



Dr. Reena Ravindran
(Principal)

SREE NARAYANA COLLEGE, NATTIKA

(ESTD: 1967; Affiliated to University of Calicut)

NAAC Re-accredited (III Cycle) with Grade B+ (CGPA: 2.68)

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Dr. Sankaran K K
(IQAC Coordinator)

INTERNAL QUALITY ASSURANCE CELL

IQAC MINUTES AND ACTION TAKEN REPORT(2021-22)




PRINCIPAL
SREE NARAYANA COLLEGE
NATTIKA

IQAC was reconstituted as per the proceedings of the principal dated 05-06-2021 and as per the guidelines of the NAAC with the following members

1. Dr. Reena Ravindran, Principal - Chairperson
2. Dr. Sankaran K K, Asst Professor, Dept of Statistics - Coordinator
3. Dr. S. Ajitha, Associate Professor, Dept of Chemistry - Member
4. Dr. P. S. Jaya, Associate Professor, Dept of English - Member
5. Sri Reji V S, Associate Professor, Dept of Malayalam - Member
6. Dr. C. T. Anitha, Associate Professor, Dept of Botany - Member
7. Dr. Vidhu Johnson, Associate Professor, Dept of Economics - Member
8. Sri Sayojkumar K P, Assistant Professor, Dept of Economics - Member
9. Dr. Anantha E R, Assistant Professor, Dept of Chemistry - Member
10. Dr. Sreelakshman, Assistant Professor, Dept of Commerce - Member
11. Smt. Deepa V, Assistant Professor, Dept of Commerce - Member
12. Sri Praveen V Prasad, Assistant Professor, Dept of Botany - Member
13. Dr. Nithya Sathianandam P, Asst Professor, Dept of Zoology - Member
14. Smt. Preetha K C, Assistant Professor, Department of Physics - Member
15. Dr. Riya V M, Assistant Professor, Department of Mathematics - Member
16. Sri A. S. Anandakrishnan, Junior Superintendent - Member
17. Management Representative - Member
18. Students Representative - Member
19. Alumni Representative - Member
20. Representative from Employer / Industrialists / Stakeholders - Member



Signature

Minutes of the meeting of IQAC held online on
7-06-2021 (Monday) at 3.00 PM.

Platform - Google Meet

Meet ID - 997 - 2210 - 1234

Members Present

Dr. Reena Ravindran, Principal	Sd/-
Dr. Sankaran k k	Sd/-
Dr. S. Ajitha	Sd/-
Dr. P.S. Gaya	Sd/-
Sri Reji VS	Sd/-
Dr. C.T. Amitha	Sd/-
Dr. Vidhu Thomsen	Sd/-
Sri Sayoj Kumar k P	Sd/-
Dr. Anantha E R	Sd/-
Dr. Sreelakrishnan	Sd/-
Smt Deepa V	Sd/-
Sri Praveen V Prasad	Sd/-
Dr Nithya Sathianandam P	Sd/-
Smt Preetha K C	Sd/-
Dr. Riya V M	Sd/-

Agenda Discussed

- 1) Review of NAAC Peer Team Report and Recommendations
- 2) Status of AQAC 2019-2020
- 3) Operationalising the Submission of AQAR 20-21
- 4) Action Plan 2021-22.
- 5) Any other matters.

Based on the discussions, the following decisions were taken

Decisions Taken

- 1) It was decided to upload the 2019-20 AAR by June 15th 2020.
- 2) It was decided that all the departments need to start a certificate/skill based add on programme to enrich the curriculum.
- 3) It was decided to organise a workshop on AAA to the Faculty members and AAA to be structured from this year with an external audit.
- 4) It was decided to prioritize FDP's and IPR related seminars.
- 5) PTA meetings to be organised at department level before the end of June to make online teaching more effective.
- 6) Feedbacks and SSS to be collected.
- 7) It was decided to entrust the work of each criterion to one or two members of IQAC team. The criterion coordinators were as follows

Criterion I - Dr. Sreelakrishnan

Criterion II - Dr. S. Ajitha (Evaluation Process & Reforms)
Shri Praneem V Prasad (Teaching & Learning)

Criterion III - Dr. Anabha ER (Innovation & Research)
Dr. Vidhu Varma Johnson (Extension Activities)

Criterion IV - Smt. Preetha K C

Criterion V - Smt. Deepa V

Criterion VI - Dr. P. S. Jaya

Criterion VII - Dr. Riya V M (Best Practices and Institutional Distinctiveness)
Dr. Nithya Sathianandram P (Institutional Values and Responsibilities)

Documentation - Sri V.S. Reji

Financial Audits - Sri Sayoj Kumar K P

Academic Monitoring Committee - Dr. C.T. Anitha.

