

## **Minutes: 1**

### **03<sup>rd</sup> August 2018**

- The principal introduced the newly appointed IQAC co-coordinator (Dr.Venu.S, Department of Chemistry) to the members present.
- It was decided to celebrate “Onam”, the cultural festival. Ms. Shereen K, Assistant Professor, Department of Physical Education, was selected as the coordinator for conducting the same by including various competitions for students.
- It was decided to observe the Independence Day under the auspices of NSS Unit of the college.
- It was decided to observe ozone day, in the month of September 2018, under the auspices of Department of Chemistry.
- It was decided in the meeting to organize an orientation programme for the First year degree students (2018 admission) in the month of September.

### **Action Taken Report on the meeting held on 03-08-2018**

- On 8<sup>th</sup> August 2018 the health and sports club in association with the Mathrubhumi and cultural club organised a competition for students to get engaged and participate in the games related to Onam. Various games like Tug of war, “pattu petti”, Mr and Mrs. Malayali and Onam quiz were conducted.
- 72<sup>nd</sup> Independence Day was celebrated at Sree Narayana College, Chengannur. National Flag was hoisted by NSS programme officer Smt. Jisha Sreedharan. Smt. Thushara U. S., Assistant professor of Commerce, delivered Independence Day message. Head accountant Mr. Prahaladhan K also delivered a few words regarding independence. Students and teachers recited patriotic songs and sweets were distributed. The celebration came to an end with National Anthem.
- In connection with ozone day celebrations, an essay and painting competition was conducted by the Department of Chemistry in association with NSS unit of the college, on 17<sup>th</sup> September 2018. Gulmesh Chand, I B.Sc Physics and Anju A of II B.Sc physics won the first and second prize respectively, for the essay competition. Ganga Krishnan N of II

B.Sc Physics and Jeril Joy of II B.Sc Mathematics won first and second prize respectively, in painting competition.

- One day orientation programme for first year degree students was organized by the IQAC of the college, on 6<sup>th</sup> September 2018. The programme was presided over by the principal of the college, Dr.K.Shiny Sreedhar. Dr. Venu.S, Co-ordinator, IQAC welcomed the gathering. The programme was scheduled as two sessions- F.N Session for science stream students and A.N Session for the students of Arts and Commerce stream. The sessions were handled by Prof. (Dr.) R.Raveendran, UGC Emeritus Professor. The sessions were completely interactive in nature. The feedback was collected from the students and handed over to the external expert.

## **Minutes: 2**

### **28<sup>th</sup> August 2018**

- The alarming situation of the flood hit was discussed in the meeting. The committee entrusted the NSS unit of the college to take up the flood relief activities.
- It was decided to convoke a general body meeting of all the teaching and non-teaching staff of the college to take part in the flood relief activities.
- It was decided in the meeting to make contributions to CMDRF (chief minister's disaster relief fund).
- It was decided to visit the flood affected areas of Cheriyanad Grama panchayat.

### **Action Taken Report on the meeting held on 28-08-2018.**

- The Teachers, Students, Non-Teaching staff and the NSS Unit of the college, as a team could extend their hands for the betterment of the affected society.
- Dr. Smitha Sasidharan and Prof. Lekha visited the houses of flood affected victims (students). Some of the students were severely affected and we tried to console them and provide support to overcome the situation. Miss Anju, Miss Krishnaveni and Mr. Akarsh of second year chemistry students lost their house utensils and dresses in the flood and we gave 1500/- rupees to each of them. Our second year MSc chemistry students were also affected by the flood and two of them lost their books too. We gave Mr. Sandeep S.A and Miss. Anusree of the class an amount of Rs. 1500/- each to buy books.

- All the teaching faculty members participated in the salary challenge. The faculty members unanimously decided to contribute one month's salary as 10 installments to the CMDRF.

**Minutes: 3**

**28-09-2018**

- It was decided to conduct an entry level/aptitude test for the first year students (2018 admissions) of all the departments.
- It was decided to conduct a college-level quiz competition under the auspices of Gandhian Study Center of the college, in the month of October 2018 in connection with '*Gandhi Jayanti*'.
- It was decided to conduct the PTA meeting of the First year (2018 admissions) students of all Degree programmes before 31<sup>st</sup> October 2018.
- It was decided to ensure the participation of students in the Kerala University Inter-collegiate Judo Championship and Kerala University Intercollegiate North Zone Kabadi Championship to be held in the month of October 2018.
- Decided to submit a report on flood relief activities carried out by the institution to the University of Kerala in prescribed format.

