

**SREE NARAYANA COLLEGE,
CHENGANNUR MINUTES OF THE
IQAC MEETINGS 2019-20**

Minutes: 1

Date: 1st June 2019; 2.00-4.00 pm

Venue: Principal's Chamber

Members present:

1. Dr. Shiny Sreedhar (Principal)
 2. Dr. R. Raveendran (UGC Emeritus Professor)
 3. Dr. Venu.S (IQAC Co-ordinator, Department of Chemistry)
 4. Mr. K. Prahaladan (Head Accountant)
 5. Smt. K. Mini (Department of Mathematics)
 6. Dr. K. Sreelatha (Department of Physics)
 7. Smt. Sreedevi Gopalakrishnan (Department of Economics)
 8. Dr. V. Shree Ranjini (Department of Hindi)
 9. Smt. Thushara U (Department of Commerce)
 10. Dr. A.V. Anandaraj (Chairaman, Sub Regional Development Council)
 11. Smt. Arya Raveendran (Alumni Representative)
 12. Abhijith V (Student Representative)
 13. Sri. Anil P Sreerangam (Industrialist)
- The principal of the college welcomed all the faculty members and wished them all success in the new academic year 2019-20.
 - It was decided to reconstitute all the clubs and committees.
 - It was decided to start regular classes from 6th June 2019 onwards, as per the directions from the University.
 - It was decided to observe World Environment day.
 - It was decided to observe Nature Photography day.
 - It was decided to observe International Yoga day.
 - It was decided to conduct PTA meeting of third semester UG programmes in the first week of July 2019.
 - The IQAC suggested the faculty members to undergo more online MOOC courses like NPTEL.
 - It was decided to observe **Kargil Vijay Divas**.
 - It was decided to pay tribute to the missile man of India, **Dr. APJ. Abdul kalam**.
 - All the departments were directed to conduct an entry level test for the 2019 admissions,

on the completion of the admission process.

- It was decided to observe „vaayanadinam“ (Reading day), with librarian (Mr. Ratheesh kumar) as the coordinator of the programme.
- The IQAC strongly suggested to provide the PG students, at least an informal coaching to make them equipped to attend National level competitive examinations like CSIR, (by NTA) GATE etc.

Action Taken Report on the meeting held on 01-06-2019

All the clubs and committees, including the IQAC were reconstituted with the new faculty members.

The IQAC was reconstituted with Dr. M. S. Latha (Principal) as the chairperson.

On 05/06/2019, the world Environment day was observed under the auspices of the NSS unit and Bhoomithrasena Club of Sree Narayana College, Chengannur. The college Principal Dr. K. Shiny Sreedhar inaugurated the function. NSS Programme officers and coordinator of BhoomithraSena Club gave awareness among students about the importance of conserving our environment. The programme came to an end by taking Environment Day Oath.

The coordinator of SSP (Scholar support programme, initiated by the Department of Higher Education, Govt. of Kerala) participated in the coordinators meet held at Loyola College Sreekaryam Trivandrum on 14th June 2019.

On June 15th, 2019, the Bhoomithra Sena Club of SNC, Chengannur organised a Nature Photography Competition (Theme: "My Forest") for the students of SNC, Chengannur, as a part of the Nature Photography Day. Our students got some unique shots. For capturing the perfect pictures of nature Vithu Raj. T (IVth Sem B Sc Mathematics) received first prize, Vyshna. V. (IVth Sem B.Sc. Mathematics) and Deepa Pramod (IVth Sem B.Sc. Mathematics) bagged the second and third prize respectively.

On 21st June 2019 department of Physical education in association with NSS organized International Yoga Day Smt.K Valsala (Rtd.HM) took a demonstration class on Yoga and also she presented a talk on the topic „importance of yoga in our daily life“.

An Orientation programme was arranged for the first year students (2019 admissions) provided to the first year students.

Dr. Venu. S, has successfully completed (with in Top 1%) an NPTEL online course on Medicinal Chemistry. The duration of the Medicinal Chemistry course was 12 weeks (Jan-2019 to April-2019).

On 26th June 2019, Kargil Vijay Divas was observed by lighting lamps and with a silent prayer, under the auspices of the NSS unit of the college.

