



SREE NARAYANA COLLEGE CHENGANNUR

The first IQAC meeting of the academic year 22-23 was held on 09/06/22 at IQAC room at 12.30 pm.

Agenda:-

1. Action plan for 2022-23
2. Submission of AQAR 21-22
3. Annual Report 21-22
4. Any other matter

Members present:-

1. Smt. Shereen K (Principal-in-Charge) - Chairperson
2. Dr. R. Raveendran (External Expert)
3. Dr. A V Anandaraj (Management Representative)
4. Sri. Anil P Sreerangam (Industrialist)
5. Dr. Smitha Sasidharan (IQAC Co-ordinator)
6. Dr. Anju KS (NAAC Co-ordinator)
7. Dr. Venu S (Department of Chemistry)
8. Dr. V. Shree Ranjini (Department of Hindi)
9. Dr. Jisha Sreedharan (Department of Chemistry)
10. Smt. Thushara US (Department of Commerce)
11. Smt. Sreedevi Gopalakrishnan (Department of Economics)
12. Dr. Nishad A (Department of Commerce)
13. Mr. Sabu M N (Head Accountant)
14. Mr. Ratheeshkumar (Librarian)
15. Arjun A (Student Representative)

Minutes of the meeting

1. IQAC Coordinator presented an action plan for the IQAC activities of 2022-23.
2. Criteria teams were expanded including guest faculties for the preparation of AQAR 21-22 and SSR
3. Decided to participate in AISHE and NIRF
4. The Principal suggested to enroll all the teachers and students in INFLIBNET
5. Decided to collect data of department level activities for the preparation of annual report 21-22
6. Decided to introduce more certificate courses and start collaboration with various institutes
7. Extension activities has to be conducted more effectively
8. The members suggested to strengthen anti drug campaign in the campus.
9. It was decided to conduct PTA meeting more frequently

10. Decided to conduct an Induction programme for first year students and NAAC orientation class for teachers
11. Result analysis of final year UG students was done and decided to conduct revision classes in each semester prior to examination.

Action taken report

1. Participated in AISHE and NIRF
2. Teachers and students were enrolled in INFLIBNET
3. Collected data of department and club activities for the preparation of annual report
4. Conducted PTA meetings in each semester
5. Anti drug awareness programmes were conducted at college
6. More certificate course was introduced by various departments
7. Collaboration was initiated with many institutes and MoUs were signed
8. Extension activities were conducted including nearby schools and public
9. Organised Induction programme for students on 12/10/22 FN
10. A NAAC orientation class was arranged for teachers on 12/10/22 AN



SREE NARAYANA COLLEGE CHENGANNUR

A meeting of IQAC was held on 14/10/22 at IQAC room at 11.30 pm.

Agenda:-

1. SSR preparation
2. Green initiatives
3. Any other matter

Members present:-

1. Smt. Shereen K (Principal-in-Charge) - Chairperson
2. Dr. R. Raveendran (External Expert)
3. Dr. A V Anandaraj (Management Representative)
4. Sri. Anil P Sreerangam (Industrialist)
5. Dr. Smitha Sasidharan (IQAC Co-ordinator)
6. Dr. Anju KS (NAAC Co-ordinator)
7. Dr. Venu S (Department of Chemistry)
8. Dr. V. Shree Ranjini (Department of Hindi)
9. Dr. Jisha Sreedharan (Department of Chemistry)
10. Smt. Thushara US (Department of Commerce)
11. Smt. Sreedevi Gopalakrishnan (Department of Economics)
12. Dr. Nishad A (Department of Commerce)
13. Mr. Ajith P (Junior Superintend)
14. Mr. Ratheeshkumar (Librarian)
15. Arjun A (Student Representative)

Minutes of the meeting

1. Decided to start SSR preparation and the teams were expanded including new guest faculties
2. Decided to follow up SN College Alumni registration
3. It was decided to do the maintainance of biogas and rainwater harvesting.
4. A water recycling possibility at the organic chemistry laboratory was discussed
5. Green and energy audit was discussed and assigned Dr. Anju KS to do follow ups
6. Website modification was assigned to Dr. Jisha Sreedharan
7. Decided to set up a solid waste incinerator at the campus
8. Decided to set a hand rail and toilet at the library building for disabled

Action taken report

1. Started the preparation of SSR and IQAC Coordinator conducted frequent reviews with various teams
2. SN College Alumni was registered
3. Green, energy and environment audit were done
4. College website were updated
5. Water recycling was arranged at Chemistry Department
6. Biogas and rainwater harvesting maintenance was done
7. Solid waste incinerator was set up at the campus
8. A hand rail and disable friendly toilet was arranged at the library building



SREE NARAYANA COLLEGE CHENGANNUR

A meeting of IQAC was held on 13/12/23 at IQAC room at 11.30 pm.

