



SREE NARAYANA TRAINING COLLEGE

NEDUNGANDA, VARKALA



Minutes and Action Taken Report
2017-2018

IQAC Meeting Notice - 1

All the members of Internal Quality Assurance Cell are cordially invited to attend the " IQAC meeting " scheduled on 8th June 2017 at 10 a.m. at the principal's chamber.

Agenda

1. To approve the previous IQAC minutes of the meeting held on 27.05.2017
2. To discuss the registration process of the institution to QCI (Quality Council of India)
3. To discuss the re accreditation process of the college for cycle 3

Dr. Smitha S.
Coordinator, IQAC

Dr. Rany S.
Principal/ Chairperson

Members

1. Dr. Rany .S
2. Sri. Aji. S. R. M
3. Dr. Smitha . S.
4. Dr. Sheeba. P
5. Sri. Praveen R
6. Dr. Pramod G. Nair
7. Dr. ,Reetha Ravi H
8. Sri. Amjith S.
9. Smt. Sangeetha.N.R
10. Smt. Chitra . S.
11. Sri. Jainendran
12. Sri. Praveen Chandra
13. Sri. Sajin S
14. Sri. Madhura Raj. P.G

External experts

15. Prof. K.R Sivadasan , Former Dean and Professor Dept. Of Education , University of Kerala

16. Dr. Asha .J V , Associate Professor Department of Education ,University of Kerala

Minutes of meeting of IQAC held on 08.06. 2017

Venue: Principal's Chamber

Time: 10.00am

Members present

1. Dr. Rany .S

2. Sri. Aji. S. R. M

3. Dr. Smitha . S.

4.Dr. Sheeba. P

5.Sri. Praveen R

6.Dr. Pramod . G. Nair

7. Dr. Reetha Ravi H

8. Sri. Amjith .S

9. Smt. Sangeetha.N.R

10. Smt. Chitra . S

11. Sri. Jainendran

12. Sri. Praveen Chandra

13.Sri Sajin S

14. Sri. Madhura Raj. P.G

External experts

15. Prof. K.R Sivadasan , Former Dean and Professor Dept. Of Education , University of Kerala

16. Dr. Asha .J V , Associate Professor ,Department of Education, University of Kerala

Action Taken Report

1. The college has decided to register to Quality Council of India for the re accreditation process.

2. Dr. Smitha S. was assigned the charge of re accreditation process and Mrs. Sangeetha N.R. was assigned the charge of assisting the technical works of the QCI re accreditation.
3. In connection with the re accreditation process, a meeting with the management representatives were organized on 03.06.2017
4. Dr. Rany. S , Principal and Dr. Smitha , Co-ordinator of IQAC had informed the management about the urgency of the re accreditation process of the college.
5. Dr. Sheeba P., Dr Smitha S and Smt. Sangeetha.N.R had attended a workshop on QCI organised by NCTE at Kochi .

Minutes of the meeting

1. The members of the meeting approved the minutes of the previous IQAC meeting held on 27/05/2017 with reference to the action taken for the same.
2. All the members were informed about the urgent need for the registration process to Quality Council of India(QCI)
3. It was decided to formulate an action plan for the re accreditation process of QCI.
4. Dr. Smitha S was assigned the charge of formulating the action plan for QCI re accreditation
5. It was decided to modify College website in connection with the institutional re accreditation
6. Smt. Sangeetha N R was assigned the charge of modifying the college website in
7. connection with the institutional re accreditation.

With no more points to discuss the meeting was ended with the vote of thanks by Dr. Smitha S., coordinator of IQAC.

Dr. Smitha S.
Coordinator, IQAC

Dr. Rany S.
Principal/ Chairperson

IQAC Meeting Notice - 2

All the members of Internal Quality Assurance Cell are cordially invited to attend the “IQAC Meeting” Scheduled on 20th June 2017 at 10.am at the Principals chamber.