On 27th June 2019, a tribute was paid to the Missile man of India, Dr. APJ. Abdul Kalam, by lighting lamps. Ms. Anjali Vijayan II B. Sc Mathematics delivered commemorative speech.

PTA meeting of Third semester B.Com was conducted on 24th July 2019.

Reading day (vaayanadinam) was observed on 19th June 2019 in the commemoration of P.N.Panicker.

Minutes: 2

Date: 02nd August 2019; 03.00-4.00 pm

Venue: IQAC Room

Members present:

1. Dr. M. S. Latha (Principal-in-Charge)
2. Dr. R. Raveendran (UGC Emeritus Professor)
3. Dr. Venu.S (IQAC Co-ordinator, Department of Chemistry)
4. Mr. K. Prahaladan (Head Accountant)
5. Smt. K. Mini (Department of Mathematics)
6. Dr. K. Sreelatha (Department of Physics)
7. Smt. Sreedevi Gopalakrishnan (Department of Economics)
8. Dr. V. Shree Ranjini (Department of Hindi)
9. Smt. Thushara U (Department of Commerce)
10. Dr. A.V. Anandaraj (Chairman, Sub Regional Development Council)
11. Smt. Arya Raveendran (Alumni Representative)
12. Abhijith V (Student Representative)
13. Sri. Anil P Sreerangam (Industrialist)

- It was decided to conduct, at least an in-house orientation class for the first year students (2019 admissions).
- In the meeting, it was decided to observe / celebrate the Independence Day.
- It was decided to conduct the inauguration of various associations and the associations were asked to conduct different programmes for the benefit of the students of the respective departments as well as that of the college.
- It was decided, in the meeting to distribute the flood relief materials under the supervision of the NSS unit of the college.
- In the meeting, it was decided to celebrate the forthcoming “ONAM-2019”, the annual harvest festival of Kerala.
- The department of Economics as well as the Human Rights Forum was asked to conduct an awareness programme/ workshop on digital money transactions, credit and debit cards, online bill payments etc. for the students of the college, with the aim of providing them a „flavor“ of digital civilization.
- The departments those who have not conducted the PTA meeting for the S3 UG programme were reminded of the same.
- It was decided to conduct a programme for the cultural awareness of the motherland/mother language.

- It was decided to conduct ‘swachhta’ awareness programme.
- To make the students aware of the situations and problems faced by senior citizens and to make them more responsible and considerate towards the senior citizens, an old age home visit was decided.

Action Taken Report on the meeting held on 02-08-2019

On 7th August 2019, an entry level test was conducted for 2019 UG admissions.

73rd Independence Day was celebrated on 15th August 2019 at SreeNarayana College, Chengannur. National Flag was hoisted by Dr. M S Latha Principle in charge. In her message she remembered all those who struggle for freedom. NSS programme officer Smt. Bindu V K and Smt. JishaSreedharan delivered Independence Day message. Head accountant Mr. Prahaladhan K. also delivered Independence Day message. Students and teachers recited patriotic songs and sweets were distributed. The celebration came to an end with National Anthem.

The chemistry association, ‘Prismane 2019’ was inaugurated on 30th August 2019 by Dr.P.P. Lizymol, Scientist Sree Chitra Thirunal Institute for Medical Sciences and Technology, Trivandrum. It was followed by an intercollegiate quiz competition “chemquiz 2019”.

The department of commerce, conducted Freshers day August 30th 2019

Dr. K. Sreelatha, Assistant professor, Department of Physics, successfully completed a NPTEL online course on “Designing Learner- Centric MOOCs” during July-August 2019.

On 6th September 2019, the onam festival was celebrated by all the departments of the college. A “Mega-Thiruvathira” (Women’s dance performed in a circle around a lamp, as a part of onam celebration) was conducted by the girl students of the college in the college ground, under the supervision of the Women cell of the college.

