



Dr. P S Jaya
(Principal)

SREE NARAYANA COLLEGE, NATTIKA

(ESTD: 1967; Affiliated to University of Calicut)

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

www.sncollegenattika.ac.in; snnattika@gmail.com

INTERNAL QUALITY ASSURANCE CELL



Dr. Sankaran K K
(IQAC Coordinator)

IQAC MINUTES AND ACTION TAKEN REPORT(2022-23)



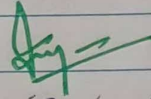
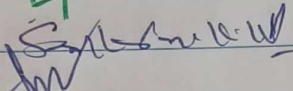
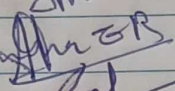
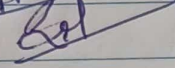
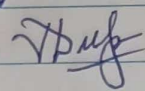

PRINCIPAL
Principal
(Full Additional Charge)
Sree Narayana College
Nattika

Minutes of the meeting of IQAC at 2:30 PM (Monday) on 20-06-2022 in the IQAC Room

Agenda :

- 1) Re-constitution of IQAC
- 2) Review of the AQAR 2020-21
- 3) Action plans for the next Academic year
- 4) Any other matter.

Members Present

1. Dr. P. S. Jaya 
2. Dr. Sankaran K K 
3. Dr. C. T. Anitha 
4. Dr. Anabha ER 
5. Dr. Sreela Krishnan 
6. Dr. Nithya Sathindran P 
7. Preetha K C
8. Dr. Riya V M.
9. DEEPA V 

DECISIONS TAKEN

Agenda 1 - Reconstitution of IQAC.

1) The former IQAC members shall continue with some shift in the positions. Dr. P. S. Jaya, Principal in charge to be positioned as the chairperson. Dr. R. Ravindran,

Research officer, S.N Trust, Management representative to be a new member and Sri A. Ajaykumar, Junior Superintendent also added as a new member. All the other members continue in their respective position and Dr. Keena Ravindran, former Principal and Dr. S. Ajitha, former HOD, Department of Chemistry was removed from the list due to their retirement from the service. The new criteria coordinators are as follows:-

- Criteria I - Dr. Sreelakrishnan.
 - Criteria II - Dr. Praveen V Prasad
 - Criteria III - Dr. Anabha E.R.
 - Criteria IV - Smt. Preetha K.C.
 - Criteria V - Smt. Deepa V
 - Criteria VI - Dr. C. T. Anitha
 - Criteria VII - } Dr. Riya VM
 } Dr. Nithya Sathianandran P.
- Financial Audit: Sri Sajooj Kumar K.P.

Agenda 2 - Review of AQAR 2020-21.

- 2) After a thorough review of AQAR, it was decided to give more concentration on the quality to be kept while uploading the data. The deconflicted data collection need to be assured through proper channels for the data to be properly documented. It was decided to maintain the hardcopies of the data in the IQAC room.
- 3) It was decided to give more concentration

on conducting Add on / certificate courses / value based courses in the department level. Alumni feed back to be strengthened in the department level by insisting the former students.

Agenda 3 - Action Plan for the next Academic year.

- 4) It was decided to give an orientation to teachers on AAB and to conduct an Audit from this academic year.
- 5) NAAC Sponsored (both funded & nonfunded) ~~to be~~ Seminars have to be applied for.
- 6) It was decided to conduct more seminars on IPR, DBE based learning, NEP as it is to be implemented & seriously dealt with.
- 7) Programmes on Gender Equity need high priority.
- 8) Due care to be taken by the respective teachers in the teaching learning process.
- 9) Academic calendar 2022-23 will be issued to all departments and the departments shall ensure the observance of the important days specified in the calendar which fits in the relevance of the departments.
- 10) The clubs and committees will be reconstituted and will be circulated within this month or next month as there will be some transfers which is expected.

in the month end, which shall be incorporated ~~and~~ in the new list. A committee consisting of Principal, IQAC coordinator and two members of the IQAC was initiated for the clubs & committees reconstitution.

Agenda 4 - Any other matter

- (i) Since there was an overlap in the master time table for the Language Teachers and their grievance regarding the same, it was decided to convene a meeting of the Timetable committee within this week itself, as their classes were getting effected.

Minutes of the meeting of IQAC at 2:00 PM (Monday) on 22/08/2022 in the IQAC Room.

