



SREE NARAYANA COLLEGE CHENGANNUR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The first IQAC meeting of the academic year 23-24 was held on 05/06/23 at IQAC room at 12.30 pm.

Agenda:-

1. Action plan for 2023-24
2. Submission of IIQA and SSR
3. Annual Report 22-23
4. Any other matter

Members present:-

1. Dr. 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. Premjith Lal MS (Junior Superintendent)
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 2023-24.
2. Decided to participate in AISHE and NIRF
3. Decided to renew the subscription of INFLIBNET
4. Decided to collect data of department level activities for the preparation of annual report 22-23
5. Decided to introduce more certificate courses and start collaboration with various institutes
6. The members suggested to conduct programmes in connection with Yoga Day and Reading week

7. Decided to conduct an Induction programme for first year students
8. Result analysis of final year UG students was done and decided to conduct revision classes in each semester prior to examination.
9. Decided to submit IIQA after completing 80% of SSR since only 45 days will be available for SSR submission after IIQA submission.
10. Decided to conduct frequent review meeting with criteria teams to assess the progress of SSR preparation.
11. Decided to conduct career guidance and skill development programmes at every departments

Action taken report

1. Participated in AISHE and NIRF
2. INFLIBNET subscription was renewed at the library
3. Collected data and reports of departments and clubs for the preparation of annual report
4. More certificate course was introduced by various departments
5. Collaboration was initiated with many institutes and MoUs were signed
6. Organized Induction programme for students
7. Conducted criteria wise review meetings in every Wednesday
8. All the departments conducted career guidance and skill development programmes



SREE NARAYANA COLLEGE CHENGANNUR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

An IQAC meeting was scheduled on 04/07/23 at IQAC room at 11.30 pm.

Agenda:-

1. IIQA and SSR submission
2. Result Analysis and PTA meetings
3. Academic and Administrative Audit
4. Any other matter

Members present:-

1. Dr. 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. Premjith Lal MS (Junior Superintendent)
14. Mr. Ratheeshkumar (Librarian)
15. Arjun A (Student Representative)

Minutes of the meeting

1. Decided to submit IIQA and continue SSR preparation for its timely submission
2. Decided to collect results from University of Kerala for SSR
3. Decided to conduct a workshop on soft skill development
4. Decided to enhance activities with the collaborative institute.
5. Decided to collaborate with other institutes.

6. Decided to conduct Academic and Administrative Audit
7. Decided to conduct result analysis and conduct PTA meetings

Action taken report

1. Submitted IIQA on 10/7/23
2. Conducted a workshop on soft skill development on Fabric Painting on 16/8/23
3. Conducted webinar on 15/7/23 on Polymerisation Process by Dr. Tharun A Rauf, Assistant Professor, TKM College of Arts and Science
4. Collaboration was started with CEPCI Kollam, Veranda Educational Solutions and Sree Ayyappa College Eramalikkara
5. Conducted Academic and Administrative Audit



SREE NARAYANA COLLEGE CHENGANNUR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC meeting was held on 21/08/23 at IQAC room at 11.30 pm.

Agenda:-

1. SSR Submission
2. Extension activities
3. Training on ERP software
4. Any other matter

Members present:-

1. Dr. 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. Premjith Lal MS (Junior Superintendent)
14. Mr. Ratheeshkumar (Librarian)
15. Arjun A (Student Representative)

Minutes of the meeting

1. Decided to request for an extension of submission of SSR due to Onam Holidays and submit SSR as per the decision from NAAC
2. It was decided to organise the extension activities of departments
3. Decided to conduct ERP training to students and teachers
4. Decided to conduct NEP orientation class to teachers

5. Decided to process the application of research guideship of Dr. Anju K S, Dr. Smitha Sasidharan and Dr. A. Nishad

Action taken report

1. Received extension for submission of SSR and submitted SSR on 14/9/23
2. Extension activities was conducted by Department of Physics and NSS
3. Conducted FYUGP orientation class and ERP training
4. Processed the application of research guideships and three teachers were recognised as research guides of University of Kerala



SREE NARAYANA COLLEGE CHENGANNUR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

An IQAC meeting was held on 22/09/23 at IQAC room at 11.30 pm.

Agenda:-

1. DVV
2. NEP orientation
3. Any other matter

Members present:-

1. Dr. 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. Premjith Lal MS (Junior Superintendent)
14. Mr. Ratheeshkumar (Librarian)
15. Arjun A (Student Representative)

Minutes of the meeting

1. IQAC Coordinator explained DVV clarifications received from NAAC and intimated teachers that the deadline for submission of DVV is on 30/9/23
2. Various criteria coordinators presented their responses to queries under their criteria.
3. Teachers also expressed their difficulties to submit DVV before deadline due to the ongoing

centralised camp valuation. They requested to send an application for extension to NAAC.

