



SREE NARAYANA COLLEGE

KARAMCODE P.O., CHATHANNUR, KERALA, PIN : 691572

Affiliated to the University of Kerala

NAAC Accredited with 'B' Grade



Dr. M.S. Latha MSc. Ph.D, PDF

Principal

Mob : 9400648068

e-mail : latams@yahoo.com lathams2014@gmail.com

Managed by the Sree Narayana Trusts, Kollam

Phone : 0474 2593312

E-mail : snchathannur@gmail.com

www.sncollegechathannur.com

Minutes of the IQAC Meeting held on online mode on 5th June 2020 at 10.30 am

Ref. No. UGC/2476/2022

Date.....16/8/22.....

The meeting commenced at 10.30 am with a silent prayer and Smt Parvathy Nand welcomed all members to the first meeting of IQAC. Dr.M.S ,Latha , Principal presided over the meeting. New members to the committee were introduced and welcomed in the meeting.

Members Present:

Chairman:Dr.M.S.Latha, Principal { Chairman}

IQAC Coordinator:

Smt.Parvathy Nand , Assistant Professor in Commerce { IQAC Coordinator}

Member from Management

Dr.S.Jayadevan { Management Nominee, SN Trusts, Kollam} Present Online

External Expert

Dr. Indulekha, Professor, School of Pure & Applied Physics, Mahatma Gandhi University, Kottayam. Present Online

Industrialist:

Dr. Nideep A, Accubits Technologies , Ernakulam {Industrialist } Present Online

Administrative Officers:

1. Dr.M.G.Biju , HoD & Assistant Professor in Commerce
2. Dr.N.B. Sreekala , HoD & Associate Professor in Chemistry
3. Dr.Rani Rajeevan , HoD & Assistant Professor in Mathematics
4. Dr,Nisha Somarajan, Assistant Professor in English
5. Dr. Subhash Chandran , Associate professor in Hindi
6. Dr.S.Vishnu, Assistant Professor in Commerce
7. Smr.Biji.B., Assistant Professor in Commerce
8. Sri.Kiran MohanM , Assistant Professor in Malayalam

Student Representative:

Sreejesh { BCom}

AGENDA :

- ❖ To give a brief outline of all the duties and responsibilities of members of the newly constituted IQAC team.



Handwritten signature of the Principal, Sree Narayana College, Chathannur.

Handwritten signature of the IQAC Coordinator, Smt. Parvathy Nand.

Handwritten signature of Dr. M.G. Biju.

Handwritten signature of Dr. Rani Rajeevan.

Handwritten signature of Dr. Nisha Somarajan.

Handwritten signature of Dr. Subhash Chandran.

Handwritten signature of Dr. S. Vishnu.

Handwritten signature of Smr. Biji. B.

Handwritten signature of Sri. Kiran Mohan.

Handwritten signature of Sreejesh.

- ❖ Uploading of AQAR 2019-2020.
- ❖ To schedule the time table and other academic relate matters for classes successfully.
- ❖ Preparation of Action Plan for the academic year 2020-2021.
- ❖ Awareness program for COVID-19
- ❖ Conducting webinars

Discussions in the meeting:

The meeting was chaired by Dr. M.S. Latha {Principal } and the Smt. Parvathy Nand { IQAC Coordinator} discussed topics on various matters ,

- ♣ The duties and responsibilities of each member of the IQAC committee was clearly defined and stated to work together for the upliftment and nourishment of the college.
- ♣ Necessary initiatives and action to be performed for the preparation and submission of AQAR 2019-2020.
- ♣ Preparation of general and department wise timetable for running the online classes.
- ♣ A plan of action to be prepared and collected from each department of the college.
- ♣ An awareness program among students were scheduled to fight against Covid -19 on online mode
- ♣ Planned to conduct webinars on multidisciplinary subjects.

Action taken report:

- Under the Coordinator ship of Dr.Sreekala N.B., Associate Professor in chemistry had discussed and assigned the criterion wise preparation of required files and data collection among the faculties of the college for the uploading of AQAR 2019-2020.
- General timetable and the department wise timetable are decided to design and circulate among the students for conducting the online classes during pandemic period.
- Each department agreed to prepare the plan of action for the academic year 2020-2021.
- Different clubs of the college agreed to conduct online awareness program for the students to fight against Covid-19.
- The department wise webinars on both general and subject related areas for the academic year were agreed upon.