**Action Taken Report on the meeting held on 28-09-2018.**

- An aptitude test/entry level for first year B. Sc students was conducted by the department of Chemistry, Physics and Mathematics on 3<sup>rd</sup> October 2018.
- A quiz competition was conducted by the Gandhian Study Centre of the college on 4<sup>th</sup> October 2018. A team of students (S3 B.Sc) from the Department of Mathematics participated in quiz competition conducted by the Gandhian Study Centre of the college and won first prize.
- An aptitude test/entry level for first year students was conducted by the department of Commerce and Economics for the first year students (2018 admission) of the respective departments on 4<sup>th</sup> October 2018.

- On 13<sup>th</sup> and 14<sup>th</sup> October 2018 our college Judo Men and Women Team participated in Kerala University Intercollegiate Judo Championship held at Vellayayani Agriculture College Thiruvananthapuram organised by Pandalam NSS College. Lekshmi .J of 1<sup>st</sup> B. Sc Chemistry student got Bronze Medal.
- PTA meeting of S1 B.Sc Mathematics was convened by the department of Mathematics on 16<sup>th</sup> October 2018. The meeting was presided over by the Principal, Dr. K.Shiny Sreedhar. The head of the department welcomed the parents and the matter of internal examination, attendance; assignments etc were discussed with them.
- On 27<sup>th</sup> and 28<sup>th</sup> October the Department of Physical Education in association with college Sports Club conducted Kerala University Intercollegiate North Zone Kabaddi Championship.
- The PTA meeting of S1 B.A Economics was convened in the afternoon of 15<sup>th</sup> October 2018.
- PTA Meeting of S1 B.Sc Chemistry 2018 admission was convened in the FN of 16<sup>th</sup> October 2018. The meeting was presided over by the Principal, Dr.K.Shiny Sreedhar. The tutor of S1 B.Sc Chemistry, Dr.Venu.S welcomed the parents, teachers and students to meeting. The matter regarding attendance and internal test paper marks were discussed by the teachers of the respective departments and the internal marks were attested by the students.
- The PTA meeting of S1 B.Com was convened in the afternoon of 16<sup>th</sup> October 2018.
- Forwarded the report on flood relief activities carried out by the institution to the University of Kerala in prescribed format on 25-10-2018.

**Minutes: 4**

**31-10-2018**

- It was decided to observe 46<sup>th</sup> death anniversary of the founder Manager R. Sankar on 7<sup>th</sup> November 2018, at the college auditorium.

- It was decided to ensure the participation of students in the Kerala University Inter-collegiate Kabadi Championship (Women) and Kerala University Inter-collegiate Athletic meet to be held in the month of November 2018.
- It was decided to carryout debate/group discussion in connection with Kerala's flood disaster under the auspices of Literary and Debate club.
- It was decided to conduct the PTA meeting of the Fifth Semester (2016 admissions) students of all Degree programmes before 30<sup>th</sup> November 2018.
- It was decided to conduct Model Examination for S5 B.Sc students in the last week of November 2018, under the supervision of Examination cell of the college.
- Decided to conduct an online test (National Level) on Accounting for fifth semester B.Com students.
- Decided to conduct an orientation class for B.Com students regarding CA.
- Decided to conduct a career guidance programme for the students of B.A Economics.
- Decided to conduct an awareness programme on the prevention of harassment against senior citizens under the auspices of Human Rights forum.
- Decided to submit data for NIRF 2019.
- Decided to submit the data of AISHE for the year 2017-18.

### **Action Taken Report on the meeting held on 31-10-2018**

- The 46<sup>th</sup> death anniversary of Sri R Sankar ,former Chief Minister, SNDP Yogam general secretary and founder manager of S N Trust observed on 7th November 2018 at SreeNarayana College, Chengannur . Representatives of RDC, teaching, non teaching staff members and students gathered in the commemoration meet. The function was inaugurated by Dr. A.V. Anandaraj (S.N. Trust Executive Committee member). The meeting was presided over by Sri Anil P Sreerangam, the convener of RDC. Dr. Shiny K Sreedhar, the principal of the college, welcomed the gathering. Sri. Sunil Valliyil (Treasurer, RDC) delivered the remembrance speech. Dr. Venu.S (IQAC Co-ordinator, Sri. Ratheesh Kumar. N (Librarian), Sri. S. Baiju (office staff) felicitated the function. Kannamparambil Kunjachan Memorial Endowment for meritorious students from degree

stream was also distributed. Prof. K.V.Lekha (Department of Malayalam) delivered vote of thanks.