Agenda:-

1. SSR preparation status
2. Extension activities
3. Waste management
4. Any other matter

Members present:-

1. Smt. Shereen K (Principal-in-Charge) - Chairperson
2. Dr. R. Raveendran (External Expert)
3. Dr. A V Anandaraj (Management Representative)
4. Sri. Anil P Sreerangam (Industrialist)
5. Dr. Smitha Sasidharan (IQAC Co-ordinator)
6. Dr. Anju KS (NAAC Co-ordinator)
7. Dr. Venu S (Department of Chemistry)
8. Dr. V. Shree Ranjini (Department of Hindi)
9. Dr. Jisha Sreedharan (Department of Chemistry)
10. Smt. Thushara US (Department of Commerce)
11. Smt. Sreedevi Gopalakrishnan (Department of Economics)
12. Dr. Nishad A (Department of Commerce)
13. Mr. Ajith P (Junior Superintend)
14. Mr. Ratheeshkumar (Librarian)
15. Arjun A (Student Representative)

Minutes of the meeting

1. Dr. R Raveendran has reviewed the status of SSR preparation and gave suggestions
2. It was decided to contact Cheriyanad Grama Panchayath regarding waste management
3. Decided to improve collaboration with other institutes and collect MoUs
4. It was decided to organise the extension activities of departments

Action taken report

1. Contacted Cheriyanad Grama Panchayath for the assistance of waste management and signed an MoU for Plastic, chemical and E-waste disposal
2. Extension activities was conducted by Department of Chemistry and Physics
3. Criteria teams included corrections by the external expert
4. Collected MoUs from other institutes



SREE NARAYANA COLLEGE CHENGANNUR

A meeting of IQAC was held on 6/02/23 at IQAC room at 11.30 pm.

Agenda:-

1. AQAR 21-22
2. Excellentia 23
3. Skill Development Programmes
4. Career guidance Programmes
5. Any other matter

Members present:-

1. Smt. Shereen K (Principal-in-Charge) - Chairperson
2. Dr. R. Raveendran (External Expert)
3. Dr. A V Anandaraj (Management Representative)
4. Sri. Anil P Sreerangam (Industrialist)
5. Dr. Smitha Sasidharan (IQAC Co-ordinator)
6. Dr. Anju KS (NAAC Co-ordinator)
7. Dr. Venu S (Department of Chemistry)
8. Dr. V. Shree Ranjini (Department of Hindi)
9. Dr. Jisha Sreedharan (Department of Chemistry)
10. Smt. Thushara US (Department of Commerce)
11. Smt. Sreedevi Gopalakrishnan (Department of Economics)
12. Dr. Nishad A (Department of Commerce)
13. Mr. Ajith P (Junior Superintend)
14. Mr. Ratheeshkumar (Librarian)
15. Arjun A (Student Representative)

Minutes of the meeting

1. The meeting directed IQAC Coordinator to attend the Excellentia 23, a state government initiative to appreciate the colleges who secured highest NAAC grade
2. Decided to submit AQAR 21-22 at the earliest
3. It was decided to conduct more skill development programmes and career guidance seminars
4. Decided to organize arts and sports fest

Action taken report

1. IQAC Coordinator attended Excellentia 23 and a feed back of the session was shared among the teaching staff of the college.

2. AQAR 21-22 was submitted on 15/2/23
3. Conducted skill development programmes by Department of Chemistry
4. Career guidance and placement cell organized seminars
5. Conducted arts fest and sports day.



SREE NARAYANA COLLEGE CHENGANNUR

A meeting of IQAC was held was held on 15/03/23 at IQAC room at 11.30 pm.

Agenda:-

1. SSR preparation
2. Office auditing
3. Any other matter

Members present:-

1. Smt. Shereen K (Principal-in-Charge) - Chairperson
2. Dr. R. Raveendran (External Expert)
3. Dr. A V Anandaraj (Management Representative)
4. Sri. Anil P Sreerangam (Industrialist)
5. Dr. Smitha Sasidharan (IQAC Co-ordinator)
6. Dr. Anju KS (NAAC Co-ordinator)
7. Dr. Venu S (Department of Chemistry)
8. Dr. V. Shree Ranjini (Department of Hindi)
9. Dr. Jisha Sreedharan (Department of Chemistry)
10. Smt. Thushara US (Department of Commerce)
11. Smt. Sreedevi Gopalakrishnan (Department of Economics)
12. Dr. Nishad A (Department of Commerce)
13. Mr. Ajith P (Junior Superintend)
14. Mr. Ratheeshkumar (Librarian)
15. Arjun A (Student Representative)

Minutes of the meeting

1. It was decided to take necessary steps to conduct office auditing at the earliest.
2. Annual Report
3. Stock verification

Action taken report

1. Office auditing is going on and is expected to complete soon
2. Internal stock verification was done.
3. Departments and club coordinators are requested to send the annual report



SREE NARAYANA COLLEGE CHENGANNUR

A meeting of IQAC was held was held on 18/05/23 at IQAC room at 10.30 pm.

Agenda:-

1. IIQA Submission
2. Action plan for 23-24
3. Any other matter

Members present:-

1. Smt. Shereen K (Principal-in-Charge) - Chairperson
2. Dr. R. Raveendran (External Expert)
3. Dr. A V Anandaraj (Management Representative)
4. Sri. Anil P Sreerangam (Industrialist)
5. Dr. Smitha Sasidharan (IQAC Co-ordinator)
6. Dr. Anju KS (NAAC Co-ordinator)
7. Dr. Venu S (Department of Chemistry)
8. Dr. V. Shree Ranjini (Department of Hindi)
9. Dr. Jisha Sreedharan (Department of Chemistry)
10. Smt. Thushara US (Department of Commerce)
11. Smt. Sreedevi Gopalakrishnan (Department of Economics)
12. Dr. Nishad A (Department of Commerce)
13. Mr. Ajith P (Junior Superintend)
14. Mr. Ratheeshkumar (Librarian)

Minutes of the meeting

1. Decided to submit IIQA
2. Assigned IQAC Coordinator to prepare Action plan for 23-24

Action taken report

1. The documents required for submission of IIQA was collected and is under process
2. Action plan is prepared by IQAC