PRINCIPAL





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Ref. No. UGC/2476/2022 **Minutes of the IQAC Meeting held on online mode on 10th July 2020 at 3:00 pm** Date 16/8/22

The meeting commenced at 3.00 pm with a silent prayer and Smt. Parvathy Nand , IQAC Coordinator welcomed the members to attend meeting of IQAC. Dr.M.S.Latha , Principal presided over the meeting.

Members Present:

Chairman:Dr.M.S.Latha, Principal { Chairman}

IQAC Coordinator:

Smt.Parvathy Nand , Assistant Professor in Commerce { IQAC Coordinator}

Member from Management

Dr.S.Jayadevan { Management Nominee, SN Trusts, Kollam} Present Online

External Expert

Dr. Indulekha, Professor, School of Pure & Applied Physics, Mahatma Gandhi University, Kottayam. Present Online

Industrialist:

Dr. Nideep A, {Industrialist} Present Online

Administrative Officers :

♣ Dr.N.B. Sreekala , HoD & Associate Professor in Chemistry

♣ Dr.Rani Rajeevan , HoD & Assistant Professor in Mathematics

♣ Dr,Nisha Somarajan, Assistant Professor in English

♣ Dr. Subhash Chandran , Associate professor in Hindi

♣ Dr.S.Vishnu, Assistant Professor in Commerce

♣ Smr.Biji.B., Assistant Professor in Commerce

♣ Sri.Kiran Mohan, Assistant Professor in Malayalam.

Student Representative:

Sreejesh S

AGENDA :

1. Review of online class

2. Applying for NSQF Course

Commencement of SUBHIKSHA SAMRDIHI program in the college



4. Appointment of Club Coordinators and related club activities
5. Scheduling of Webinar Series
6. Faculty to participate in various programs
7. Quarter wise report of department
8. Weekly report of online class
9. Exit feedback collection
10. Awareness program and Mask distribution to local people
11. Capacity building and skill enhancement initiatives.

Discussions in the meeting:

The decision taken in the meeting as follows:

- ♣ A Department wise review and evaluation on the performance and reach of online classes among students have to be initiated.
- ♣ Decision to apply for UGC -SKILL NSQF courses.
- ♣ Unutilised potential land for agricultural purposes in the college.
- ♣ Various club Coordinators were appointed and duties were assigned to each club.
- ♣ Decided to conduct College Webinar Series "CHALK TALK" on multidisciplinary subject and the faculty in charge is vested to Sri. Kiran Mohanan.
- ♣ All faculties are requested to participate in various workshops, FDP programs, refresher courses etc.
- ♣ Weekly wise online class report should be prepared by each faculty and submit to principal were taken in the meeting.
- ♣ Awareness program of Covid-19 and Mask Distribution .
- ♣ To ensure capacity buildings and soft skill development among students during Covid pandemic. .

Action taken report:

- The effectiveness of online teaching among students had been decided to evaluate by each department of the college.
- Applied for UGC Skill based NSQF Course for three subjects in Certificate, Diploma and Advanced Diploma courses for the year. Smt. Parvathy Nand is appointed as the Course Coordinator of NSQF course. The meeting decided to apply for Certificate course in Certified Corporate Accounting, Diploma Course in GST and Income Tax Practitioner, Diploma Course in Molecular Docking, Certificate Course in Video Production and Online Communication, Diploma Course in Video Production and

