

SREE NARAYANA COLLEGE CHENGANNUR

A staff meeting was scheduled by IQAC at college auditorium on 14/09/21 at 12.30 pm.

Agenda:- IQAC activities 2021-22

Members present:-

1. Smt. Shereen K (Principal in Charge)
2. Dr. R. Raveendran
3. Dr. Smitha Sasidharan
4. Dr. Venu S
5. Dr. K Sreelatha
6. Dr. Jisha Sreedharan
7. Dr. Parvathy Ramachandran
8. Ms. Lekshmi KS
9. Ms. Jesylin Mariam James
10. Ms. Sreela S
11. Mr. Jincemon Cyriac
12. Ms. Neetu Pradeep
13. Mr. Ajay Sasidharan
14. Mr. Jyothish S
15. Mr. Libin K Sabu
16. Ms. Aswathy Raj
17. Dr. V Shree Renjini
18. Dr. Nishad A
19. Ms. Thushara US
20. Ms. Bindu VK
21. Dr. Anju KS

Minutes of the meeting

1. Smt. Shereen K welcomed the staff and introduced the new IQAC Coordinator Dr. Smitha Sasidharan to the staff members.
2. Dr. Smitha Sasidharan presented an action plan for the IQAC activities of 2021-22. She requested to organise bridge courses, certificate courses, remedial classes and extension activities under various departments.

3. Registration process of Alumni Association has to be done and principal assured all the support for the same.
4. IQAC coordination insisted the coordinators of variou committee to hand over the reports to IQAC and website committee.
5. Website committee was reconstituted including Ms. Aswathy Raj and Dr. Anju K S.
6. Dr. Anju KS was nominated as NAAC steering committee coordinator
7. IQAC team has been expanded including Dr. Jisha Sreedharan and Dr. Nishad A

Action taken report

1. Department of Chemistry, Physics, Mathematics, Economics and Commerce started the bridge courses for the first year UG students.
2. Registration of Alumni Association has been initiated.
3. Coordinators of committees handed over the report of previous years to IQAC.

SREE NARAYANA COLLEGE CHENGANNUR

IQAC scheduled a staff meeting at college auditorium on 27/09/21 at 12.30 pm.

Agenda:-

1. Tutorial committee reconstitution
2. Student evaluation committee reconstitution
3. Training on LMS for first year UG students
4. Renewal of subscription of INFLIBNET
5. Request for a permanent faculty at Maths department

Members present:-

1. Smt. Shereen K (Principal in Charge)
2. Dr. Smitha Sasidharan
3. Dr. Anju KS
4. Dr. Venu S
5. Dr. K Sreelatha
6. Dr. Jisha Sreedharan
7. Mr. Jincemon Cyriac
8. Ms. Neetu Pradeep
9. Mr. Ajay Sasidharan
10. Mr. Jyothish S
11. Mr. Libin K Sabu
12. Ms. Aswathy Raj
13. Dr. V Shree Renjini
14. Dr. Nishad A
15. Ms. Thushara US
16. Ms. Bindu VK
17. Dr. Parvathy Ramachandran
18. Ms. Lekshmi KS
19. Ms. Jesylin Mariam James
20. Ms. Sreela S
21. Ms. Sreedevi Gopalakrishnan
22. Dr. Reshmi R

Minutes of the meeting

1. Principal welcomed the staff for the meeting and suggested that tutorial System and internal examination committee may be reconstituted
2. Tutorial committee was reconstituted with Miss. Neetu Pradeep as coordinator and Sreedevi Gopalakrishnan, Vani Jayadevan and Thushara US as members. IQAC coordination suggested that tutorial committee must meet once in a month and discuss the activities. She also requested Tutorial committee to take initiatives to improve our results.
3. Ms. Parvathy Ramachandran has been assigned the charge of Student Evaluation Committee coordinator.
4. Criteria 6 team of NAAC accreditation process was expanded including Librarian
5. A training session of LMS has to be given to first year UG and PG students
6. IQAC coordinator encouraged teachers to organise webinars on various topics.
7. An induction class/orientation class must be given to first year students

Action taken report

1. Department of Physics, Chemistry, Mathematics, Economics and Commerce stated bridge courses for first year UG students.
2. Dr. Venu S gave an orientation class on MOODLE LMS to first year UG students
Teachers may be encouraged to organise various webinars, especially under research methodology/gender equality/human rights etc.
3. An online induction programme by Dr. Beena Raveendran, Principal, DB College Sasthamkotta was organised for first year UG students.
4. Requested SN Trust for a permanent faculty at Mathematics department

SREE NARAYANA COLLEGE CHENGANNUR

An IQAC meeting was scheduled on 13/10/21 at 11 am at Principal's room.