- Agenda :
- 1) Result Analysis of VG (2019-22)
 - 2) Academic Calendar 2022-23
 - 3) Action plans for this Academic year (IQAC, Department, clubs & committees)
 - 4) Any other matters.

Members Present

1. Dr. Jaya P S
2. Dr. Sankaran KK. ~~Sankaran~~
3. Nithya Sathianathan.p. ~~Nithya~~
4. Vidhu Johnson ~~Vidhu~~
5. Dr. Preela Krishnan ~~Preela~~
6. Sayog Kumar ~~Sayog~~
7. DEEPA V ~~Deepa~~
- 8.

DECISIONS TAKEN

Agenda 1 - Result Analysis of VG (2019-22)

- 1) The consolidated VG results of the college was analysed in detail in comparison with the university average. The results were comparatively poor compared with the previous years and compared with the university average. It was decided to work more on the

teaching learning process and improve the results, which stands as the basic requirement of the college.

2. While evaluating the results, subject wise analysis was made and it was found that majority of the BA (Malayalam) students have their subject arrears in English. It was felt that they need more individualised approach in their English paper to make them get a pass mark. It was decided to give more attention to the Malayalam students in their English papers.

3. It was also found that there were few arrears in the open course subjects. There are students who failed only in open course subject - which is selected on an open basis by each student. It was decided to change or make the selection criteria of open courses in a student friendly manner so that the results can be made even better.

4. It was decided to make the examinations (internal), evaluation in a stipulated time and to conduct PGA meetings on timely basis and conduct focused remedial teaching which should improve the results of the college.

Agenda 2 : Academic Calendar 2022-23

5. An Academic calendar for the year 2022-23 has been finalized and circulated. And it was decided to mandatorily observe all the important days by the departments, and concerned clubs and committees. And the reports need to be sent to the IQAC.
6. The Departments and the coordinators of various clubs were communicated to strictly follow the Academic calendar for the year.

Agenda 3 : Action Plans for this Academic year (IQAC, Department, clubs and committees).

7. There was a delay in setting the action plans by the departments and it has to be seriously dealt with. And it was instructed to give the action plan on time bound which will make the working pattern more effectively. IQAC congratulated the Department of Mathematics for setting out an effective Action Plan.
8. More proposals for the seminars and projects have to be initiated by each department and faculty and proper review of the proposals will be duly conducted by the IQAC.

9. All the clubs and committees have to be run more effectively as some of the clubs are found to be only in reports.

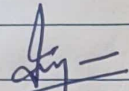
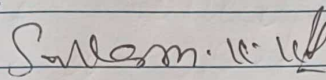
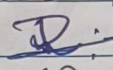
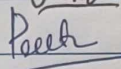
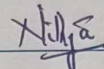
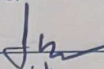
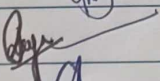
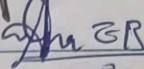
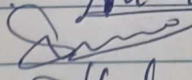
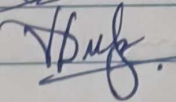
Agenda 4 - Any other matters

10. Since the chemistry department was uplifted to research department, the need for inaugurating the Research Lab need to be given high priority and it need not be delayed.
11. Discipline of the college need to be maintained on a strict basis as it affects the quality of the entire process.

Minutes of the meeting of IQAC at 2:00 PM (Thursday) on 27/10/2022 in the IQAC Room.

Agenda : 1) Result Analysis of PG (2020-22) & II VG - April 2021.
2) Admission status 2022-23
3) Uploading AQAR 2021-22
4) Any other matters.

Members Present

1. Jaya P S 
2. Dr Sankaran K K 
3. Proween Upward 
4. Reji V S 
5. Preetha K C 
6. Dr. Sreela Krishnan 
7. Dr. Nithya Sathianandan P 
8. Dr. CT. Anitha 
9. Dr Vidhu Johnson 
10. Dr. RIYA V. M 
11. Dr. Anabha G. R. 
12. Jayaraj 
13. DEEPA Y 

Decisions Taken

Agenda 1 - (Result Analysis of PG (2020-22) & II VG - April 2021)

1. The analysis of PG results shows that

The results are decreasing compared to the previous years. It was decided and instructed to all departments that detailed analysis has to be made regarding the results published. The department meetings need to be conducted at the earliest and remedial measures have to be taken.

2. IInd Semester UG ^{April 2021} results also got published. There should be a continuous interaction with the parents regarding the progress of the students. PTA report also need to be sent to the IQAC at the earliest.