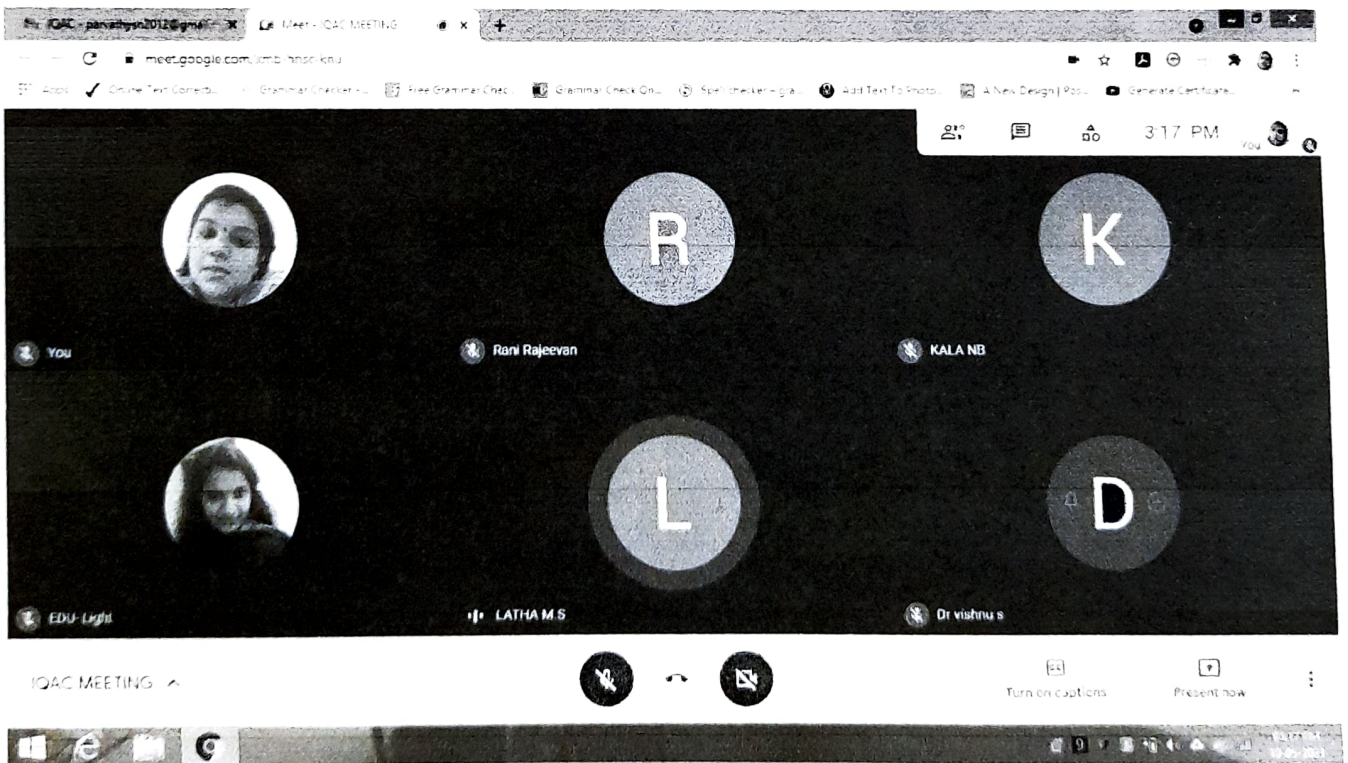


Online Communication and Advanced Diploma in Video Production and Online Communication.

- Started agricultural activities in the college by planting 'KARIMANI PAYAR" under the project SUBKISHA SAMRIDHI and the charge is vested to NSS and Nature Club of the college.
- Scheduled to conduct "CHALK TALK" on multidisciplinary subjects and the faculty in charge is vested to Sri. Kiran Mohanan.
- The Awareness program of Covid-19 and Mask Distribution to local people were decided and directed to Ethics Club Coordinator, Smt. Nisha.T.V.
- The Coordinator of Ethics Committee Smt.Nisha .T.V. agreed to conduct the program titled *Gurukulam* for building capacity buildings and soft skill development among students .

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Ref. No. UGC/2476/2022

Date: 10/8/22

Minutes of the IQAC Meeting held on online mode on 4th August 2020 at 10.00 am

The meeting commenced at 10.00 am with a silent prayer and Smt. Parvathy Nand, IQAC Coordinator welcomed the members to attend meeting of IQAC. Dr.M.S. Latha , Principal presided over the meeting.