Agenda

1. To approve the previous IQAC minutes of the meeting held on 8/6/2017
2. Library Development including UGC-N-List Subscription and Journal subscription.
3. Campus Placement Drive
4. All India Survey on Higher Education (AISHE) portal data submission.

Dr. Smitha S.

Dr. Rany S.

Coordinator, IQAC

Principal/ Chairperson

Members

1. Dr. Rany .S
2. Sri. Aji. S. R. M
3. Dr. Smitha . S.
4. Dr. Sheeba. P
5. Sri. Praveen R
6. Dr. Pramod . G. Nair
7. Dr. ,Reetha Ravi H
8. Sri. Amjith .S
9. Smt. Sangeetha.N.R
10. Smt. Chitra . S
11. Sri. Jainendran
12. Sri. Praveen Chandra
13. Sri. Sajin S
14. Sri. Madhura Raj. P.G

External experts

15. Prof. K.R Sivadasan , Former Dean and Professor Dept. Of Education , University of Kerala

16. Dr. Asha .J V , Associate Professor ,Department of Education ,University of Kerala

Minutes of meeting of IQAC held on 20.06. 2017

Venue: Principal's Chamber

Time: 10.00am

Members present

1. Dr. Rany .S
2. Sri. Aji. S. R. M
3. Dr. Smitha . S.
4. Dr. Sheeba. P
5. Sri. Praveen R
6. Dr. Pramod . G. Nair
7. Dr. Reetha Ravi H
8. Sri. Amjith .S
9. Smt. Sangeetha.N.R
10. Smt. Chitra . S
11. Sri. Jainendran
12. Sri. Praveen Chandra
13. Sri. Sajin S
14. Sri. Madhura Raj. P.G

External experts

15. Prof. K.R Sivadasan , Former Dean and Professor Dept. Of Education , University of Kerala
16. Dr. Asha .J V , Associate Professor, Department of Education, University of Kerala

Dr. Rany S., Principal welcomed all and invited Dr. Smitha S., IQAC Coordinator to present the minutes of the previous meeting and Action Taken Report.

Action Taken Report

1. The Registration process to Quality Council of India for the re-accreditation process was completed.

2. Dr. Rany S., Principal briefed the significance of Re-accreditation process of the college in the present context.
3. All faculty members were assigned the charge of preparing necessary documents related to QCI uploading.
4. Modification of college Website in connection with Re-accreditation process was assigned to Octilus Technologies, Trivandrum.

Minutes of the Meeting

1. The members of the meeting approved the minutes of the previous IQAC meeting held on 08/06/2017 with reference to the action taken for the same.
2. It was decided to take up immediate steps for the preparation of AQAR as part of the re accreditation process of the institution.
3. It was decided to organize an orientation programme for both teaching staff and administrative staff on the Re-accreditation process of the institution.
4. It was decided to enhance the academic supports at the library.
5. Dr. Sangeetha N.R. is assigned the charge of providing an awareness session on the use of UGC N- List subscribed by the institution from 2011 onwards.
6. The Career Guidance Cell is assigned the charge of organizing Campus Placement Drive and is scheduled on March 2018.
7. Dr. Smitha S., coordinator IQAC was assigned the charge of submitting data in AISHE (All India Survey on Higher Education)
8. As part of the teaching learning evaluation, it was decided to verify 'Semester Plan' submitted by the faculty members.
9. The members of IQAC recommended the timely conduction of internal examination and organization of Merit day on time.
10. The IQAC suggested modifications in the academic calendar.

The meeting came to an end by the vote of thanks delivered by Dr. Smitha S., coordinator of IQAC

Dr. Smitha S.
Coordinator, IQAC

Dr. Rany S.
Principal/ Chairperson

IQAC Meeting Notice-3

All the members of Internal Quality Assurance Cell are cordially invited to attend the “IQAC Meeting” Scheduled on 5th July 2017 at 3 pm at the Principals chamber.

Agenda

1. To approve the minutes of previous IQAC meeting held on 20/06/2017 with reference to Action Taken Reports.
2. To discuss the progress of uploading process of QCI.
3. To discuss the quality initiatives for the institution
4. To discuss practice teaching programme Phase 1

Dr. Smitha S.