Admission Status 2022-23 (Agenda 2)

3. The students going to abroad and other status increases after each year and this adversely affects the admission status through out Kerala and our college. There is a decrease in the entry level marks and the demand ratio for all the UG and PG programmes. Strict Academic quality need to be maintained to prevent the quality being deteriorated.

Agenda 3 - Uploading AQAR (2021-22)

4. It is decided to finish the uploading procedure of AQAR (2021-22) at the earliest (as of now before December 31st)

- 5) The data collection process for A&AR 2020-22 is decided to be done centrally by IQAC through departments and the centrally collected data will be reprocessed by the criteria coordinators.

Agenda 4 - Any other matter

6. It is decided to convene meetings for the smooth planning & conduct of PARAMPARA 2022. Research committee shall initiate the process.
7. DBI project was reviewed. Student star project has been initiated.
8. Observance of days to be done in a qualitative way.

Minutes of the meeting of IQAC at 3:30 PM
(Thursday) on 18-11-2022 in the Principal's
room.

Agenda

1. Uploading AQAR 2021-22
2. Any other matters.

Members Present.

1. Jaya P S ~~Ag~~
2. Dr Sankaran K K ~~Subramanian~~
- 3.
- 4.
- 5.

Decisions Taken

Agenda 1 - Uploading AQAR 2021-22.

1. It was decided to include two more members in IQAC committee - Virek, Assistant Professor in Chemistry & Arya, Viswanath, Assistant Professor in Malayalam.
2. It was decided to complete the data collection process by ^{second week of} December for the easy completion of uploading of AQAR. The format of data to be collected will be mailed to the departments at the earliest.

Agenda 2Any other matter

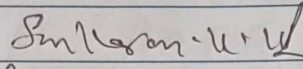
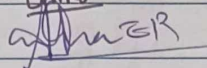
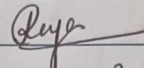
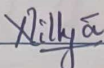
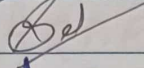
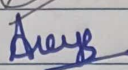
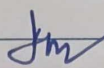
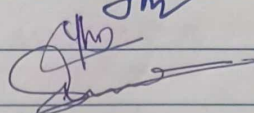
3. It was decided to conduct a General Staff meeting for giving general instructions regarding the criteria work and to enhance quality.

Minutes of the meeting of IQAC at 2:30 PM
(Thursday) on 5-01-2023 in the IQAC
room.

Agenda

1. Review of the activities - November & Dec 2022
2. Uploading status of AISHE & AQAR 2021-22
3. Parampara 2022-23
4. Any other matters.

Members Present

1. Jaya P S 
2. Dr Sankaran K K 
3. Reji V S 
4. Anabha ER 
5. Vivek B 
6. RIYA V M 
7. Nithya Sathianandan P 
8. Dr. Sreela Krishnan 
9. Anya Viswanath 
10. C.T. Anitha 
11. Vidhu Johnson 
12. Sayoj Kumar

DECISIONS TAKEN

Agenda 1 - Review of the activities - November and December 2022.

1. Reviewing the activities of November and December highlighted that there's an increase in the quality measures of the

department activities, cells and clubs. Hence it was decided to continue with the same quality and to give thrust to the students who get benefitted with the programmes.

Agenda 2 - Uploading Status of AISHE & AQAR 2021-22.

2. The data collection of AISHE has been completed and it will be uploaded in the month of January.
3. It was decided to speed up the data collection of AQAR 2021-22. The centralised data collection work is done by IQAC through the department heads and complainers will be carried out by the respective criteria coordinators. It is decided to complete AQAR 2021-22 at the earliest.

Agenda 3 - Parampara 2022-23

4. It is decided to conduct the Parampara 2022-23 in the month of January. The inauguration is proposed to be conducted on 10th January 2023. Quality must be ensured & it's decided to elevate the standard of the programme to an International level in the coming years.

Minutes of the meeting of IQAC along with all faculty members at 1:30 PM on 27-03-2023 in the Seminar Hall.

Agenda

1. Review of the activities in the academic year 2022-23
2. Action Plan for the academic year 2023-24
3. Any other matters.