On 30th August 2019, the Human Rights Forum of the college conducted a programme in association with the Postal Department, Neduvaramcode, to educate the students as well as the staff members of the college on IPPB QR card. This redefines the way banking is done. It provides a unique, secure and convenient way to access your account without the hassle of remembering the account number. It will help to do cash transactions, money transfer, bill payments and cashless shopping using this card. This was new information to the students, teaching and non- teaching staffs of our college. Many students and staffs opened their new postal account from the campus itself. Mr. Jayachandran, Business Manager headed the session and his colleagues were accompanied with him.

On 6th August 2019, a one day seminar entitled “kathakaliyum Malayala Bhashayum” was organized, with the aim of having a closer look on to the Malayalam language and culture.

On 30th August 2019, swachhta awareness rally followed by anganwadi cleaning was conducted.

An old age home visit was arranged on 05th September 2019.

Minutes: 3

Date: 01st October 2019; 03.00-4.00 pm

Venue: IQAC Room

Members present:

1. Dr. M. S. Latha (Principal-in-Charge)
2. Dr. R. Raveendran (UGC Emeritus Professor)
3. Dr. Venu.S (IQAC Co-ordinator, Department of Chemistry)
4. Sri. Haridas (Head Accountant)
5. Smt. K. Mini (Department of Mathematics)
6. Dr. K. Sreelatha (Department of Physics)
7. Smt. Sreedevi Gopalakrishnan (Department of Economics)
8. Dr. V. Shree Ranjini (Department of Hindi)
9. Smt. Thushara U (Department of Commerce)
10. Dr. A.V. Anandaraj (Chairman, Sub Regional Development Council)
11. Smt. Arya Raveendran (Alumni Representative)
12. Abhijith V (Student Representative)
13. Sri. Anil P Sreerangam (Industrialist)

- It was decided to observe **Gandhi Jayanti** .
- It was decided to conduct a career guidance programme/workshop for commerce students of the college.
- Decided to provide an orientation for first year NSS volunteers.
- It was decided to conduct a one-day seminar by the department of physics.
- It was decided to give a training programme to the non-teaching staff members of the college.
- It was decided to conduct model examination for the first semester UG students in the first week of November 2019.
- In the meeting, it was decided to ensure the participation of college athletic team in various tournaments and championships.
- Decided to submit the data for NIRF 2020.
- It was decided to observe Constitution day.
- Decided to provide the students training on anti drug activities.
- It was decided to observe International Mathematics Day.
- It was decided to observe R.Sankar's Day (Founder's day).

Action Taken Report on the meeting held on 1st October 2019

On 2nd October 2019, the NSS volunteers involved in the campus cleaning by upholding the slogan „Swachta Hi Seva“.

A career guidance programme for the B. Com students was conducted on 28th October 2019 by LOGISTICS

All Kerala Best Manager Contest was conducted by GIIMS Kochi On 25th October 2019 Amal Dev, Student of Second year mathematics was selected as the coordinator of palliative care unit S.N College Chengannur and attended two day training programme which was from 10/10/2019 to 11/10/2019 at senate hall kerala university Trivandrum.

On 19th October 2019, an orientation class for first year NSS volunteers was organized. Sri Brahmanayakam Mahadevan Sir led the orientation class.

On 18th October 2019, a one- day seminar on Astronomy was Jointly Organized by Department of Physics & Science Forum in Association with Academy of Physics Teachers Kerala.

On 9th October to 11 October 2019 College Aquatic team participated in the intercollegiate Aquatic Championship held at LNCPE, Kariavattom, Trivandrum.

College Football team Participated in the Kerala University Intercollegiate Football Tournament on 12th October 2019.

On 26th October 2019, a training programme on Office Management was conducted for the non-teaching staff members of the college. The Dy. Director of Dy. Directorate of Collegiate Education was the chief guest of the programme. In the programme it was suggested to carry out an in-house computer training programme for the non-teaching (office staff members) of the college.

On 2nd November 2019, an in-house computer training programme (on MS Office, Scanning and conversion of files etc) was conducted by the IQAC of the college.

Constitution Day is celebrated in India on 26th November every year to commemorate the adoption of Constitution of India. On 26 November 1949, the constituent Assembly of India adopted the Constitution of India, and it came into effect on 26 January 1950. NSS volunteers of Sree Narayana College, Chengannur observed the constitution day by listening to the Preamble and our volunteer leader Mr.Suhail delivered a speech on important parts of our Constitution.