Chairman: Dr.M.S.Latha, Principal { Chairman}

IQAC Coordinator:

Smt.Parvathy Nand , Assistant Professor in Commerce { IQAC Coordinator}

Member from Management

Dr.S.Jayadevan { Management Nominee, SN Trusts, Kollam} Present Absent

External Expert

Dr. Indulekha, Professor, School of Pure & Applied Physics, Mahatma Gandhi University, Kottayam. Present Absent

Industrialist:

Dr. Nideep.A {Industrialist} Present Absent

AGENDA :

- ♣ Preparation of AQAR-2019-2020
- ♣ Republic Day Celebration.
- ♣ Preparation of score sheet for PBAS
- ♣ New courses application
- ♣ Feedback analysis of online classes
- ♣ Extension activities
- ♣ Department Webinar Series
- ♣ Internal Evaluation

The following decision were put forwarded in the meeting:

- Review of AQAR preparation by IQAC
- Decided to celebrate the Republic day.
- Decided to apply for new courses to University of Kerala. The subject opted are MA World History and Historiography, BA English and M.Sc Chemistry .
- Extension activity for the public.



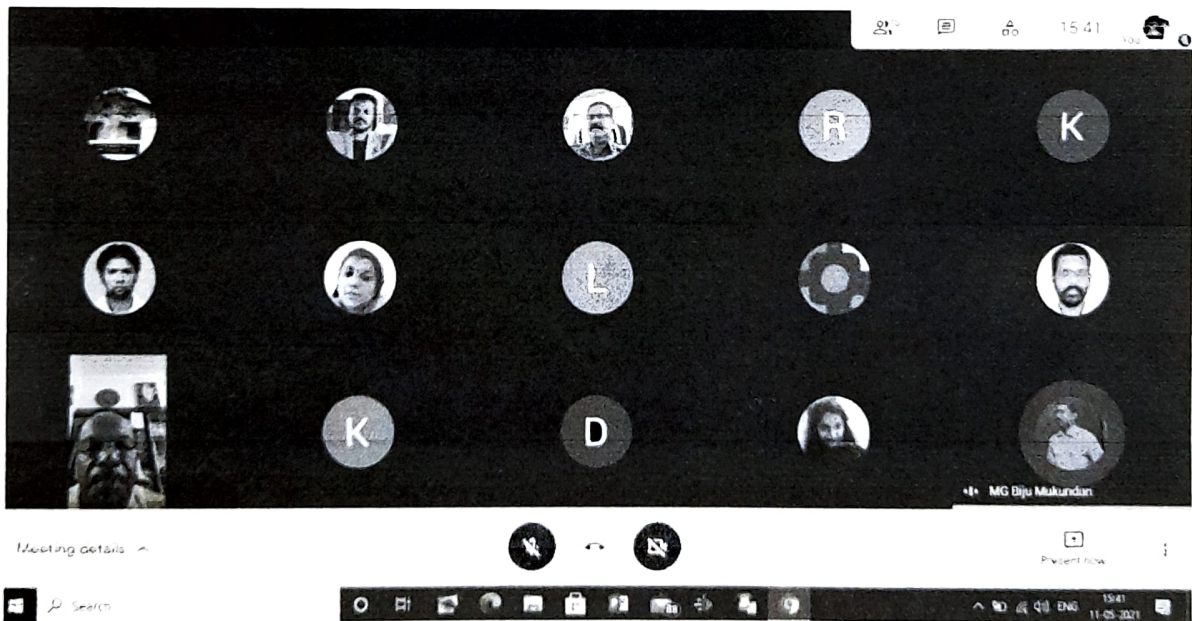
- The decision to schedule the department wise webinars is taken in the meeting.
- Decided to conduct centralised internal examination.

Action taken report:

- Online webinars as part of celebrations were scheduled to NSS and IQAC of the college. Flag hosting by the Principal and Republic day parade were scheduled in the college with the participation of NCC cadets by strictly following the covid 19 protocol.
- It is decided to apply new three courses, MA World History and Historiography, BA English and M.Sc Chemistry for the academic year.
- Permitted the students of Final year Bcom students to distribute Onam Kit to Somatheeram, a home for mentally retarded and physically challenged people.
- The CLMC is vested to conduct Internal examination system for the running semesters.

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PRINCIPAL



Administrative officers

1) Dr. M.G. Biju, HOD & Assistant Professor in Commerce.

2) Dr. N.B. Sreehara, HOD & Associate Professor in Chemistry

3) Dr. Nisha Somarajin, Assistant Professor in English

4) Dr. Siddhash Chandran, Associate Professor in Hindi

5) Dr. S. Krishna, Assistant Professor in Commerce.