Agenda:

1. Action plan for NAAC accreditation process and AQAR 20-21
2. Mentoring sessions for students
- 3 Any other matter.

Members present:-

1. Smt. Shereen K (Principal in Charge)
2. Dr. R. Raveendran
3. Mr. Anil P Sreerangam
4. Dr. A V Anandaraj
5. Dr. Smitha Sasidharan
6. Dr. Anju KS
7. Dr. Venu S
8. Dr. K Sreelatha
9. Dr. Jisha Sreedharan
10. Dr. V. Shree Renjini
11. Smt. Sreedevi Gopalakrishnan
12. Dr. Nishad
13. Smt. Thushara US

Minutes of the meeting

1. Principal welcomed the members for the meeting and informed emphasized the importance to set an action plan for NAAC accreditation process and AQAR 20-21.
2. IQAC coordinator discussed about the mentoring sessions for the students. All the members agreed to organise internal as well as external mentoring sessions for students.
3. Dr. Smitha Sasidharan discussed with various criteria coordinators regarding the data collections for AQAR 20-21.

Action taken report

1. An internal mentoring panel was formed by IQAC for mentoring sessions
2. An external mentoring programme was organised
3. Criteria coordinators presented a status of their data collection for AQAR 20-21.

SREE NARAYANA COLLEGE CHENGANNUR

A meeting of tutors of first year degree students and tutorial committee was scheduled at 3/11/2021 at 2.30 pm at Principal's room.

Agenda:

1. Attendance monitoring
2. Periodic Assessment
3. Any other matter

Members present:-

1. Smt. Shereen K (Principal in Charge)
2. Dr. Smitha Sasidharan (IQAC Coordinator)
3. Ms. Neetu Pradeep (Tutorial Committee Coordinator)
4. Ms. Thuhara US (Tutorial Committee member)
5. Mr. Ajay Sasidharan (IDC Tutor, Maths)
6. Ms. Renju Ravi (IDC Tutor, Physics)
7. Mr. Jyothish (IDC Tutor, Economics)

Minutes of the Meeting

1. Smt. Shereen K, welcomed everyone to the meeting and intimated the agenda of the meeting
2. IQAC Coordinator emphasized the importance of attendance monitoring and periodic evaluation. Attendance and periodic assessment is very much crucial for the maintenance of discipline as well as the improvement of results.
3. Principal insisted the tutors to collect attendance and hand over a copy of the consolidated monthly attendance statement to tutorial committee coordinator and CLMC. Tutors must ensure that a monthly test paper is conducted in each subject and the mark list of same may be collected from respective teachers.
4. IQAC coordinator suggested to conduct an entry level test to the first year UG and PG students.

Action taken report

1. Tutors collected attendance from all departments, consolidated and hand over to CLMC. The same was displayed on notice board.
2. An entry level test was conducted for first year UG students by concerned departments

SREE NARAYANA COLLEGE CHENGANNUR

A meeting of internal mentors, IQAC Coordinator and Principal was scheduled at 19/11/2021 at 12.30 pm at Principal's room.

Agenda:

1. Upcoming internal mentoring sessions
2. External mentoring

Members present:-

1. Ms. Shereen K (Principal in Charge)
2. Dr. Smitha Sasidharan (IQAC Coordinator)
3. Dr. Venu S
4. Ms. Bindu V K
5. Dr. Anju KS
6. Ms. Aswathyraj
7. Mr. Jincemon Cyriac
8. Mr. Libin K Sabu
9. Dr. Jisha Sreedharan
10. Dr. V. Shree Renjini

Minutes of the Meeting

1. Smt. Shereen K, welcomed everyone to the meeting and intimated the agenda of the meeting.
2. IQAC Coordinator shared the vision and mission of internal mentoring sessions. The internal mentoring sessions was introduced at our college with a vision to inculcate moral values, positive approach to life and society, personality development, self confidence and to generate ambitions about their future among our students.
3. Many suggestions were discussed and finally following decisions were made,
 - Internal mentoring sessions will be conducted once in a month via an offline mode
 - Total number of first year and second year students will be divided in to 11 groups (11 mentors are available) and internal mentors will handle the 11 sessions on a rotation basis once in two weeks.

- The internal mentoring sessions will be done on last hour of a particular day. (First session will be on Monday, Second session will be on Tuesday like)
- The topics suggested by mentors include Ethics, Moral Values, Student-Teacher Relations, Interpersonal Relations, Personality Development, Time Management, Stress Management, Health awareness, Drugs, Environmental awareness, Career Guidance, Gurudeva Darshanangal, Mission and Vision of College etc. The topics may be extended as per others suggestions.
- An external mentoring session will be organised by second week of December by an external expert.

Action taken report

1. Internal mentoring panel was formed and a schedule was given to panel members to handle the session
2. An external mentoring session was organised by Mr. Justin P James on 9/12/21

SREE NARAYANA COLLEGE CHENGANNUR

A staff meeting was scheduled at college auditorium on 7/2/22 at 12.30 pm in presence of Principal in Charge, SN College Chengannur.