- 8) It was decided to set the target for completion of AQAR 2020-21 as September 30th 2021
- 9) It was decided to inaugurate the Best Practice of giving a book to the library on June 19th 2021, P N Panicker's Day (Vayanaadhinam). And this need to be promoted on all the special days of faculties, students and other stakeholders. The target of books for the year to be fixed as 200
- 10) It was decided that all the communication to the department and back from the department to the IQAC should be through the Heads of Departments.
- 11) It was decided to convene a meeting of Academic Monitoring Committee along with the Heads of all departments and Criterion I and II Coordinators to discuss the academic plan for the year.
- 12) The new format of teaching plan to be implemented from this academic year.



Sudhakar

Minutes of the meeting of IQAC held online on 8/07/2021, Wednesday at 7.00 PM.

Platform - Google meet
Meet ID - dzu-gvho-fzj

Members Present

Dr. Reena Ravindran, Principal	Sd/-
Dr. Sankaran K K	Sd/-
Dr. S. Ajitha	Sd/-
Dr. P.S. Jaya	Sd/-
Sri Reji VS	Sd/-
Dr. C.T. Amitha	Sd/-
Dr. Vidhu Johnson	Sd/-
Sri Sayoj Kumar K P.	Sd/-
Dr. Anandha ER	Sd/-
Dr. Geeta Krishnan	Sd/-
Smt Deepa V	Sd/-
Sri Praveen V. Prasad	Sd/-
Dr. Nithya Sathianathan	Sd/-
Smt Preetha KC	Sd/-
Dr. Riya VM	Sd/-

Decisions taken on Agenda

I Agenda 1 - To approve the decisions of the meeting on 7-6-2021.

1) Unanimously the decisions of the meeting was approved without any dissent.

II To discuss the review report of AQAR 2019-20 by NAAC.

(2) The review report of AQAR was discussed and the committee concluded all the eight points raised by NAAC regarding AQAR 2019-20 as significantly important and should take immediate steps to overcome it.

3) More value added courses, Internships and field projects to be enhanced, efforts to be made by the faculty for more awards, recognitions, fellowships etc., and research fund need to be pooled by the faculty from all sources.

4) It was decided to conduct workshops / Seminars on IPR.

5) It was decided to increase the collaborations.

6) More skill based courses need to be initiated in the college.

III Review of the various activities undergone by IQAC in June 2021.

After the discussions, the decisions taken were

7) Observance of important days were carried on by all the departments in the college, and this scatter the participation of students since many departments / cells / clubs observed the same day by many programmes and it affected the quality of the programmes. Hence it was decided

to concentrate on the programmes by specific departments and the quality of the programmes to be enhanced.

- 8) It was decided that the reports to all stake holders, viz., AQAR to NAAC, Annual report to Government, University and management, NIRE, AISHE etc will be completed on time.

Agenda 4 - Action Plan for the year 2022.

- 9) It was decided to ensure the participation of faculties in more academic Board of Studies under the affiliating University.
- 10) IQAC will initiate the centralised monitoring in upgrading the departments into higher levels.
- 11) It was decided to conduct Seminars on OBE and Blended learning.
12. It was decided to apply for more research funds from KSCSTE, DBT-FIST, UGC and other funding agencies.
13. To start a multidisciplinary journal.
14. To conduct an International Webinar in honour of retiring teachers in the Department of Chemistry.
15. It was decided to conduct 'Parambara', a multidisciplinary Seminar Series in November/December and the Parambara to

be uplifted to a national level including faculties, research students, PG and UG students.

16. To start a recording studio.

17. IQAC decided to increase the number of scholarships / endowments to outstanding students.

18. A placement drive to be initiated.

19. It was decided to strengthen the Alumni in the department level which will foster their involvement in the institution.