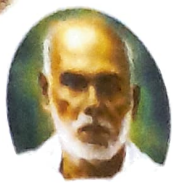
6) Dr. N.B. Sreehara, Associate Professor in Chemistry

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Ref. No. UGC/2476/2022

Date: 16/8/22

Minutes of the IQAC Meeting held on online mode on 16th October 2020 at 3.00pm

The meeting commenced at 3.00pm with a silent prayer and Smt.Parvathy Nand welcomed all members to the meeting of IQAC. Dr.M.S ,Latha , Principal presided over the meeting.

Members Present:

Chairman:Dr.M.S.Latha, Principal { Chairman}

IQAC Coordinator:

Smt.Parvathy Nand , Assistant Professor in Commerce { IQAC Coordinator}

Member from Management

Dr.S.Jayadevan { Management Nominee, SN Trusts, Kollam} Present Online

External Expert

Dr. Indulekha, Professor, School of Pure & Applied Physics, Mahatma Gandhi University, Kottayam. Present Online

Industrialist:

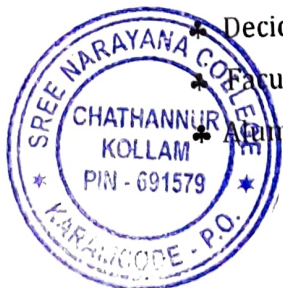
Dr. Nideep {Industrialist} Present Online

AGENDA :

- ✓ Admission Procedure
- ✓ Conducting Internal Examinations
- ✓ AQAR Upload for the Academic year 2019-2020.
- ✓ PTA Meetings
- ✓ Faculty Webinar Series
- ✓ Feedback collection from parents

The following decisions were taken in the meeting:

- ♣ Conducting Admission proceedings of UG and PG classes in the college.
- ♣ Decided to upload AQAR 2019-2020.
- ♣ Decided to conduct PTA meetings in semester wise
- ♣ Faculty wise webinar series, were decided to conduct and coordinate under IQAC.
- ♣ Alumni Association.



Latha
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SREE NARAYANA COLLEGE
CHATHANNUR

Action taken report:

- The Admission proceedings of UG and PG classes in the college in adherence to COVID protocol is vested to Sri.Kiran Mohanan.
- Decided to upload the AQAR 2019-2020 within the extended period of December 2019 under the Coordinatorship of Smr.Sreekala N.B.
- The PTA meetings for the running semesters were decided to be conducted by the respective tutors and the report should be documented properly.
- It is decided to conduct the faculty wise webinar on weekly wise under the IQAC Coordinatorship.
- The decision to register Alumni and to conduct meeting is taken and the charge is vested to Smt. Biji.B.

K. K. S.

PRINCIPAL

Administrative officers

- 1) Dr. M.G. Biju, HOD & Assistant Professor in Commerce. *[Signature]*
- 2) Dr. N.B. Sreekala, HOD & Associate Professor in Chemistry. *[Signature]*
- 3) Dr. S. Vishnu, Assistant Professor in Commerce. *[Signature]*
- 4) Dr. Nisha Somasajam, Assistant Professor in English. *[Signature]*
- 5) Smt. Biji B, Assistant Professor in Commerce. *[Signature]*
- 6) Dr. Rani Rajaram, HOD & Assistant Professor in Maths. *[Signature]*



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Ref. No. 49C/2476/2022

Date: 16/8/22.....

Minutes of the IQAC Meeting held on 4th January 2021 at 10.30 am

The meeting commenced at 10.30 am with a silent prayer in Principal's Chamber and Smt Parvathy Nand welcomed members to the meeting of IQAC. Dr.M.S ,Latha , Principal presided over the meeting.

