

SREE NARAYANA COLLEGE, CHEMPAZHANTHY



(ESTD. IN 1964)
MANAGED BY THE SRI NARAYANA TRUSTS, KOLLAM

AFFILIATED TO THE UNIVERSITY OF KERALA, RE ACCREDITED BY NAAC WITH B GRADE (CGPA 2.74)

Dr. JITHA S.R., M.Phil., Ph.D
Principal

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Minutes of the meeting of the IQAC held at 3.15 pm on 26-06-2019 at the Principal's Chamber

Agenda

1. Action plan 2019-20
2. Result Analysis
3. AQAR 2018-19
4. Submission of annual report 2018-19
5. Discipline committee
6. Formulation of clubs and committees
7. Orientation class on NAAC Accreditation

Members present

1. Dr. Jitha S.R
2. Dr. Raakhee A.S
3. Dr. Uthara Soman
4. Smt. Lakshmi A.J
5. Dr. Ambili Raj D.B.
6. Smt. L. Neena
7. Smt. Aishwarya A.S
8. Dr. Aravind Thampi

The first IQAC meeting for the academic year 2019-20 started with Gurusmarana. Principal Dr. Jitha S.R welcomed the members. The committee analysed the results and congratulated the departments for securing ranks in the Kerala University examinations Veena M.C of Geology department secured second rank and Lakshmi S.J of Psychology department and Anu Ann James of Sociology department secured fourth rank in the Final year examination.

The action plan for the academic year 2019-20 collected from the heads of various departments were discussed. As the detailed action plan of the college is to be submitted to the management, necessary modifications were made after the discussion.

The meeting recommended to entrust the academic committee to undertake the result analysis of the final year examinations which were held in

April 2019.



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The committee highlighted the significance of timely uploading of AQAR online. All data pertaining to AQAR 2018-19 is to be collected from departments, college office and library. Heads, CLMC convenor, Research committee and Nodal officer of AISHE are to help IQAC in this regard.

The principal pointed out the significance of maintaining discipline inside the campus. It was decided to reconstitute the discipline committee.

The meeting also decided to formulate clubs and committees for this academic year following the University and UGC regulations.

In order to give an Orientation to teachers on NAAC accreditation, the meeting decided to invite Dr. R Raveendran, Research officer, S.N Trusts as the resource person.

Action Taken Report

- The Action plan 2019-20 was finalized.
- UG result analysis was successfully completed by the CLMC
- Data collection forms for AQAR were forwarded to departments.
- Discipline committee was reconstituted and D.R Kumar S.P of Economics department was appointed as the convenor of the committee.
- Clubs and committees for the academic year 2019-20 were formulated. The following faculty members were nominated as convenors of the respective committees.

Academic Committee - Dr. Regi S.R

Research Committee - Dr. S.Suja

CLMC - Dr. Regi S.R

Grievance Redressal Cell - Smt. Veena C

Internal Complaints Committee - Smt. Neena L

Career Guidance Cell - Dr. Asha S Kumar

Admission Committee – Dr. Nishima J.S.

Anti ragging Cell - Smt. Remya C.R

- Submitted Annual Report 2018-19 to SN Trusts.
- An orientation program for teachers “**Challenges of NAAC Accreditation in Higher Education**” by Dr. R. Raveendran, Research Officer, S.N Trusts was held on 30th August 2019.

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Minutes of the meeting of the IQAC held at 3.30 pm on 16-10-2019 at the Principal's Chamber

Agenda

- 1 AQAR 2018-19 Consolidation
- 2 Annual Administrative Report
- 3 NIRF
- 4 Founders day commemoration
- 5 Spectrum Seminar Series
6. Know Your College program
7. Induction program for first year students
- 8 Fifth semester Internal examinations

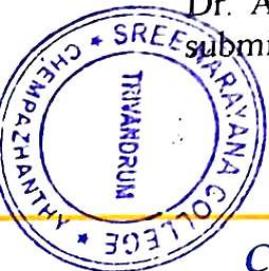
Members present

1. Dr. Jitha S.R
2. Dr. Raakhee A.S
3. Dr. Uthara Soman
4. Smt. Lakshmi A.J
5. Dr. Ambili Raj D.B
6. Smt. L. Neena
7. Smt. Aishwarya A.S
8. Dr. Aravind Thampi

The meeting started at 3.30 pm with Gurusmarana. The college principal Dr. Jitha S.R welcomed the members. As the online submission of AQAR should be done before December 2019, it was decided to constitute a committee with following members for data consolidation. Dr. Nishima J.S, Smt. Lakshmi A.J, Dr. Ambili Raj D.B, Smt. Dhanya S.R, Smt. Aishwarya A.S, Smt. Julie P.S and Dr. Jinu S.Rajan

The meeting decided to collect data from departments for submitting the Annual Administrative Report to the Deputy Director of Collegiate Education and also for furnishing the data regarding the students and staff of the college to DCDC as a part of verification of the implementation of reservation policy of Government on aided colleges.

Dr. Ambili Raj D.B of Chemistry department was entrusted with NIRF data submission. Data required for NIRF have to be collected from the departments.



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Principal suggested that the founder's day is on 7th November, along with founders day programme, the inauguration of Spectrum Seminar Series can also be organized, Smt. Remya C.R of English department was nominated as the convenor for organizing the seminar series.