Members Present

1. Ganga P S *Yes*
2. Dr Sankaran K K *Sankaran.K.K*
3. DEEPA V *Deepa*
4. Babitha B *B*
5. Dr. SREEDHANYA R *Sr*
6. Nithya Sathandran P *Nithya*
7. Arathy K D *Arathy*
8. Silpa K.S. *Silpa*
9. Anila N.A. *Anila*
10. Riya V.M *Riya*
11. Sreenee T.D - *Sreen*
12. Kavitha M V *Kavitha*
13. Amrutha Sasidharan *Amrutha*
14. Monu K.M *Monu*
15. Dr. Chitra G. *Chitra*
16. Sheeja - P. Parayil *Sheeja*
17. Vp dhan Johnson *Vp*
18. Remya V.L *Remya*

19. C.T. Anita Jm
20. Dr. Rajesh K M RKM
21. Bibin Prabhee Bina
22. Dr. Siji Narendran. NK ~~SA~~
23. Prabhu V Prasad R.
24. Vardhya. E.A. CAG
25. Poovana Vijayan Deavy
26. Vidya A C
27. Ranjini R. Varma sharyu
28. A.S. Prayanka H
29. Dr. Sreela Krishnan. S
30. Dr. Simi S. S
31. Dr. Binitha V.S. S
32. Sreelatha C C
33. Pushpalatha V V
34. Diviya K D P.P.
35. Yamuna K. G. Y. amuna K.
36. Preetha. K C Preet
37. Saritha Nandanan S
38. Dr. Vivek B S
39. Jeneena. K. B. S
40. Jyothirmol K.P. S
41. Jemy L S
42. Anasha ER P. Anasha
43. Soumya C-S S
44. Anya Viswanath deys

DECISIONS TAKEN

Agenda 1 - Review of the activities in the academic year 2022-23.

1. Considering the activities of 2022-23, it was proposed to conduct more certificate / Add on

courses in the next academic year. 2022-23 report showed the number as 5.

2. It was decided to conduct all the programmes in a hierarchical manner - both academic and club activities. Reporting to the IQAC before and after the programmes have to be complied with systematic procedure to be maintained by Academic Monitoring Committee. If not kept, the programme will not be counted.
3. Field work, Internship and Project work need to be properly documented and more initiatives need to be done in the department level to increase the Internships.
4. More efforts to be done at departmental level to increase the number of feedbacks from the employers, alumni & students.
5. Steps & initiatives need to be taken to make all the faculties register for PH.D.
6. KSCITE, UGC & other agencies need to be explored for more funding in the college.
7. Agenda 2 - Action Plan for the Academic year 2023-24
7. Proposed number of certificate / Value added programmes - Target to be fixed as 20.

8. It was decided to focus more on the enrollment of students in certificate courses, Internship, Project & field works. as 75% of the students to be enrolled in certificate courses and at least 60% to be included in internship, projects & field works.
9. More thrust to be given by the teachers on Teaching - Learning and thereby to increase the pass percentage to 90% in 2023-24
10. The research departments need to concentrate more on Seminars/workshops in Research Methodology, IPR & Entrepreneurship. Minimum of two programmes each.
11. Maximum research papers in VGC, Comelist, SCOPUS/ Web of Science - Target to be fixed as 10.
12. Maximum papers in National/ International conference proceedings - Target for 2023-24 fixed as 20.
13. It was decided to strengthen the extension and outreach programmes of CUSSP/ NCC/ NSS/ Swachh Bharat/ VBA - Target for 2023-24 fixed as 20.
14. More number of MOU's to be promoted. Target fixed as 10.

15. More initiatives to be taken to promote maximum number of benefitted students in Scholarships / endowments.
16. Capacity building programmes to be concentrated (Skill enhancement in Softskill, Language and communication skills, Life skills & Computing Skills).
17. The teachers need to concentrate in enhancing their capacity by attending more number of FDP's & Short term courses.
18. It was decided to give more Thrust on the practice of Institutional distinctiveness.



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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT 2022-23

Action Taken Report of the meeting of the IQAC

Date: 20-06-2022

Time: 2.30 PM

Venue: IQAC ROOM

Action Taken Report

1. Academic Calender 2022-23 was issued to all the departments
2. Clubs and committees were reconstituted on 6-7-2022
3. An initiation with Manappuram Foundation to start Add on/ Certificate courses on 19-7-2022
4. Anti Narcotic Awareness, National Statistical Day Celebration, Gender sensitization Programme, YUVA, Arogyamela, Eye test Camp , Independence Day Celebrations, were some of the activities initiated by various Clubs of the College.
5. A meeting was organized on 18-7-2022 with the Academic Committee to review first semester UG university examination result November 2020.
6. Library initiated the book treat Festival and book winner Competitions .
7. Academic Worksops, Quiz , seminar series, were conducted as per the action Plan.




