

IQAC MEETINGS 2021-22

MEETING I

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|------------------|--------------|----------------------------|
| Date: 09-06-2021 | Time: 2.30pm | Venue: Principal's Chamber |
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AGENDA

- Preparation of Academic calendar and Department timetables
- Plan of Action for the academic year
- Clubs and Committee Constitution
- AQAR 2020-21 discussion

DISCUSSIONS & DECISIONS

- Amidst covid 19 pandemic, the classes are preferred to continue in online mode until further guidelines from the Government of Kerala. Thus, the Departments are directed to prepare and modify the timetables and classes accordingly.
- The Academic Committee is entrusted to prepare the College Academic Calendar with respect to the University Academic Calendar.
- Each department must formulate a detailed Plan of Action for the academic year.
- The College Council is directed to reconstitute various clubs and committees. The coordinators must ensure timely conduct of various activities for the students.
- The various criteria of AQAR 2020-21 are discussed by the respective coordinators.

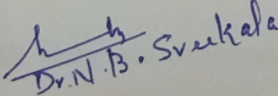
METTING

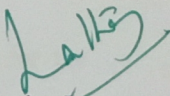
ACTIONS TAKEN

- College Academic Calendar and Departmental timetables have been prepared as per the discussion of the meeting. The HODs ensured that all the classes are engaged in online mode.
- Prepared Plan of Actions.
- Clubs and committees were reconstituted for the academic year.
- Criteria wise discussions were held and the AQAR 2020-21 was uploaded on 14-07-2022.

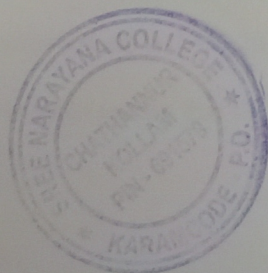
Members:

1. Dr. C S Subhash Chandran
2. Dr. M G Biju
3. Sri. Kiran Mohan M
4. Dr. Parvathy Nand
5. Dr. Rani Rajeevan
6. Dr. Nisha Somarajan
7. Sri. Haridev H


Dr. N. B. Suresh
Coordinator


Principal

Principal
Sree Narayana College
Chathannoor



MEETING II

| | | |
|------------------|--------------|----------------------------|
| Date: 27-09-2021 | Time: 2.30pm | Venue: Principal's Chamber |
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AGENDA

- Online Class Report
- Induction Programme for First Year Students
- Offline Classes evaluation
- Execution of multiple programmes
- AQAR 2021-22 criteria-wise distribution

DISCUSSIONS & DECISIONS

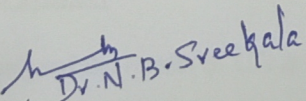
- The CLMC was directed to collect the report of online classes conducted by the departments.
- As per the instructions from the University of Kerala, the classes for all the students will be resumed to offline mode. Hence, all arrangements regarding the same is to be maintained. The Discipline committee was entrusted to oversee that Covid 19 protocol is maintained all through the campus.
- An induction programme for the First-year students of the academic year was decided to be conducted on 01-10-2021. All the HODs must ensure that the students are informed well in advance regarding the programme.
- All clubs and departments are instructed to chart the list of programmes for the academic year such as seminars, competitions, campaigns etc.
- Each criterion of AQAR 2021-22 was distributed among the faculty members. The faculties must ensure that the data is collected on a regular basis.

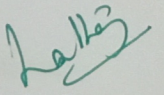
ACTIONS TAKEN

- The CLMC collected the reports of online classes and submitted it to the Principal for analysis.
- The classes resumed to offline mode for all students and the Discipline committee ensured that the Covid 19 protocol is maintained throughout the campus.
- Induction Programme for First year students held on 01-10-2021. The college extended a warm welcome to the new students
- List of programmes by various clubs and departments were presented before the IQAC.
- Collection of criteria specific data for AQAR 2020-2021 started

Members:

1. Dr. C S Subhash Chandran
2. Sri. Kiran Mohan M
3. Dr. Rani Rajeevan
4. Dr. M G Biju
5. Dr. Nisha Somarajan
6. Dr. Parvathy Nand
7. Sri. Haridev H


Coordinator


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MEETING III

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|------------------|--------------|----------------------------|
| Date: 24-11-2021 | Time: 2.30pm | Venue: Principal's Chamber |
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AGENDA

- Result Analysis
- PTA Meeting
- Review of criteria-wise data collection: AQAR 2021-22
- NAAC Webinar

DISCUSSIONS & DECISIONS

- The CLMC is directed to analyse UG & PG results and instructed to implement appropriate methods of improvisation
- Based on the results and performance of students, a PTA meeting would be conducted by the respective departments at the earliest.
- The consistency of Criteria- wise data collection by the respective coordinator is discussed.
- A webinar on NAAC by Collegiate Education would be conducted on 10th December 2021. It was decided that all faculty members to be present without fail.