The committee decided to conduct the Know Your College program on 7th November. CLMC convenor Dr. Regi S.R was assigned the duty to organize the program. The committee opined that an induction program should also be organized along with the "Know Your College" program.

The committee decided that the departments can conduct the fifth semester internal examinations on their convenient dates. But the examination of all open courses must be conducted on a common day.

Action Taken Report

- Consolidation of AQAR 2018-19 data was completed.
- The Annual Administrative Report was submitted to the DC on 29-10-2019.
- NIRF data was submitted.
- The inauguration of Spectrum Seminar Series was conducted along with the founders' day celebration on 7th November 2019 by Sri Kadakampally Surendran, Hon. Minister of Tourism, Cooperation and Devasom.
- The "Know Your College" program was organized on 07/11/2019. An induction program by Dr. Justin Padamadan, Former Clinical Psychologist, Govt Medical College, Thiruvananthapuram was also conducted.
- The fifth semester internal examinations were conducted by all departments and the mark lists were submitted to the CLMC



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Minutes of the meeting of the IQAC held at 3.30 pm on 13-12-2019 at the Principal's Chamber

Agenda

1. AQAR 2018-19 submission
2. Functioning of clubs and committees
3. Kerala University Annual Report
4. Spectrum Seminar Series
5. Nodal Officer for Scholarships

Members present

1. Dr. Jitha S.R.
2. Dr. Raakhee A.S. *Raakhee*
3. Dr. Uthara Soman *Uthara*
4. Smt. Lakshmi A.J. *Lakshmi*
5. Dr. Ambili Raj D.B. *Ambili*
6. Smt. L. Neena *Neena*
7. Smt. Aishwarya A.S. *Aishwarya*
8. Dr. Aravind Thampi *Aravind*

The meeting started with Gurusmarana. The Principal welcomed the members. As the NAAC has extended the date for AQAR submission, the committee decided to submit it by the end of the academic year.

The distributions of students to various mandatory clubs have been completed. All clubs should organize programs and activities for its members. While some clubs are active certain others have not started their activities. The committees have to plan their activities and organise program for the students. The general convenor of club activity Dr. Vysakh A.S is to closely monitor the functioning of all mandatory clubs.

The meeting decided to submit the data pertaining to our college to be included in the Annual Report of the University for the year 2019 immediately



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The committee observed that some departments are yet to conduct the Spectrum seminar Series. Remaining departments shall be intimated to organize the seminar series at the earliest.

Smt. Aswathy S.P who is in charge of student scholarships is the Chief Superintendent of Examinations of Sree Narayana College, Chempazhanthy. As it is difficult for her to manage both duties at the same time, the committee decided to hand over the charge of scholarships to Dr. Dhanya S.R, Head, Department of Mathematics.

Action Taken Report

- The data for Annual Report 2019 of Kerala University was submitted on 4th January 2020.
- The clubs and committees started functioning actively.
- Spectrum seminar series were organised by the departments.
- Appointment order was issued to Dr. Dhanya S.R as Nodal officer of scholarships.



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Minutes of the meeting of the IQAC held on 03-02-2020, 3.00 PM at the Principal's chamber

Agenda

- 1 Spectrum Valedictory Ceremony
- 2 Merit Event
- 3 Uploading AQAR 2018-19
- 4 Re constitution of ICC
- 5 Activity Reports of Departments
- 6 S4 internal examinations
- 7 Requirements of the departments

Members present

1. Dr. Jitha S R
2. Dr. Raakhee A S
3. Dr. Uthara Soman
4. Smt. lakshmi A.J
5. Dr. Ambili Raj D.B
6. Smt. L. Neena
7. Smt. Aishwarya A.S
8. Dr. Aravind Thampi

The meeting started at the Principal's chamber with Gurusmarana. Principal welcomed the IQAC members. Principal suggested that as almost all the departments have organised Spectrum seminars the Valedictory ceremony may be conducted on 20th February 2020. Remaining departments should conduct the seminars before 20th February.

The committee opined that Merit Event shall be organized along with the Spectrum Valedictory Ceremony. Class toppers of University examinations and students who have excelled in Sports and Cultural events shall be honoured in the function. The meeting decided to inform head of the departments to invite the class toppers and other students with remarkable achievements for the programme.

The committee decided to upload AQAR 2018-19 before March 15th. As Smt. L. Neena, Convenor of Internal Complaints committee will be retiring from service on March 2020, it was decided to re constitute ICC. The committee nominated Dr. Nishima J.S, Head, and Department of Psychology as the new convenor.



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The committee decided to conduct the fourth semester internal examinations on February last week. Dr. Regi S.R, Coordinator of internal examination, with the help of committee members can utilize the PTA fund for conducting the examinations.

The meeting decided to inform all HOD's to submit the activity reports of their respective departments before 30th March. Heads should also submit the requirements of their departments.

Action Taken Report

- Spectrum Valedictory ceremony was held on 20th February 2020.
- The Merit Day 2020 was also held along with the valedictory ceremony.
- Appointment order was issued to Dr. J.S Nishima, ICC convenor.
- S4 internal examinations were conducted from 26th to 28th February 2020th
- AQAR 2018-19 was uploaded in the NAAC portal
- Reports of departmental activities and departmental requirements were collected from all departments.



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