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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT 2022-23

Action Taken Report of the meeting of the IQAC

Date: 22-08-2022
ROOM

Time: 2.00 PM

Venue: IQAC

Action Taken Report

- English subject was given due care to the Malayalam Students as many had arrear on English papers in the University results.
- 38 Students participated in the five-day residential camp at Madurai initiated by YUVA
- 24-08-2022: College received the sanction letter from DBT- STAR Colleges containing Rs. 84 lakhs for improving undergraduate basic science program.
- 29-08-2022: Successfully submitted KSHEC Survey 2021-22.
- 31-08-2022: National Seminar proposal submitted to Indian Parliamentary Affairs, Thiruvananthapuram by Economics Department.
- 07-10-2022: Fifth Semester Internal Examination Started.
- 17-10-2022 : PTA Meeting of fifth semester UG in order to brief their performance in the internal examination.
- 27-10-2022: Thrissur Management Association (TMA) Chapter launched at Sree Narayana College, Nattika. MOU signed with TMA and S.N. College, Nattika.
- Academic and club activities were carried on as per the academic calendar which was monitored by IQAC.




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Action Taken Report of the meeting of the IQAC

Date: 27-10-2022

Time: 2.00 PM

Venue: IQAC ROOM

Action Taken Report

- 27-10-2022 : Dr. Binitha V S & Dr. Nithya Sathyendran got Research Guide ship from Calicut University. Research Centre: Christ College, Irinjalakuda.
- 02-11-2022: Dr. Vivek & Dr. Laxmipriya become Research Guide at Department of Chemistry, Sree Narayana College, Nattika.
- Meetings were conducted by Research Committee for the timely conduct of PARAMPARA
- Data Collection Templates were sent to the departments as a part of Centralized Collection for the timely upload of AQAR 2021-22
- Academic and club activities were carried on as per the academic calendar which was monitored by IQAC




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Action Taken Report of the meeting of the IQAC

Date: 18-11-2022

Time: 3.30 PM

Venue: IQAC ROOM

Action Taken Report

- 28-11-2022: General Body meeting of Teachers – AQAR 2021-22, IIC & General Discipline.
- Nobel Laureates Lecture Series was conducted by the Research Committee.
- 13-12-2022: Certificate programme by Commerce department started.
- 20-12-2022 : Awareness Programme on Intellectual Property Rights (IPR) by Ms. Lavanya Madduri, Examiner-Patents & Designs (Group A Gazette) in Indian Patent Office, Chennai & NIPAM officer of Govt. of India
- Data Collection for AISHE & AQAR 2021-22 were in progress.
- Academic and club activities were carried on as per the academic calendar which was monitored by IQAC




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Action Taken Report of the meeting of the IQAC

Date: 05-01-2023

Time: 2.30 PM

Venue: IQAC ROOM

Action Taken Report

- 10-01-2023 : Inauguration of “ Parampara 2022-23” by Prof. (Dr.) Suresh C Pillai, Professor, Atlantic Technological University, Ireland.
- 09-02-2023 : University Inspection members for granting Research Centre- Commerce & Zoology visited. Prof. B Johnson, Prof. K C Chithra & Prof. Baby Shari represented the University team and recommended for revisit.
- 20-03-2023 : Dr. E R Anabha submitted a Project Proposal CRG under DBT scheme.
- 27-03-2023 : PTA Merit Day 2022-23 & Farewell to Retiring Staff- Smt. Manjula Arunan, Member, District Panchayath, RDC Convenor, PTA Executives attended the meeting.
- Uploading work for AQAR 2021-22 were in progress.
- AISHE 2021-22 was uploaded.
- Academic and club activities were carried on as per the academic calendar which was monitored by IQAC




PRINCIPAL
Principal
(Full Additional Charge)
Sree Narayana College
Nattika



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(ESTD: 1967; Affiliated to University of Calicut)

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

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INTERNAL QUALITY ASSURANCE CELL

Action Taken Report of the meeting of the IQAC

Date: 27-03-2023

Time: 1.30 PM

Venue: Seminar Hall

Action Taken Report

- Action Plan for the Academic Year 2023-24 was prepared by IQAC and departments.
- AQAR 2021-22 was in progress and final uploading to be done before May 2023.
- Academic and club activities were carried on as per the academic calendar which was monitored by IQAC
- All the reports of various clubs, committees and departments were collected before March 31st for the timely consolidation of Annual reports to be sent to all the stakeholders




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