Data collection in respect of the NIRF ranking was completed and uploaded the same for NIRF 2020, on 27th November 2019.

On 29th November 2019 College Judo team participated in the Kerala University Intercollegiate Judo Champion Ship held at Vellayayani Agriculture College organized by NSS College, Pandalam.

Karthik K II B.Com attended two days training programme on Anti Drug Activities at students centre Thiruvananthapuram, on 21-22nd November 2019.

On 7th November 2019, the R. Sankar's day was observed in the commemoration of the Founder Manager.

International Mathematics Day was observed on 15th October 2019.

Minutes: 4

Date: 3rd December 2019; 03.00-4.00 pm

Venue: IQAC Room

1. Dr. M. S. Latha (Principal-in-Charge)
2. Dr. R. Raveendran (UGC Emeritus Professor)
3. Dr. Venu.S (IQAC Co-ordinator, Department of Chemistry)
4. Sri. Haridas (Head Accountant)
5. Smt. K. Mini (Department of Mathematics)
6. Dr. K. Sreelatha (Department of Physics)
7. Smt. Sreedevi Gopalakrishnan (Department of Economics)
8. Dr. V. Shree Ranjini (Department of Hindi)
9. Smt. Thushara U (Department of Commerce)
10. Dr. A.V. Anandaraj (Chairman, Sub Regional Development Council)
11. Smt. Arya Raveendran (Alumni Representative)
12. Karthik. K (College Union Chairman)
13. Sri. Anil P Sreerangam (Industrialist)

- It was decided to start second semester regular classes from 04th December 2019 onwards as per the directions of University.
- In the meeting, it was decided to observe the International year of periodic table (IYPT) under the auspices of Department of Chemistry.
- It was decided to make the students participate in the Kerala University Athletic Meet.
- It was decided to conduct game week and Annual Athletic Meet (Sports day).
- It was decided to conduct an Alumni meet of the college.
- Decided to submit the data for AISHE for the year 2018-19.
- It was decided to conduct an awareness programme on HIV-AIDS.
- Decided to organize annual camp of NSS.
- It was suggested in the meeting to conduct an awareness class on the “History of “Chengannur”, the place in which the college is situated, under the supervision of the Literary and Debate club of the college.
 - It was decided to open a blood donation camp under the auspices of the NSS unit of the college.
 - It was decided to start a certificate course on Tally by the department of Commerce.
 - It was decided to conduct a literary quiz under the auspices of the library.

Action Taken Report on the meeting held on 3rd December 2019

Second semester classes were started on 4th December 2019.

On 18th December 2019, One-day seminar in connection with IYPT was organized by the department of chemistry. Dr. Biju. S, Assistant professor, Government Arts College, delivered a talk on the topic “Chemistry and Periodic table”. In the afternoon a „Rapid fire quiz competition“ on „periodic table and elements“ was also conducted.

On 10th December 2019 College Fencing team participated in the Kerala University Intercollegiate Fencing Champion Ship held at Mannaniya College, Pangodu, Trivandrum.

College Athletic Men and Women team participated in the Kerala University Athletic Meet held at University Stadium, PMG, Palayam Trivandrum on 12th, 13th and 14 December 2019.

The annual Games week was conducted on 13-14th January 2020.

The annual athletic meet (sports day) was conducted on 5th February 2020.

An alumni meet was convoked on 11th January 2020. The college principal Dr. M. S. Latha chaired the meeting. The aim of the meeting was to analyze the hurdles in fostering the alumni association of the college.

Successfully uploaded the data of All India Survey on Higher Education (AISHE) 2018-19.

Conducted Poster Design Competition on 19th December 2019 on the topic HIV-AIDs in association with RRC, Health and Sports club, NSS and IQAC.

Organized annual special camp of NSS from 20th -22nd December 2019.

On 18th February 2020, the Literary and Debate Club in association with the Department of Languages conducted a literary talk on Chengannur in the college auditorium. The programme presided over by Dr. Nisha J Tharayil, respected principal of the college. Mr. Prabhakaran, Chairman, *Bhasha Padana Kendram*, HOD of Malayalam Mrs Bindhu V.K, Mr. Ratheesh Kumar Librarian of the College delivered their valuable thoughts. Mr. Prabhakaran lead an informative class about the history of Chengannur. Thereafter he has handed over his book *Kalathinoppam*. The book portrays a beautiful picture about Chengannur. The session ended with heating discussions of *different* genres of literature.