- On 3<sup>rd</sup> November 2018 our college kabaddi Women Team participated in Kerala University Intercollegiate Kabaddi Championship held Sree Narayana College for Women, Kollam.
- On 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> November 2018 our college Athletic Men Team participated in Kerala University Intercollegiate Athletic Meet held at Department of physical Education, Thiruvananthapuram.
- Students of the college participated in the intercollegiate debate competition organized by Mathrubhumi along with Federal bank called “Speak for India-Kerala Edition 2018”. The topic for the block level competition was “Kerala’s flood disaster, we have ourselves to blame”. The competition held at Bishop Moore College, Mavelikkara on 11/11/2018.
- A college level debate competition was also held on 14/11/2019 in the college auditorium. The topic was “Kerala after Flood: Resored or not?” Students from various departments actively participated in the competition. The top two winners were Abhijith, S2 Chemistry and Amrithjith, S2 Commerce. They were qualified for participating in regional level (Southern region) competitions organized by principal’s council.
- PTA meeting of S5 B.Sc Mathematics was presided over by the Principal, Dr.K.Shiny Sreedhar. The Head of the department welcomed the parents and teachers to the meeting.
- An orientation class for the B.Com students was conducted by ICAI regarding CA.
- Department of Economics has organized a one day Career guidance programme titled “ECONOSCIENTIA”. on 15<sup>th</sup> November 2018. The programme was intended for the B.A Economics degree students of the college.
- PTA Meeting of S1 B.Sc Chemistry 2018 admission was convened in the FN of 16<sup>th</sup> November 2018. The meeting was presided over by the Principal, Dr.K.Shiny Sreedhar. The tutor of S1 B.Sc Chemistry, Dr.Venu.S welcomed the parents, teachers and students to meeting. The matter regarding attendance and internal test paper marks were discussed by the teachers of the respective departments and the internal marks were attested by the students.
- The PTA meeting of S1 B.Com was convened in the afternoon of 16<sup>th</sup> November 2018.

- On 20<sup>th</sup> November 2018 our college Cricket Men Team participated in Kerala University Intercollegiate Cricket Tournament held at NSS College Pandalam organised by D B College Sasthamkottah.
- Model examination for B.Sc S5 students of all the degree programmes (Chemistry, Mathematics and Physics) was conducted by the Examination Cell of the college from 27<sup>th</sup> November-1<sup>st</sup> December 2018.
- A national level competition on Accounting by online test for 5<sup>th</sup> semester B.Com degree students was conducted by the Department of Commerce in association with G-Tec computer education on 29<sup>th</sup> November 2018.
- An awareness programme conducted at the college auditorium on 1<sup>st</sup> December 2018, to prevent harassment against senior citizens, which was organized by the department of Social Justice, District Social Justice Office, Alapuzha. Mr. Saji Cheriyan, respected M.L.A inaugurated the function. Mr. Athul Swami Nath respected R.D.O and presiding officer, maintenance Tribunal, Chengannur delivered key note address. Adv. Jayan C Das led a class which clearly described laws which prevent harassment against senior citizens.
- Data collection in respect to the NIRF ranking was completed and submitted the same for NIRF 2019.
- Successfully uploaded the data of All India Survey on Higher Education (AISHE) 2017-18.

**Minutes: 5**

**03-12-2018**

- Commencement of second semester UG programme.
- It was decided to ensure the participation of students in the Kerala University Inter-collegiate Fencing Championship (Men and Women).
- Decided to conduct a poster designing competition under the auspices of the Women Study unit of the college.
- Decided to conduct an external mentoring class in connection with WWS programme.
- Decided to conduct an awareness talk under the auspices of the Health Club.
- It was decided to observe the 70<sup>th</sup> Republic day.

- It decided to ensure the participation (enrolment) of faculty members and PG students for online courses such as NPTEL.
- Decided to observe Martyr's day under the auspices of Gandhian Studies Unit of the college.