20. Timely collection of PBAS will be ensured by the IQAC.

21.

Agenda 5 - Any other matter.

21. IQAC felt the need for a Seed Capital or Corpus fund, to be generated in the college internally for the effective functioning of IQAC and college. This decision of collecting the fund from the faculty either by way of one day salary from the deferred salary or by way of chit fund was forwarded to the General body of the college for final decision.



Dr. S. S. Srinivasan

Minutes of the meeting of IQAC held online on 27-09-2021 (Monday) at 3.00 PM in Google meet.

Meet ID - dzu-gvho-fzj.

Agenda

1. To review the various activities undergone by IQAC in July, August and September 2021.
2. Result Analysis of VG 2018-21 Batch.
3. Parampara - 2021
4. Planning for classes / Academic Activities from October 2021.
5. Any other matters.

Members Present

Dr. Reema Ravindran, Principal.	Signature Sd/-
Dr. Samkaran K K	Sd/-
Dr. S. Ajitha	Sd/-
Dr. P. S. Jaya	Sd/-
Sri Reji V S	Sd/-
Dr. C. T. Anitha	Sd/-
Dr. Vidhu Thonson.	Sd/-
Sri Sayoj Kumar K P	Sd/-
Dr. Anantha E R	Sd/-
Dr. Sneela Krishnan	Sd/-
Smt Deepa V	Sd/-
Sri Praveen V Prasad	Sd/-
Dr. Nithya Sathianathan P	Sd/-
Smt Preetha K C	Sd/-
Dr. Riya V M.	Sd/-

Decisions taken.

Agenda 1 : To review the various activities undergone by IQAC in July, August and September 2021.

Honour was given by the IQAC members to the former principal Dr. M. Geervanlal who demised on 11-9-2021 and to the PTA Executive Member Mr. Sivanandan, who demised on 24-9-2021.

1. One week FDP programme on Multimedia tools organised by Sri Narayana College in collaboration with Ramanujam College was successfully completed and the systematic reporting of the event was highly appreciated and it was decided to maintain the quality of reporting in all the upcoming collaborative programmes.
2. All the programmes in July, August and September (till date) was reviewed. NIRF Ranking was highly remarkable. And it was decided to give more thrust on Research area.
3. The importance of observing the important days were discussed and there was a need to organise the programme by giving more emphasis for those special days by making it more qualitative. It was decided to centralise each programme by assigning the same to certain departments / clubs / Faculty so as to enrich the programme.

Agenda 2

Result Analysis of UG - 2018-21 Batch.

- ④ Comparative results shows deterioration in results which has resulted from Covid pandemic online classes. It was decided to take additional care from the part of teachers to make sure that remedial measures are taken to recover from these results. Action need to be taken to improve the number of A+, A and also to make the failures attain a pass mark. Specific reasons must be sorted out for the failures and the faculty need to be changed for the subject (if necessary).
- ⑤ Monitoring must be done very strictly in the department level to make the students on track.

Agenda 3

PARAMPARA 2021-22

- ⑥ It is decided to organise the programme in a more organised way than the previous years to make it more standardised, though it could be conducted only on online platform. The theme of PARAMPARA need to be fixed by the committee.
- ⑦ The department level planning has to be made effectively for the conduct of PARAMPARA, so as to enable PG

students to progress to research.

Agenda IV

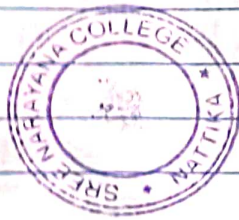
Planning for classes / Academic Activities
from October 2021

- ⑧ It was felt that experienced teachers need to be involved more on first year classes / complementary classes so as to make the first year students to get a good grasp in the subject concerned.
- ⑨ First year VG Bridge course / Aphide test need to be conducted at the beginning of VG classes.
- ⑩ Ist & IInd year VG students need to be focused on examinations.
- ⑪ Health related posters need to be displayed in the campus before the classes commence.

Agenda V - Any other matter

- 12) Fund generation from all the stakeholders need to be ensured. Voluntary contribution from the teachers also shall be a great impetus for the IQAC to take up quality initiatives.

- (13) An Internal Screening committee need to be maintained for the upcoming promotions of the faculties and administrative activities before it is forwarded to the University/DB so as to avoid the mistakes in the files concerned.