4. IQAC Coordinator requested teachers to attend training programmes on NEP and FYUGP organized by various institutes.

Action taken report

1. As per the request of teachers IQAC Coordinator send a request to NAAC for extension for DVV submission. NAAC considered the request for extension and granted an extension for 1 week for DVV submission. The college submitted clarifications of DVV queries on 10/10/23
2. Teachers participated in NEP and FYUGP orientation classes organized by other institutes.
3. Constituted various committees for NAAC Peer Team Visit.



SREE NARAYANA COLLEGE CHENGANNUR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

A meeting of IQAC was held on 12/10/23 at 3 pm at Principal's Chamber.

Agenda :

1. Preparation of files for the NAAC visit
2. Criteria wise presentation of SSR
3. Reconstitution of IQAC
4. NAAC Committees
5. Any other matter

Members Present

- 1) Dr. 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. Premjith Lal MS (Junior Superintendent)
- 14) Mr. Ratheeshkumar (Librarian)
- 15) Arjun A (Student Representative)

Minutes of the meeting

1. Dr. Shereen K (Principal-in-Charge) welcomed the participants.
2. Dr. Smitha Sasidharan acknowledged all the staff for the support with regard to the submission of SSR and DVV. She circulated the list of files to be ready for NAAC visit.
3. A file review committee was constituted with the members Dr. Smitha Sasidharan, Dr. Anju KS,

Dr. V. Shree Renjini and Smt. Sreedevi Gopalakrishnan.

4. Criteria wise presentations was scheduled
5. Fifteen committees for the NAAC visit was listed out and approved by the members
6. Decided to conduct ERP software online training session
7. Dr. Anju KS acknowledged the participants at the end of the meeting.
8. Decided to reconstitute including all Head of Departments.

Action taken report

1. File review was conducted fortnightly
2. NAAC Committees was constituted
3. ERP software online training session was scheduled tentatively on 17/10/23 AN.
4. As per the decision IQAC was reconstituted including Smt. Aswathy Raj, Smt. Bindu V K and Smt. Sincy B.



SREE NARAYANA COLLEGE CHENGANNUR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

An IQAC meeting was held on 16/11/23 at IQAC room at 11.30 pm.

Agenda:-

1. Induction Programme
2. Bridge Courses
3. Result Analysis
4. NAAC Committees
5. Any other matter

Members present:-

1. Dr. 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 K S (NAAC Co-ordinator)
7. Dr. K. Sreelatha (Head, Department of Physics)
8. Dr. Venu S (Department of Chemistry)
9. Smt. Sreedevi Gopalakrishnan (Department of Economics)
10. Dr. V. Shree Ranjini (Department of Hindi)
11. Smt. Thushara US (Department of Commerce)
12. Smt. Bindu V K (Department of Malayalam)
13. Smt. Aswathy Raj (Department of English)
14. Smt. Sincy B (Department of Mathematics)
15. Dr. Jisha Sreedharan (Department of Chemistry)
16. Mr. Premjith Lal MS (Junior Superintendent)
17. Mr. Rathees kumar N (Librarian)
18. Mr. Arjun (Student Representative)

Minutes of the meeting

1. Decided to conduct Induction Programme for newly joined students

2. Decided to conduct bridge courses for UG students
3. Conducted result analysis and decided to conduct remedial classes effectively and frequently.
4. Decided to constitute various committees for NAAC peer team visit.

Action taken report

- 1) Conducted Induction Programme on 8/12/23
- 2) Conducted bridge courses for UG students
- 3) Constituted various committees for NAAC Peer Team Visit.
- 4) Remedial classes were conducted frequently



SREE NARAYANA COLLEGE CHENGANNUR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

An IQAC meeting was held on 8/01/24 at IQAC room at 11.30 pm.

Agenda:-

1. RUSA Proposal
2. Status of Prequalification Process
3. AKSHE and KIRF
4. Any other matter

Members present:-

1. Dr. Anju K S (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. V. Shree Ranjini (NAAC Co-ordinator)
7. Dr. K. Sreelatha (Head, Department of Physics)
8. Dr. Venu S (Department of Chemistry)
9. Smt. Sreedevi Gopalakrishnan (Department of Economics)
10. Dr. Shereen K (Department of Physical Education)
11. Smt. Thushara US (Department of Commerce)
12. Smt. Bindu V K (Department of Malayalam)
13. Smt. Aswathy Raj (Department of English)
14. Smt. Sincy B (Department of Mathematics)
15. Dr. Jisha Sreedharan (Department of Chemistry)
16. Mr. Premjith Lal MS (Junior Superintendent)
17. Mr. Rathees kumar N (Librarian)
18. Mr. Arjun (Student Representative)

Minutes of the meeting

1. Principal in Charge Dr. Anju K S addressed IQAC team members and she requested the

cooperation of all the team members for the overall quality improvement of the college and NAAC accreditation process. She also intimated teachers about the necessity to raise the fund for the development of college and was decided to prepare a proposal for RUSA

2. Decided to send a query to NAAC enquiring the status of prequalification of accreditation process
3. Decided to participate in All Kerala Higher Education Survey (AKSHE) and Kerala Institutional Ranking Framework (KIRF)
4. Decided to conduct Annual Sports Day and Athletic Meet.