Coordinator, IQAC

Dr. Rany S.

Principal/ Chairperson

Members

1. Dr. Rany .S
2. Sri. Aji. S. R. M
3. Dr. Smitha . S.
4. Dr. Sheeba. P
5. Sri. Praveen R
6. Dr. Pramod . G. Nair
7. Dr. ,Reetha Ravi H
8. Sri. Amjith .S
9. Smt. Sangeetha.N.R
10. Smt. Chitra . S
11. Sri. Jainendran
12. Sri. Praveen Chandra
13. Sri Sajin S
14. Sri. Madhura Raj. P.G.

External experts

15. Prof. K.R Sivadasan , Former Dean and Professor Dept. Of Education , University of Kerala
16. Dr. Asha .J V , Associate Professor ,Department of Education ,University of Kerala

Minutes of meeting of IQAC held on 05.07. 2017

Venue: Principal's Chamber

Time: 3 p.m.

The meeting started at 3 p.m. The following members were present in the meeting.

1. Dr. Rany .S
2. Sri. Aji. S. R. M.
3. Dr. Smitha . S.
4. Dr. Sheeba. P
5. Sri. Praveen R
6. Dr. Pramod . G. Nair
7. Dr. Reetha Ravi H
8. Sri. Amjith .S
9. Smt. Sangeetha.N.R
10. Smt. Chitra . S
11. Sri. Jainendran
12. Sri. Praveen Chandra
13. Sri. Sajin S
14. Sri. Madhura Raj. P.G

External experts

15. Prof. K.R Sivadasan , Former Dean and Professor Dept. Of Education , University of Kerala
16. Dr. Asha .J V , Associate Professor, Department of Education, University of Kerala

Dr. Rany S., Principal welcomed all and invited Dr. Smitha S., IQAC Coordinator to present the minutes of the previous meeting and Action Taken Report.

Action Taken Report

1. The faculty members were assigned the charge of preparing documents for each criterion of AQAR
2. ON 25TH June 2017, an Orientation programme on Re-accreditation process was organized by IQAC. All the teaching and administrative staff of the institution had attended the session. Dr. K.S. Anitha, former Principal of SNTC was the resource person.
3. As part of enhancing the academic support in the college Library, Smt. Sangeetha N.R., Asst. Professor and Mr. Babu Sunil , Librarian had provided an awareness class for the students regarding the use of N-List and other digital resources. The awareness session was organized on 30/06/2017.
4. The semester plans prepared by the faculty members were verified and submitted to the Principal.
5. Academic Calendar was prepared by incorporating suggestions of IQAC.
6. Internal Examination (Mid Semester) and submission of practical works were completed as per the recommendations of IQAC.

Minutes of the meeting

1. The members of IQAC approved the minutes of the previous meeting with reference to the action taken reports.
2. Dr. Smitha S., coordinator of IQAC informed the progress of the uploading process in QCI. She has mentioned the necessary documents to be collected from various sources.
3. As part of the quality initiatives, IQAC has suggested the following measures for improvement:
 - i) Results analysis of the previous semester and organization of remedial classes for the slow learners if any
 - ii) Implementation of Digital Library for the college in the next academic year in consultation with the management
 - iii) Organization of curricular workshops and seminars in consultation with the faculty members.
 - iv) Organization of extension and outreach programmes in collaboration with college Alumni.
 - v) Enhancing innovative ideas among student teachers by promoting research culture through various minor research projects.
4. The members of the meeting suggested seeking expertise from Heads of the schools of various practice teaching institutions for further quality improvement.

5. IQAC insisted to assure timely feedback from the practice teaching schools for the academic improvement of the college.

With no more points to discuss the meeting was ended with the vote of thanks by Dr. Smitha S., coordinator of IQAC.