Subashini

Minutes of the meeting of IQAC at 2.45 PM (Tuesday) on 23-11-2021 in the Principal's Chamber.

Agenda : 1) Result Analysis of PG 2019-21 batch
2) Update the status of AGR 2020-21
3) PARAMPARA 2020-21
4) Any other matter.

Members Present

- 1) Dr. Sreenivasarajan Principal. *Sreenivasarajan*
2. Dr. Sankaran K.K. *Sankaran*
3. Dr. P.S. Jaya. *Jaya*
4. Preetha K.C. *Preetha*
5. Dr. Nithya Sathandran *Nithya*
6. Dr. Sneha Krishna *Sneha*
7. DEEPA V *Deepa*
8. CT. Dulla *Dulla*
9. Dr. RIYA V.M. *Riya*
10. Dr. Anabha E.R. *Anabha*
11. Dr S Ajitha *Ajitha*

DECISIONS TAKEN

Agenda 1 : Result Analysis of PG 2019-21 batch

1. As a continuation, the PG results also

has shown a decline this year. The PG regulations had a significant change and there was a requirement of minimum pass mark for internal and external separately. It was decided to give special attention to PG students. LMS platforms has to be used very effectively as an aid along with the offline classes.

2. Subject allotment has to be made very effectively in the department level. The usage of library by PG students has been significantly less which need to be promoted to make them more enriched in subjects.

Agenda 2

Update the status of AQAR 2020-21

- 3) It has been decided to upload the AQAR 20-21 before 15th December, 2020.
- 4) If any data is required by the criteria coordinators, it has to be collected before the first week of December and it has to be collected from the departments through proper channel.
- 5) It is to be ensured that offline programmes and reports should be

attached with Geo tagged photos.

Agenda 3

Parampara 2020-21

6. It has been decided to conduct PARAMPARA-2020-21 in the month of December 2020. The theme for PARAMPARA 2020 has been fixed as "India @ 75 - Ideate, Ignite & Innovate".
7. It has been decided to include all the post graduates for the PARAMPARA 2020-21. For this the heads of departments must ensure their participation and their presentation.
8. It has been decided to conduct the inaugural talk and valedictory session to be in offline mode and all the remaining 110 sessions in online mode ensuring the participation of all. The presentations of PG students also to be done in the department level.

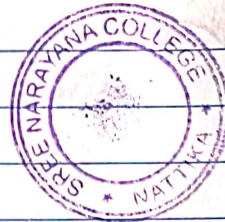
Agenda 4

Any other matter

9. It has been decided to make a finalisation of the forms of feedbacks to be collected before the end of

December and to be circulated to the students.

10. Outcome based education must the communication of P.O, specific programme outcome and course outcome to the students. It has to be implemented effectively through the department heads and concerned tutors.



Justification -

Minutes of meeting of IQAC along with its members held on 6-1-2022 (Thursday) at 2.30 PM in the Principal's chamber.

Agenda

1. Review the activities in December 2021.
2. Update the status of uploading AQAR 2020-21, NIRE and AISHE.
3. UG admission 2021-22
4. Revamping of various clubs activities
5. Any other matter.

Members Present

1. Dr. Leena Ravindran Principal. *Leena Ravindran*
2. Dr. Sankaran K.K. *Sankaran.K.K.*
3. Dr. S. Ajitha *Ajitha*
4. Dr. P. S. Jaya. *P.S. Jaya*
5. Proetha K.C. *Proetha*
6. Dr. Nilgi Palaniandran P. *Nilgi*
7. Dr. Geeta Krishna *Geeta*
8. Dr. Riya V.M. *Riya*
9. Dr. CT. Anila *Anila*
10. DEEPA V. *Deepa*
11. Dr. Anabha E.R. *Anabha E.R.*

Decisions Taken

Agenda 1: Review the activities in December 2021.

1. As per decided the PARAMPARA was organised meticulously as planned and there was a shift of Valedictory Session as the covid cases has shifted high in the state.
2. As the month of December 2021 had many offline programmes, the participation of students increased in all the activities, as the offline programmes made the students more satisfied and happy.

Agenda 2 - Update the status of uploading AQAR 2020-21, AISHE.