Members Present:

Chairman: Dr.M.S.Latha, Principal { Chairman}

IQAC Coordinator:

Smt.Parvathy Nand , Assistant Professor in Commerce { IQAC Coordinator}

Member from Management

Dr.S.Jayadevan { Management Nominee, SN Trusts, Kollam} Present *Onmie*

External Expert

Dr. Indulekha, Professor, School of Pure & Applied Physics, Mahatma Gandhi University, Kottayam. Present *Onmie*

Industrialist:

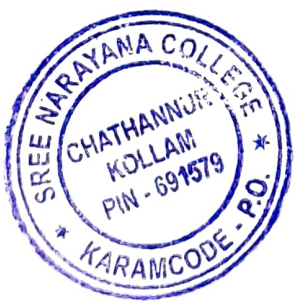
Dr. Nideep {Industrialist} Present *Onmie*

AGENDA :

- Functioning of Hostel
- Webinar series on Gender Sensitization

The following are the decisions taken in the meeting:

1. Decided to function hostel from January onwards.
2. Decided to conduct webinar series on Gender Sensitization.



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SREE NARAYANA COLLEGE
CHATHANNUR

Parvathy Nand

Action taken report:

- Hostel committee was constituted and Smt.Nisha Somarajan, Assistant Professor in English is nominated as the convener and faculty in charge of Hostel.
- Decided to conduct webinar series on Gender Sensitization on the topic titled, WOMEN LOOKS AHEAD,in the month of March and the coordinator of the program is vested to Smt.Jiji.P.,Coordinator of Women Study Unit of the college.



A handwritten signature in blue ink, appearing to be "Jiji P.", written over a horizontal line.

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Ref. No. UGC/2476/2022

Date: 18/8/22.....

Minutes of the IQAC Meeting held on 12th February 2021 at 10.30 am

The meeting commenced at 10.30 am with a silent prayer in Principal's Chamber and Smt Parvathy Nand welcomed members to the meeting of IQAC. Dr.M.S ,Latha , Principal presided over the meeting.

Members Present:

Chairman: Dr.M.S.Latha, Principal { Chairman}

IQAC Coordinator:

Smt.Parvathy Nand , Assistant Professor in Commerce { IQAC Coordinator}

Member from Management

Dr.S.Jayadevan { Management Nominee, SN Trusts, Kollam} Present Online

External Expert

Dr. Indulekha, Professor, School of Pure & Applied Physics, Mahatma Gandhi University, Kottayam. Present Online

Industrialist:

Dr. Nideep {Industrialist} Present Online

AGENDA :

- NAAC Files preparation and review meeting
- AQAR uploading in April 2021.
- Merit Day celebration
- Academic Audit

The following are the decisions taken in the meeting

- ♣ It is decided to prepare the NAAC related files of five years of each department and decided to submit it on the month of March to the NAAC Coordinator and scheduled a visit of NAAC team of the college in department wise manner.

- ♣ The IQAC had decided to upload the AQAR of academic year 2019-2020 in the month of April 2021.



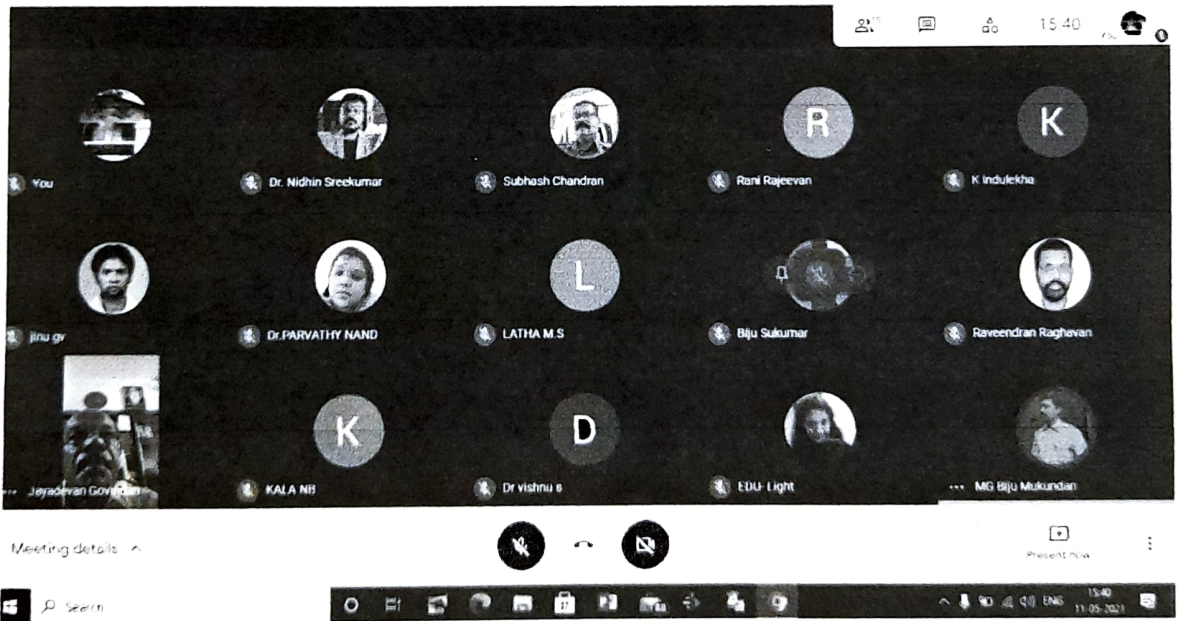
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SREE NARAYANA COLLEGE
CHATHANNUR.