### **Action Taken Report on the meeting held on 03-12-2018**

- The regular classes for second semester UG programmes started as per the direction of University of Kerala, Thiruvananthapuram.
- On 11th December 2018 our college Fencing Men and Women Team participated in Kerala University Intercollegiate Fencing Championship held at Department of Physical Education Thiruvananthapuram organised by VTMNSS College, Dhanuvachapuram. Awathy S, III year B Sc Chemistry and Devu D of III year B Sc Maths got bronze medals.
- Poster designing competition on the theme "Kerala Women yesterday, today and tomorrow" was conducted at the college Auditorium under the supervision of ICDC *Vanitha Sishu Kshema Samithi* on 12-01-2019.
- An external mentoring session was conducted on 19-01-2019, as a part of WWS Programme. Dr. Anilkumar A G, Consultant Psychologist/Counsellor delivered a talk on the topic 'Skill development, Health and wellness'. The students of the WWS programme were the beneficiaries.
- The Department of Physical education in association with Red Ribbon Club and Health Club Oorganized a Cancer awareness class and a positive talk on HIV-AIDS on 25<sup>th</sup> January 2019. Deputy Mass Media Officer Sri. Dileep Khan delivered a talk on the cancer awareness. Smt. Girija Thrideep delivered the talk entitled "HIV-AIDS positive talk".
- A quiz competition on the topic "India and its Constitution" was conducted in connection with Republic Day celebrations by NSS volunteers, on 25<sup>th</sup> January 2019. Five teams actively participated in the competition.
  - 1<sup>st</sup> Prize – Smruthy Sasi & Vipin G Second M.Sc Chemistry.
  - 2<sup>nd</sup> Prize – Vinayan S & Manu Muraleedharan First B.Sc Mathematics

&



Aromal A & Sudhi Sugathan First B.Com

3<sup>rd</sup> Prize – Arathi Mohan & Sreelekshmi N First BA Economics

Cash prizes of Rs. 1000/-, Rs. 500/- and Rs. 300/- was given to the winners.

- 70<sup>th</sup> Republic Day was celebrated at Sree Narayana College, Chengannur. National Flag was hoisted by NSS programme officer Smt. Jisha Sreedharan. Dr. Reshmi R., Assistant professor of Chemistry, delivered Republic Day message. Students and teachers recited patriotic songs and sweets were distributed. The celebration came to an end with National Anthem.
- The faculty members and 10 students of third semester P.G. students of the department enrolled for the NPTEL online certification courses. One faculty member (Dr.Venu.S, Assistant Professor) and 5 P.G. Students registered for the examination on Medical chemistry Online Course. The duration of the Medicinal Chemistry course was 12 weeks (Jan-2019 to April-2019).
- Martyrs day on 30/01/2019 to pay homage to the victims who fought for the freedom, welfare and progress of India and sacrificed their life. As a mark of respect to the Father of Nation and other martyrs two minutes silence is observed in the college at 11.00 AM. CGS Coordinator Smt.VaniJayadevan welcomed gathering The Principal Dr.K. Shiny Sreedhar gave presidential address in which she underscored the contribution of Mahatma Gandhi towards the nation .In the Keynote address Smt. K. V. Lekha ,Associate professor Department of Malayalam, enlightened the students with the very valuable information about the life of Father of our Nation, Mahatma Gandhi, who struggled for freedom and that too without spilling a drop of blood. Smt.Sreedevi Gopalakrishnan, HOD Department of Economics explained the various challenges and experience faced by Gandhiji as a freedom fighter, Shri. Harikrishnan, Guest Lecturer Department of political science rendered the vote of thanks.
- This year the day is celebrated based on the focal theme *Wetlands amd climate change*. As part of the celebrations, NSS unit, Department of Chemistry and Bhoomithra Sena Club of Sree Narayana College, Chengannur organized a series of programmes to raise the awareness of students and public on the importance of conservation and sustainable management of wetlands. The programme was sponsored by Kerala State Council for Science, Technology and Environment (KSCSTE).

## **Minutes: 6**

**04-02-2019**

- It was decided in the meeting to conduct an interdepartmental debate competition under the auspices of the Gandhian Studies Unit of the college.
- Decided to observe National Science day.
- It was decided to celebrate womens day.
- It was decided to carry out an awareness programme against the usage of drugs, under the auspices of the anti-narcotic club of the college.
- Decided to conduct an orientation programme exclusively for PG students of the college.
- As per the direction from the University of Kerala, it was decided to host a travelling theatre organized by the Center for Performing and Visual Arts, University of Kerala.
- It was decided to observe world Forestry day and world water day under the auspices of the Bhoomithra Sena club of the college.
- Decided to conduct a poster designing competition and valedictory function of Gandhian Studies Unit (CGS) of the college.