3. As the date of uploading AQAR has been extended,
4. It has been decided to upload AQAR by the end of January 2022. The UG and PG admissions, since was incomplete, the data to be obtained also was delayed.

4. To upload AQAR 2020-21, there was a need that AISHE data 2019-20 need to be uploaded before AQAR & hence was decided to ensure the AISHE data to be uploaded by the end of this month. It is to be communicated to the coordinators.

Agenda 3 - UG Admission 2021-22.

5. The UG Admission 2021-22 was completed and the departments has to ensure the filing of all the initial data of the students.
6. It has been decided to collect the report of the Bridge course conducted for the newly admitted students.
7. Due care has to be made to conduct the Aptitude test and to identify the students to advance learners and slow learners.

Agenda 4

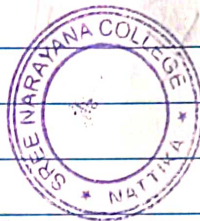
Revamping Various Club Activities

8. It has been decided to ensure that club activities have to be restructured. And has to be completed before the March begins.
9. The club coordinators should ensure the participants list for all the activities concerned and the report must be attached with the participants list.
10. It has been decided to make the club activities more student centric to ensure more participation.

Agenda 5 : Any other matter

11. The feed back ^{for 2021-22} has been finalized and to be collected from outgoing students before March 2022.

12. It has been decided to communicate to the Alumni regarding the audit of Alumni p. to be made on time for the smooth uploading of AQR.



Auditor

Minutes of meeting of IQAC along with its members was held on 23-3-2022 (Wednesday) at 2:30 PM in the IQAC Room.

Agenda :

1. Review the activities from June 2021 to March 2022 with respect to the action plan.
2. Submission of AQAR 2020-21.
3. Feedback regarding curriculum - Students, Faculty, Alumni, Employee & SSS.
4. Future plans for the next Academic year.
5. Any other matter.

Decisions Taken

On Agenda 1

7) Comparison of activities with the action plan showed

Members Present

1. Dr. Leena Ravindran Principal. *Leena Ravindran*
2. Dr. Sankaran K K Sankaran Kid
3. Dr. P.S. Jaya. *P.S. Jaya*
4. DEEPA V *Deepa V*
5. Preetha K. C *Preetha*
6. Dr. Nithya Athandran *Nithya*
7. Dr. Greeta Krishnan *Greeta*

- | | | |
|-----|----------------|--------|
| 8. | E.T. Anitha | Im |
| 9. | Dr. Riya V.M | Quip |
| 10. | Dr. Anabha E.R | allmer |
| 11. | Dr. S. Ajitha. | At |

Decisions taken

Agenda 1

- 1) Comparison of activities with the action plan showed that the approx 75% of the activities were conducted as per planned. And the programmes which could not be conducted were discussed and it was decided to conduct the programmes in the upcoming years.
- 2) It has been decided to increase the participation of students in all the programmes.
- 3) The plan to conduct an International Seminar couldn't be visualized. Hence it was decided to uplift PARAMPPARA Series to an International level in the coming years.

Agenda 2

- 4) AQAR 2020-21 uploading date was fixed by NAAC as March 31st, 2022. 90% of the files are been uploaded and hence it was decided to upload AQAR 2020-21 at the earliest after getting it approved in the college council.

Agenda 3

5. It has been decided to collect the feed back from students, faculty, Alumni & SSS before March 31st and has to be ensured at the department level and the feedback forms will be mailed to all the departments concerned.
6. ~~It~~ Feed back from the employed was not collected and decisions regarding that to be taken later.

Agenda 4.

7. AAA to be implemented from the next academic year.
8. More fund generations must be initiated through IQAC.
9. A Seminar on PBE has to be planned and conducted in the

coming Academic year.

10. It was decided to make media centre more attractive in the campus. which will involve the student participation.
11. More FDP's to be organised from the coming academic year. Faculty to be motivated in the participation of FDP's conducted by outside universities.
12. LMS platform usage has been declining and strict measures to be taken to improve the same. LMS to be used as an effective supplement along with the offline classes.
13. More placements to be generated.

Agenda 5

14. The retiring Principal Dr. Reena Ravindran and former IQAC Coordinator Dr. S. Ajitha (HOD, Chemistry) was felicitated in the meeting. Their suggestions were discussed.
- 15.