Dr. Smitha S.
Coordinator, IQAC

Dr. Rany S.
Principal/ Chairperson

IQAC Meeting Notice- 4

All the members of Internal Quality Assurance Cell are cordially invited to attend the “IQAC Meeting” Scheduled on 27th July 2017 at 10 am at the Principals chamber.

Agenda

1. To approve the minutes of previous IQAC meeting held on 05/07/2017
2. To discuss the progress of AQAR preparation
3. To discuss the academic and other activities of the college.

Dr. Smitha S.
Coordinator, IQAC

Dr. Rany S.
Principal/ Chairperson

Members

1. Dr. Rany .S
2. Sri. Aji. S. R. M
3. Dr. Smitha . S.
4. Dr. Sheeba. P
5. Sri. Praveen R ,
6. Dr. Pramod . G. Nair
7. Dr. ,Reetha Ravi H
8. Sri. Amjith .S
9. Smt. Sangeetha.N.R
10. Smt. Chitra . S
11. Sri. Jainendran
12. Sri. Praveen Chandra
13. Sri. Sajin S
14. Sri. Madhura Raj. P.G

External experts

15. Prof. K.R Sivadasan , Former Dean and Professor Dept. Of Education , University of Kerala
16. Dr. Asha .J V , Associate Professor ,Department of Education ,University of Kerala

Minutes of meeting of IQAC held on 27.07. 2017

Venue: Principal's Chamber

Time: 10 am

The meeting started at 10 am. The following members were present in the meeting.

1. Dr. Rany .S
2. Sri. Aji. S. R. M
3. Dr. Smitha . S.
4. Dr. Sheeba. P
5. Sri. Praveen R
6. Dr. Pramod . G. Nair
7. Dr. Reetha Ravi H
8. Sri. Amjith .S ,
9. Smt. Sangeetha.N.R
10. Smt. Chitra .S
11. Sri. Jainendran
12. Sri. Praveen Chandra
13. Sri. Sajin S
14. Sri. Madhura Raj. P.G

External experts

15. Prof. K.R Sivadasan , Former Dean and Professor Dept. Of Education , University of Kerala
16. Dr. Asha .J V , Associate Professor, Department of Education, University of Kerala

Dr. Rany S., Principal welcomed all and invited Dr. Smitha S., IQAC Coordinator to present the minutes of the previous meeting and Action Taken Report on the basis of meeting.

Action Taken Report

1. Dr. Smitha S., Coordinator of IQAC presented the report of the progress of the re-accreditation process. The report was prepared on the basis of the criteria prepared by the respective conveners.

2. As part of the quality enhancement, time table for remedial instruction strategies were prepared by the Internal curriculum Committee of the college. Teachers were assigned charge for respective subjects.
3. Installation of digital library was discussed with the management council.
4. Staff advisor as well as the other faculty members were intimated about the organization of various curricular workshops and seminars in the college. It was decided to organize Resource classes and other sessions as part of the community living camp organized in the college.
5. Student teachers were given provision for presenting research papers and innovative works both inside and outside the college in order to enhance the research attitude among them. Three of the students were able to present research papers at Dept. of Education, University of Kerala.
6. In order to enhance the relationships with the head of practice teaching schools, timely feedback was collected from the respective institution and were discussed in the a staff meeting. Accordingly, teachers were directed to mould students to modify school based activities during practice teaching period.

Minutes of the meeting

1. The members of IQAC approved the minutes of the previous meeting with reference to the action taken reports.
2. It was decided to organize a Resource class for the teaching and non teaching staff regarding the AQAR preparation.
3. It was decided to complete semester wise feedback from the present students.
4. The members of the IQAC recommended enhancement of Information and Communication (ICT) in the teaching learning process.
5. Teachers were recommended to participate in the faculty Empowerment Programme as part of the quality initiative of the institution.
6. The faculty members were recommended to apply for research projects funded by various agencies and to publish research papers in the UGC Care Listed Journals.

The meeting come to an end by the vote of thanks delivered by Dr. Smitha S., coordinator of IQAC.

Dr. Smitha S.

Coordinator, IQAC

Dr. Rany S.

