr Rijith S	Member
13	Dr Ratheesh N	Member
14	Dr. P. M. Joshi	Member
15	Dr Mahesh S	Member
16	Smt. Radhika B	Member
17	Sri Vincent Vijayan	Member

Agenda :

1. ICT training for faculty members
2. Awareness on Covid 19
3. Preparing and Distributing sanitiser
4. Orientation programme for faculty members
5. webinars / online meetings

#### Decisions:

1. To provide training to faculty members for conducting online classes through google meet and zoom
2. Conducting awareness programs on Covid 19
3. To request the Chemistry and physics departments to prepare and distribute sanitisers for students , staff and the general public
4. To conduct orientation programmes for faculty members
5. To conduct online meetings and to organize state /national. International level webinars

#### Action taken report

1. The college ICT team provided training to faculty members to take online classes through Google meet and Zoom platforms.
2. Awareness programmes on Covid 19 was conducted.
3. The faculty and students of Chemistry and Physics departments prepared and distributed sanitizers.
4. One day orientation programme was conducted for faculty members.
5. Webinars were conducted.