- ♣ The merit day celebration is decided to conduct in the meeting,

Action taken report:

- All departments are decided to prepare the NAAC related files of five years and the same to be submitted on the month of March to the NAAC Coordinator. The NAAC team of the college scheduled to visit and analyse the files for further proceedings.
- ♣ It is decided to conduct merit for the students who secured highest marks in the University Examination for the respective subject of both UG and PG courses on the month of March.

Rani
PRINCIPAL



Administrative officers :-

- 1) Dr. M.G. Biju, HOD & Assistant Professor in Commerce.
- 2) Dr. Rani Rajeevan, HOD & Assistant Professor in Maths.
- 3) Dr. Biju Sukumar, Assistant Professor in Physical Education
- 4) Dr. B. Sreehara, HOD & Assistant Professor in Chemistry
- 5) Dr. Vishnu S., Assistant Professor in Commerce.
- 6) Nisha Somarajan, Assistant Professor in English

Rani

[Signature]





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Ref. No. UQC/2476/2022

Date. 6/8/22

Minutes of the IQAC Meeting held on 25th March at 10.00 am

The meeting commenced at 10.00 am with a silent prayer in Principal's Chamber and Smt Parvathy Nand welcomed members to the meeting of IQAC. Dr.M.S,Latha , Principal presided over the meeting.

Members Present:

Chairman:Dr.M.S.Latha, Principal { Chairman}

IQAC Coordinator:

Dr Parvathy Nand , Assistant Professor in Commerce { IQAC Coordinator}

Member from Management

Dr.S.Jayadevan { Management Nominee, SN Trusts, Kollam} Present *Online*

External Expert

Dr. Indulekha, Professor, School of Pure & Applied Physics, Mahatma Gandhi University, Kottayam. Present *Online*

Industrialist:

Dr. Nideep {Industrialist} Present *Online*

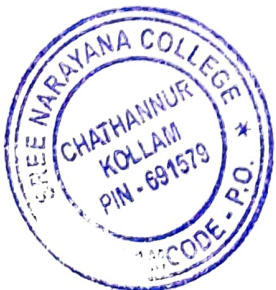
Student Representative:

Sreejesh { BCom}

Sreej

AGENDA

- Rain harvesting system
- Bio waste management
- NAAC files preparation



Latha
PRINCIPAL
SREE NARAYANA COLLEGE
CHATHANNUR.

The following are the decisions taken in the meeting:

- ♣ In order to meet the scarcity of water and avoid destruction of the normal groundwater level it is decided to design a proper rain harvesting system for the college on the next academic year.
- ♣ A proper bio waste management system will be designed to place in the college for the next academic year.
- ♣ It is decided to prepare the files and other related matters of NAAC in the month of April and May. Proper scheduling of working activities for the faculties for the vacation days were planned and discussed.

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Principal

Administrative Officers

- 1) Dr. S. Vistnu, Assistant Professor in Commerce *Q.*
- 2) Dr. M.G. Biju, Assistant Professor & HOD in Commerce. *Q.*
- 3) Dr. Subhash Chandran, Associate Professor in Hindi
- 4) Smt. Biji. B., Assistant Professor in Commerce. *Q.*
- 5) Dr. N.B. Sreekala, HOD & Associate Professor in Chemistry *Q.*
- 6) Dr. Rani Rajeevan, HOD & Assistant Professor in Mathematics *Rani*