Principal/ Chairperson

IQAC Meeting Notice-5

All the members of Internal Quality Assurance Cell are cordially invited to attend the “IQAC Meeting” Scheduled on 29th August 2017 at 10 am at the Principals chamber.

Agenda

1. To approve the minutes of previous IQAC meeting held on 27/07/2017
2. Result Analysis
3. Publication of Research Journal of the college approved by the University of Kerala.
4. QCI Submission

Dr. Smitha S.

Coordinator, IQAC

Dr. Rany S.

Principal/ Chairperson

Members

1. Dr. Rany .S
2. Sri. Aji. S. R. M
3. Dr. Smitha . S.
4. Dr. Sheeba. P
5. Sri Praveen R
6. Dr. Pramod . G. Nair
7. Dr. ,Reetha Ravi H
8. Sri. Amjith .S
9. Smt. Sangeetha.N.R
10. Smt. Chitra . S
11. Sri. Jainendran
12. Sri. Praveen Chandra
13. Sri. Sajin S
14. Sri. Madhura Raj. P.G

External experts

15. Prof. K.R Sivadasan , Former Dean and Professor Dept. Of Education , University of Kerala
16. Dr. Asha .J V , Associate Professor ,Department of Education ,University of Kerala

Minutes of meeting of IQAC held on 29.08. 2017

Venue: Principal's Chamber

Time: 10 am

The meeting started at 10 am. The following members were present in the meeting.

1. Dr. Rany .S
2. Sri. Aji. S. R. M
3. Dr. Smitha . S.
4. Dr. Sheeba. P
5. Sri. Praveen R
6. Dr. Pramod . G. Nair
7. Dr. Reetha Ravi H
8. Sri. Amjith .S
9. Smt. Sangeetha.N.R
10. Smt. Chitra . S
11. Sri. Jainendran
12. Sri. Praveen Chandra
13. Sri. Sajin S
14. Sri. Madhura Raj. P.G

External experts

15. Prof. K.R Sivadasan , Former Dean and Professor Dept. Of Education , University of Kerala
16. Dr. Asha .J V , Associate Professor, Department of Education, University of Kerala

Dr. Rany S., Principal welcomed all and invited Dr. Smitha S., IQAC Coordinator to present the minutes of the previous meeting and Action Taken Report on the basis of meeting.

Action Taken Report

1. An invited talk was organized for teaching and non teaching staff regarding the preparation of AQAR. Dr. Raveendran, Former [Professor and Principal of S. N., College Varkala delivered the session on “New Trends in NAAC Accreditation”
2. Feedback on Semester II was collected from students and stakeholders and was analyzed.

3. A workshop was organized by the IT Club on Digital Learning Resources in the 21st century. Smt. Chitra S., staff coordinator of IT club took the initiative.
4. Faculty members have attended Refresher and short term courses on various topics organized by Academic staff college.
5. Faculty members have applied for projects financed by NCTE, Kerala Women's Commission and KSCSTE etc.
6. Meeting with the Alumni ensured the participation of Alumni members in the organization of curricular and other related programmes for the benefit of the students.

Minutes of the meeting

1. The members of IQAC approved the minutes of the previous meeting held on 27/07/2017 with reference to the action taken reports.
2. The members of the meeting appreciated the efforts of Principal, Faculty members and entire staff for the marvelous results achieved by the students in the final year examination.
3. The committee also appreciated the successful completion of QCI uploading process.
4. The recommended the publication of “Gurujyothi Research and Reflection” the University approved Research journal without much delay. The delay in publishing previous volumes should be modified at the earliest.
5. Organization of extension and outreach activities must be regularly monitored by IQAC.
6. Merit Day for the academic year should be organized at the earliest.
7. Green campus initiatives should be strictly followed in the campus.

With no more points to discuss, the meeting ended with the vote of thanks proposed by Dr. Smitha S., Coordinator of IQAC.