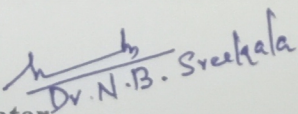
ACTIONS TAKEN

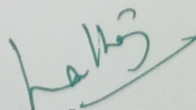
- Analysed the results of UG & PG. Remedial classes for slow learners were initiated.
- Feedbacks from parents regarding the performance of their wards in the college were noted by the department.

- Corrections were prescribed for reviewed data of each criterion of AQAR 2021-22.
- All the faculty members attended the webinar on NAAC by Collegiate Education on 10 December 2021.

MEMBERS:

1. Dr. C S Subhash Chandran
2. Dr. Kiran Mohan M
3. Dr. Parvathy Nand
4. Dr. Nisha Somarajan
5. Dr. M G Biju
6. Dr. Rani Rajeevan
7. Sri. Haridev H


Coordinator


Principal

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MEETING IV

Date: 28-01-2022

Time: 2.30pm

Venue: Principal's Chamber

AGENDA

- SSR Discussion by Dr. Raveendran; Management Nominee
- IPR Awareness Programme

DECISIONS

- Discussion of SSR criteria by Dr. Raveendran on 10-02-2022. All coordinators were directed to present their respective criteria.
- Decided to conduct a webinar on Intellectual Property Rights on 11-02-2022 in association with IPRIC-Kerala and KSCSTE.

ACTIONS TAKEN

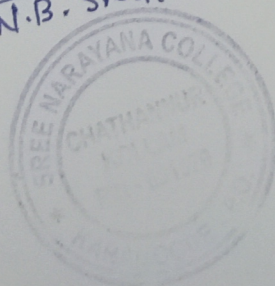
- The criteria of SSR were well- presented by all the convenors and had a fruitful discussion regarding the same with Dr. Raveendran.
- IPR awareness webinar was conducted on 11-02-2022. The duration of the webinar was nearly 1hr with 100 participants.

Members:

1. Dr. C S Subhash Chandran
2. Dr. Rani Rajeevan
3. Dr. Kiran Mohan M
4. Dr. M G Biju
5. Dr. Parvathy Nand
6. Dr. Nisha Somarajan
7. Sri. Haridev H

Coordinator

Dr. N.B. Sreekala



Principal

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Chathem

MEETING V

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|------------------|--------------|----------------------------|
| Date: 16-03-2022 | Time: 2.30pm | Venue: Principal's Chamber |
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AGENDA

- Conduct of Arts Day & Merit Day
- Evaluation of Performance
- Annual Report

DECISIONS

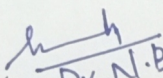
- Arts Day & Merit Day for students were decided to be conducted on 24-03-2022 & 30-03-2022 respectively. Faculty members should ensure maximum participation of students in the activities.
- Decided to evaluate the performance of the institution in all dimensions.
- Annual report of all departments & clubs to be submitted to IQAC before 15-04-2022.

ACTIONS TAKEN

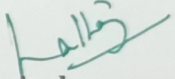
- Arts Day & Merit Day were successfully organized on 24-03-2022 & 30-03-2022 respectively. Students enthusiastically participated in all the programmes during the Arts Day. The top scorers in examinations and other sections of institutional activities were awarded.
- Overall institutional performance data were collected and analysed.
- Annual reports of all departments & clubs were submitted to the IQAC.

Members:

1. Dr. C S Subhash Chandran
2. Dr. Rani Rajeevan
3. Dr. Kiran Mohan M
4. Dr. M G Biju
5. Dr. Parvathy Nand
6. Dr. Nisha Somarajan
7. Sri. Haridev H

Coordinator  Dr. N. B. Sreebala




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