### **Action taken report on the meeting held on 04-02-2019.**

- An Interdepartmental debate competition was held on 05-02-2019 at 3.00 p.m. Smt.Radhika, Guest Lecturer, Department of History and Smt. Rajani, Guest Lecturer Department of Economics as the jury member .The topic of the debate was “The Relevance of Gandhian ideas in the present Century” Some participants argued that Gandhian ideas was applicable and some others opposed. The audience highly appreciated the debate .The debaters displayed the confidence in presenting their arguments. At the end of the debate which lasted over one and half hours, the best speakers were Nithin. K .Ani (6th BSC Physics) and Vinayan. S (4th Semester Mathematics) and second best speakers are Sneharidas (2<sup>nd</sup> M.Sc Chemistry) and JithinNath (6<sup>th</sup> Sem. Economics) Vote of thanks was proposed by Smt.Vani Jayadevan, Coordinator CGS unit of the college.

- Interdepartmental Elocution & Quiz Competition was conducted in connection with National Science Day celebrations on 26-02-2019. National Science Day was celebrated on the theme “Communicating Science for All” sponsored by KSCSTE. Dr. Vijaya Kumar S, Assistant Professor, Dept. of Physics, NSS College, Pandalam, delivered a talk on the topic, on 27-02-2019.
- **Women’s Day Celebrations** was inaugurated by Dr.V.L.Pushpa, HOD, Department of Chemistry, S. N. College, Kollam, on 08-03-2019. The session II of the programme started with a flash mob by the girl students of the college. It was followed by a training class by Dr. Sheela. S. Fernandez on flower arrangement and vegetable carving.
- The anti-narcotic club and Health club of the college in association with St. Gregorius School organized a Flash Mob and skit at the college campus on 12-03-2019. The programme was supervised by the Excise department. The aim of the programme was to create awareness against the usage of drugs.
- One-day orientation programme exclusively for the post graduate students of the college was conducted under the auspices of the IQAC of the college, on 13-03-2019. The intention of the programme was to give the students an insight on the scope of higher education in science and opportunities for research.
- The college hosted a Travelling Theatre on 17-03-2019, organized by the centre for Performing and Visual Arts, University of Kerala. The objective of the programme was to make aware the students about the contributions of the social reformers of Kerala.
- The World Forestry Day - 2019 was observed at Sree Narayana College, Chengannur on March 21<sup>st</sup>, 2019 with the financial support of Directorate of Environment and Climate Change, Government of Kerala. The programme was organized by the NSS and Bhoomithra Sena Club of the college. The Club designed varieties of competitions based on their topics of interest for those students who are reluctant to participate and thereby instill in them the warmth of confidence to come to the fore. The competitions include: Impulsive Essay Writing on the topic “Forest Fire” and nature quiz competition. The students actively participated in impulsive essay writing competition on “Forest Fire”. Suchithra. R (IInd B.Sc. Mathematics), Anakha. R. (IInd B.Sc. Mathematics) and Reshmi. M. Raju (IInd B. Sc. Chemistry) bagged the first, second and third prize respectively. An Interdepartmental “Nature Quiz Competition” was organized in the

afternoon at College auditorium. A team of two students from five departments participated in the competition. The winning students and teams were given citations and cash awards of Rs.1500/-, Rs.1,000/-, Rs. 500/- as first, second and third prize respectively.

- The World Water Day-2019 was observed at Sree Narayana College, Chengannur on 22-03-2019, under the auspices of Directorate of Environment & Climate Change, Government of Kerala. The programme was organized by the Bhoomithra Sena Club and NSS of the College. A one-day seminar and awareness programme was organized. Mr. V. R. Jayaprasad, Director, Centre for Action Research in Education and Pedagogy Training, Thiruvananthapuram inaugurated the function and delivered the inaugural address.
- Poster making competition was organized for students on 27-03-2019 at 2.30 pm at college auditorium. The aim behind conducting this competition was to check the creative and artistic skills of the students, total time allotted for the activity was one hour. The judge of the competition was Smt.K V Lekha, Associate Professor Department of Malayalam. The following students bagged the First, Second and third positions.
  1. Amritha Raj (4th Semester BSC Mathematics)
  2. Aparna (2nd Semester BSC Physics)
  3. Vyshnavi S V (5th Semester B Com).
- The valedictory function and prize distribution of CGS unit of S.N.College, Chengannur was held in the college auditorium. In the function, the prizes were distributed to the winners of the competition.

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