Dr. Smitha S.
Coordinator, IQAC

Dr. Rany S.
Principal/ Chairperson

IQAC Meeting Notice-6

All the members of Internal Quality Assurance Cell are cordially invited to attend the “IQAC Meeting” Scheduled on 4th January 2018 at 2 pm at the Principals chamber.

Agenda

1. To approve the minutes of previous IQAC meeting held on 29/08/2017
2. Feedback Analysis of stakeholders
3. To discuss the progress of AQAR
4. Submission process of AISHE

Dr. Smitha S.

Coordinator, IQAC

Dr. Rany S.

Principal/ Chairperson

Members

1. Dr. Rany .S
2. Sri. Aji. S. R. M
3. Dr. Smitha . S.
4. Dr. Sheeba. P
5. Sri. Praveen R
6. Dr. Pramod . G. Nair
7. Dr. ,Reetha Ravi H
8. Sri. Amjith .S
9. Smt. Sangeetha.N.R
10. Smt. Chitra . S
11. Sri. Jainendran
12. Sri. Praveen Chandra
13. Sri. Sajin S
14. Sri. Madhura Raj. P.G

External experts

16. Dr. Asha .J V , Associate Professor ,Department of Education ,University of Kerala

Minutes of meeting of IQAC held on 04.01. 2018

Venue: Principal's Chamber

Time: 2 Pm

The meeting started at 2 P.M. The following members were present in the meeting.

1. Dr. Rany .S
2. Sri. Aji. S. R. M
3. Dr. Smitha . S.
4. Dr. Sheeba. P
5. Sri. Praveen R
6. Dr. Pramod . G. Nair
7. Dr. Reetha Ravi H
8. Sri. Amjith .S
9. Smt. Sangeetha.N.R
10. Smt. Chitra . S
11. Sri. Jainendran
12. Sri. Praveen Chandra
13. Sri. Sajin S
14. Sri. Madhura Raj. P.G

External experts

16. Dr. Asha .J V , Associate Professor, Department of Education, University of Kerala

Dr. Rany S., Principal welcomed all and invited Dr. Smitha S., IQAC Coordinator to present the minutes of the previous meeting held on 29/08/2017 and Action Taken Report followed by the minutes.

Action Taken Report

1. The Editorial Board of the college journal has taken steps to compete and publish pending issues of the journal with immediate effect. Dr. Sheeba P., Associate Professor was assigned the charge of Editor of the journal.
2. IQAC has assigned the charge of organizing extension activities for respective teachers as part of club activities, curricular and extra curricular activities and community living camp.
3. Staff Advisor is assigned the charge of organizing Merit Day of the academic year.
4. As part of the green campus initiatives, the faculty of Natural Science was given the charge of Medicinal and Herbal garden and ornamental garden.

5. Student teachers were also assigned the duty of monitoring the garden with proper care and water
6. In order to ensure and maintain high academic achievement in the University Examination, the mentor teachers were assigned the charge of identifying students with diverse learning needs and to design measures to deal with different needs of the college.

Minutes of the meeting

1. The members of IQAC approved the minutes of previous meeting held on 29/08/2017.
2. IQAC collected feedback from stake holders including teachers, heads of practice teaching schools , Alumni Employer and was analysed. The report was presented and based on the report the members suggested modification for the qualitative improvement.
3. IQAC evaluated the progress of the preparation of the AQAR and necessary suggestions were given by the external experts.
4. Documentation of all the events along with website updation was recommended by the experts.
5. Coordinators of respective criteriorn are directed to submit the documents for uploading in the website with photographs if any.
6. The status of All India Survey on Higher Education (AISHE) was evaluated.
7. The members of IQAC discussed about the Alumini meeting to be held on second Saturday of the month 2018and recommended Alumini initiatives to be organized as part of the quality enhancement of the institution.

The meeting ended with the vote of thanks propesed by Dr. Smitha S., Coordinator of IQAC.

Dr. Smitha S.

Coordinator, IQAC

Dr. Rany S.

Principal/ Chairperson




PRINCIPAL
 Sree Narayana Training College
 Nedunganda, Pin: 695307