Agenda:-

1. Club activity reports
2. Internal mentoring session
3. Extension activity

Members present:-

1. Dr. Venu S
2. Dr. Jisha Sreedharan
3. Dr. K Sreelatha
4. Jincemon Cyriac
5. Neetu Pradeep
6. Ajay Sasidharan
7. Jyothish S
8. Libin K Sabu
9. Aswathy Raj
10. Dr. V Shree Renjini
11. Dr. Nishad A
12. Dr. Smitha Sasidharan
13. Smt. Shereen K (Principal in Charge)
14. Dr. Anju KS
15. Smt. Bindu V K

Minutes of the staff meeting

1. Club coordinators must prepare a report of their club activities during 2021-22
2. Discussed the upcoming internal mentoring session by Mr. Libin K Sabu
3. IQAC coordinator requested the teachers to fill the AQA20-21 at the earliest.
4. Principal suggested to conduct a result analysis of each semester and handover same to CLMC

Action taken report

1. Scheduled the mentoring session by Mr. Libin K Sabu on 17/2/22

2. Club coordinators handed over the reports to IQAC
3. IQAC coordinator discussed with criteria coordinators and started uploading data for AQAR 20-21.

SREE NARAYANA COLLEGE CHENGANNUR

An IQAC meeting was conducted on 7/3/22 at 2.30 pm at Principal's chamber

Agenda:-

1. AQAR 20-21
2. Annual Report 21-22
3. SSR

Members present:-

1. Smt. Shereen K (Principal in Charge)
2. Dr. R. Raveendran
3. Mr. Anil P Sreerangam
4. Dr. A V Anandaraj
5. Dr. Smitha Sasidharan
6. Dr. Anju KS
7. Dr. Venu S
8. Dr. K Sreelatha
9. Dr. Jisha Sreedharan
10. Dr. V. Shree Renjini
11. Smt. Sreedevi Gopalakrishnan
12. Dr. Nishad A
13. Smt. Thushara US
14. Mr. Ratheeshkumar
15. Mr. Arjun A

Minutes of the staff meeting

1. As the deadline for AQAR submission 20-21 is 31/3/22, all the criteria team members must conduct individual meeting and set an action plan.
2. Since the accreditation status of the college ended on February 2022 principal suggested to start the data collection process of SSR
3. Principal requested the IQAC coordinator to prepare the annual report of 21-22

Action taken report

1. IQAC set an action for various criteria teams for AQAR20-21 and extended the team including more numbers.
2. IQAC collected datas from various club coordinators and departments to prepare the annual report 21-22.

SREE NARAYANA COLLEGE CHENGANNUR

IQAC organized a meeting of faculties on 3/4/22 at 2.30 pm via online platform Google Meet.

Agenda:

1. SSR preparation
2. AQAR 20-21

Members present:-

1. Smt. Shereen K (Principal in Charge)
2. Dr. Smitha Sasidharan (IQAC Coordinator)
3. Dr. K Sreelatha
4. Dr. Venu S
5. Dr. V Shree Renjini
6. Dr. Anju K S
7. Dr. Jisha Sreedharan
8. Dr. Reshmi R
9. Smt. Neetu Pradeep
10. Smt. Aswathy Raj
11. Smt. Sincy
12. Smt. Soumya Anish
13. Dr. Nishad A
14. Smt. Thushara U S
15. Smt. Neetu Pradeep
16. Mr. Jincemon Cyriac
17. Mr. Praveen K H

Minutes of the staff meeting

1. IQAC coordinator directed all the criteria team members to complete their uploading and submit AQAR 20-21.
2. SSR preparation has to be started at the earliest and the new team members will be as follows :-
 1. Criteria I - Smt. Aswathy Raj, Smt. Parvathy Ramachanran and Smt. Sincy
 2. Criteria II - Smt. Sreedevi Gopalakrishnan, Smt. Neetu Pradeep, Guest Faculty

3. Criteria III - Dr. Reshmi R, Dr. V. Shree Renjini, Dr. Venu S
 4. Criteria IV - Dr. K. Sreelatha, Shri. Praveen K H, Shri. Ratheesh Kumar A
 5. Criteria V - Dr. Jisha Sreedharan, Smt. Soumya Surendran, Guest Faculty
 6. Criteria VI - Dr. Nishad A, Smt. Thushara U S, Guest Faculty
 7. Criteria VII - Dr. Anju KS, Smt. Bindu V K, Guest Faculty
4. The new team members are directed to conduct their meeting and start the preparation of SSR.
 5. IQAC will conduct a review of the preparation of SSR once in three weeks.
 3. Website committee was reconstituted with Dr. Jisha Sreedharan (Coordinator) Aswathy Raj and Dr. Nishad A as the members.
 4. A technical committee was formed to provide assistance for uploading and proof reading of the files. Members are Dr. Anju K S (Coordinator), Dr. Venu S, Smt. Parvathy Ramachandran and Smt. Aswathy Raj.

Action taken report

1. AQAR 20-21 was uploaded on 24/5/22
2. Criteria coordinators conducted individual team meetings for SSR preparation and divided key indicators among team members.