Dr. S. Ajitha



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NAAC Re-accredited (III Cycle) with Grade B+ (CGPA: 2.68)
NIRF- 2021: Placed in Rank Band 150-200
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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT 2021-22

Action Taken Report of the meeting of the IQAC

Date: 07 June 2021

Time: 3.00 Pm

Venue: Google Meet

Action Taken Report

- 1) AQAR 2019-20 has been uploaded on 10-06-2021
- 2) Initiatives have been taken by the department of Commerce and Chemistry to start with Certificate Programme
- 3) PTA meetings were organized by all the departments at the last week of June 2021
- 4) Feedbacks and SSS were Collected and analysed
- 5) The Criterion works were entrusted to each Criterion Coordinators as was decided in the meeting
- 6) Best Practice of giving a book to the Library began on the month of June and the practice to be extended by all stakeholders




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NATTIKA

Action Taken Report of the meeting of the IQAC

Date: 8-7-2021

Time: 7.00 P M

Venue: IQAC room

Action Taken Report:

1. Organized an FDP programme (22-7-2021-28-7-2021) with Ramanujan College, New Delhi - Inaugurated by Prof. (Dr) Sabu Thomas, Vice Chancellor, Mahatma Gandhi University.
2. Meetings to conduct the Multi-disciplinary Seminar series (PARAMPARA 2021-22) was initiated .
3. Department whatsapp groups for Alumni was created.




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Action Taken Report of the meeting of the IQAC

Date: 27-9-2021

Time: 3.00 P M

Venue: IQAC room

Action Taken Report:

1. Submitted Kerala Higher Education IT infrastructure survey on 18-08-2021.
2. Conducted Sustainable Financial Models and Fruits of Freedom – National Webinar Series on Developing India @75 on 04-09-2021 -13-9-2021(8 Sessions)
3. NIRF Ranking 2021 published on 09-09-2021. Our College is in 150-200 rank band
4. Aptitude tests were conducted by all the departments and bridge courses were conducted for the needy students.
5. Health Related posters were displayed in the campus as per covid protocol before the commencement of classed
6. KSCSTE Research Support Scheme Proposal was submitted by two teachers
7. ICPR Periodic Lecture Series was applied, Coordinator- Dr Sreela Krishnan
8. Meeting Research & Publication Committee(Parambara 2021) on 27-10-2021 for the smooth conduct of Parambara Series.




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NATTIKA

Action Taken Report of the meeting of the IQAC

Date: 23-11-2021

Time: 2.45 P M

Venue: Principal's Room

Action Taken Report:

1. Initiatives and monitoring by all the heads of departments to increase the results of the upcoming batches
2. IQAC Conducted a Motivational Talk for P.G. Student by Mr. Vishnu V S , Alumni from Commerce Department, NET holder and Physically disabled person on 06-12-2021:
3. Parampara 2021- Series began on 10-12-2021: Inauguration of: PARAMPARA-2021” a multidisciplinary international webinar by Prof. C Sudarsan Kumar, Former Director, School of Pure and Applied Physics & Dean of Science, M.G. University Kottayam. The session was followed by sessions by all the departments on various topics in the month of December
4. DBT Star College online Presentation by Mr. Praveen V Prasad.on 21-12-2021




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Action Taken Report of the meeting of the IQAC

Date: 06-01-2022

Time: 2.30 P M

Venue: Principal's Room

Action Taken Report:

1. Provisional affiliation of B.Voc Food Technology (Food Processing & Safety Management) –Self financing Course received from Calicut University on 11-01-2022.
2. NIRF data (2020-21) uploaded on 10-02-2022: – Coordinator- Mr. Praveen V Prasad.
3. Letter Was received from DBT for provisionally selected as STAR Strengthening College Scheme on 10-02-2022:
4. AISHE Reprt 2020-21 was uploaded on 24-02-2022:




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Action Taken Report of the meeting of the IQAC

Date: 23-03-2022

Time: 2.30 P M

Venue: IQAC Room

Action Taken Report:

1. AQAR 2020-21 uploaded on 3rd May 2022.
2. The reports of all the Clubs and committees were collected before May 2023
3. IQAC prepared The Action Plan for the new academic Year 2022-23.




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