A blood donation camp was conducted by the NSS unit of the college in association with Pusphagiri Medical college on 16th December 2019.

A literary quiz was conducted in association with Mathrubhumi daily on 18th January 2020.

The department of commerce in association with the G-Tech Education started a course on Tally w.e.f 03rd February 2020.

Minutes: 5

Date: 11th March 2020; 11.00 am – 1.30 pm

Venue: Principal's chamber

1. Dr. M. S. Latha (Principal-in-Charge)
2. Dr. R. Raveendran (UGC Emeritus Professor)
3. Dr. Venu.S (IQAC Co-ordinator, Department of Chemistry)
4. Sri. Haridas (Head Accountant)
5. Smt. K. Mini (Department of Mathematics)
6. Dr. K. Sreelatha (Department of Physics)
7. Smt. Sreedevi Gopalakrishnan (Department of Economics)
8. Dr. V. Shree Ranjini (Department of Hindi)
9. Smt. Thushara U (Department of Commerce)
10. Dr. A.V. Anandaraj (Chairman, Sub Regional Development Council)
11. Smt. Arya Raveendran (Alumni Representative)
12. Karthik. K (College Union Chairman)
13. Sri. Anil P Sreerangam (Industrialist)

- An urgent meeting of IQAC was convoked in the circumstances of alarming spread of Covid-19 pandemic. The principal, Dr. Nisha J Tharayil detailed out the communications/orders from the higher education and Universities regarding the wide spread of covid-19.
- It was decided to suspend all the regular classes in the campus and switchover to the online teaching mode. However regular examinations will be conducted in the campus, strictly adhering to the covid protocol and as per the direction of the University.
- It was decided to carry out an extension activity regarding this pandemic, under the auspices of department of chemistry.
- IQAC insisted all the teachers to carryout regular classes via virtual class rooms and online mode.
- In this regard, it was decided to carry out an in-house training programme for the teachers to create a video; including recording, editing and uploading.
- Teachers of all the departments were encouraged/directed to attend as well as to carryout training programmes on online teaching-learning process.
- Teachers were encouraged to participate in online teaching programmes supervised by the government agencies/companies like Additional Skill Acquisition Programme (ASAP).
- It was decided in the meeting to carry out an online workshop/seminar on Moodle-Learning Management System.
- The IQAC strongly recommended the need for a centralized Moodle-Learning Management System (LMS) for the college.
- The IQAC, based on the report obtained from the PG departments, strongly suggested to provide coaching to the PG students, in a more organized and systematic way, to make them equipped to attend and clear the National level competitive examinations like CSIR,

(by NTA) GATE etc.

Action Taken Report on the meeting held on 11th March 2020

All the regular classes were conducted via online mode and the reports of the same on a weekly basis are submitted to the college principal and the copy of the same is forwarded to Dy.DCE.

On 18th March 2020, under the supervision of the department of chemistry, sanitizer (hand sanitizer) was prepared in significant amount and was distributed to various government offices- Police station, Fire stations, Treasury etc and various local bodies as well as to the local areas.

Under the supervision of the department of chemistry, hand sanitizer was provided to the students appearing for regular university examinations.

All the departments duly forwarded the online class reports to the head of the institution in prescribed format.

The IQAC, carried out an in-house training programme to the teachers for acquainting them to various video recording and editing platforms and to upload the same to the public platform.

Almost all the teachers of the college underwent refresher and training programmes related to the online teaching-learning, LMS and Moodle platforms.

A few teachers have prepared and presented video on online platform for several teachers' associations and government undertaking programmes/companies/agencies.

A five-day FDP was organized by Department of Physics in association with Spoken Tutorial, IIT Bombay on Moodle - Learning Management System from 25 -29 May 2020.

One of the students (Vishnu) from the PG department of Physics, qualified the GATE examination (with an all India rank of 1788), in March 2020.

=====