Action taken report

1. Send a query to NAAC regarding the status of prequalification process and they replied that the process is progressing
2. IQAC Coordinator prepared a proposal to be submitted to RUSA
3. Conducted Sports Day and Annual Athletic Meet
4. Participated in AKSHE and KIRF



SREE NARAYANA COLLEGE CHENGANNUR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

An IQAC meeting was held on 20/02/24 at IQAC room at 11.30 pm.

Agenda:-

1. Submission of RUSA Proposal
2. Status of Prequalification Process
3. Any other matter

Members present:-

1. Dr. Anju K S (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. V. Shree Ranjini (NAAC Co-ordinator)
7. Dr. K. Sreelatha (Head, Department of Physics)
8. Dr. Venu S (Department of Chemistry)
9. Smt. Sreedevi Gopalakrishnan (Department of Economics)
10. Dr. Shereen K (Department of Physical Education)
11. Smt. Thushara US (Department of Commerce)
12. Smt. Bindu V K (Department of Malayalam)
13. Smt. Aswathy Raj (Department of English)
14. Smt. Sincy B (Department of Mathematics)
15. Dr. Jisha Sreedharan (Department of Chemistry)
16. Mr. Premjith Lal MS (Junior Superintendent)
17. Mr. Rathees kumar N (Librarian)
18. Mr. Arjun (Student Representative)

Minutes of the meeting

1. IQAC Coordinator presented the proposal for RUSA

2. Principal in Charge Dr. Anju K S acknowledged the efforts of IQAC Coordinator to complete the proposal on time. She also requested the team members to intimate the suggestions prior to final submission.
3. Decided to send a query to NAAC enquiring the status of prequalification of accreditation process

Action taken report

1. Send a query to NAAC regarding the status of prequalification process. NAAC replied through mail that a new DVV clarification will be send soon.
2. IQAC Coordinator submitted the proposal for RUSA after including minor suggestions from team members and consultation with the management.



SREE NARAYANA COLLEGE CHENGANNUR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

An IQAC meeting was held on 19/03/24 at IQAC room at 11.30 pm.

Agenda:-

1. DVV clarification
2. KIRF
3. AISHE
4. Annual Report 23-24
5. Any other matter

Members present:-

1. Dr. Anju K S (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. V. Shree Ranjini (NAAC Co-ordinator)
7. Dr. K. Sreelatha (Head, Department of Physics)
8. Dr. Venu S (Department of Chemistry)
9. Smt. Sreedevi Gopalakrishnan (Department of Economics)
10. Dr. Shereen K (Department of Physical Education)
11. Smt. Thushara US (Department of Commerce)
12. Smt. Bindu V K (Department of Malayalam)
13. Smt. Aswathy Raj (Department of English)
14. Smt. Sincy B (Department of Mathematics)
15. Dr. Jisha Sreedharan (Department of Chemistry)
16. Mr. Premjith Lal MS (Junior Superintendent)
17. Mr. Rathees kumar N (Librarian)
18. Mr. Arjun (Student Representative)

Minutes of the meeting

- 1) IQAC Coordinator presented the new DVV clarifications and she intimated the teachers that the deadline for submission of DVV clarifications is on 2/4/24

- 2) Criteria coordinators commented on their views on queries under their criteria
- 3) Principal in Charge Dr. Anju K S instructed the criteria coordinators to prepare documents for DVV clarifications and submit to IQAC Coordinator on time.
- 4) Dr. Anju KS intimated the team members regarding the participation of college in Kerala Institutional Ranking Framework and AISHE.
- 5) IQAC Coordinator Dr. Smitha Sasidharan intimated team members regarding the presentation of annual report of 2023-24 at SN Trust and requested team members to consolidate the reports of activities during 2023-24 and send to IQAC

Action taken report

1. IQAC Coordinator collected document for DVV queries from criteria coordinators and submitted the details in NAAC portal on 1/4/24
2. The college submitted data for KIRF on 28/3/24.
3. Collected reports from all the clubs and departments for the academic year 2023-24