



SREE NARAYANA TRAINING COLLEGE

NEDUNGANDA, VARKALA



Minutes and Action Taken Report
2019-2020

MEETING NOTICE-1

All the members of Internal Quality Assurance Cell are cordially invited to attend the “IQAC Meeting” Scheduled on 29th June 2019 at 3 pm at the Principals chamber.

Agenda

1. To approve the minutes of previous IQAC meeting held on 20/05/2019.
2. To plan activities for the new academic year.
3. Evolving steps for regular and systematic monitoring and evaluation of AQAR.
4. To discuss previous academic and administrative audit reports as qualitative measure of the college.
5. To organize course induction session for the newly admitted students.
6. Feedback on curriculum.

Dr. Smitha S.
Coordinator, IQAC

Dr. Sheeba P.
Principal/ Chairperson

Members

1. Dr. Sheeba. P.
2. Sri. Aji. S. R. M.
3. Dr. Smitha. S.
4. Sri. Praveen R.
5. Dr. Pramod. G. Nair
6. Dr. Reetha Ravi H
7. Sri. Amjith. S
8. Dr. Sangeetha. N. R
9. Smt. Chitra. S
10. Dr. Rani K. V
11. Dr. Viji V.
12. Sri. Jainendran
13. Sri. Praveen Chandra
14. Sri. Anju L. T.

15. Sri. Madhura Raj. P.G
16. Sri. Rameshan A.
17. Smt. Nisha S.

External experts

18. Prof. (Dr). Asha J.V.,Professor, School of Pedagogical Sciences, Mahatma Gandhi University.

Minutes of meeting of IQAC held on 29/06/2019

Venue: Principal's Chamber

Time: 3 pm

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

- 1.Dr. Sheeba. P.
2. Sri. Aji. S. R. M
3. Dr. Smitha. S.
- 4.Sri. Praveen R
- 5.Dr. Pramod. G. Nair
6. Dr.Reetha Ravi H
7. Sri. Amjith. S
- 8.. Dr. Sangeetha.N.R
9. Dr. Rani K.V
10. Dr. Viji V.
11. Sri. Jainendran
12. Sri. Anju L.T.
13. Sri. Madhura Raj. P.G

External experts

14. Prof. (Dr). Asha J.V.,Professor, School of Pedagogical Sciences, Mahatma Gandhi University.

Dr. Sheeba P., Principal welcomed all and invited Dr. Smitha S., IQAC Coordinator to present the minutes of the previous meeting held and Action Taken Report followed by the minutes.

Action Taken Report

1. The academic plan prepared by the Internal Curricular committee was discussed.
2. On 26th June 2019, a seminar on “Minor Research Project” was organized by IQAC for the final year students. Dr. Sindhya V., Asst. Professor, Dept. of Education, University of Kerala was the Resource Person.
3. As per the recommendations of IQAC, faculty members have taken initiatives in publishing research papers and articles in approved journals and edited books with ISBN Number.
4. Feedback analysis collected from stakeholders were submitted to IQAC for corrective and enhansive measures.
5. As part of the quality initiative IQAC started the completion of pending documents of AQAR for the last 5 years.
6. As per the recommendation of the members, the wi-fi facility for the campus was strengthened through up gradation.

Minutes of the Meeting

- 1) The committee approved the minutes of the previous meeting held on 20.05.2019
- 2) It was decided to organize curriculum orientation programme for the students of 2019-21 immediately after the commencement of the admission procedures. Dr. Sheeba P., Principal is assigned the charge of delivering the orientation session.
- 3) It was decided to organize a Resource class for the prospective teachers as an initiation into the course.
- 4) In order to enhance the systematic preparation of AQAR, faculty members were reassigned the charge of each criterion. The following teachers were assigned the charge of criteria conveners.
 - a) Criterion 1- Dr. Viji V.
 - b) Criterion 2- Dr. Reetha Ravi H., Sri Praveen R., Sri Amjith S.
 - c) Criterion 3-Dr. Smitha S.
 - d) Criterion 4- Smt. Chitra S.
 - e) Criterion 5-Dr. Rani K.V.
 - f) Criterion 6- Dr. Pramod G Nair.

g) Crierion 7- Dr. Sangeetha N.R.

5) Based on the previous academic and administration Audit, the following suggestions were given by the members.

- a) Teaching learning activities should include ICT related activities.
- b) Linkages with practice teaching schools must be enhanced through the organization of appropriate activities.
- c) Student teachers must be provided with more resourceful classes and workshops based on the revised curriculum.
- d) Infrastrucure development should be immediatly maintained.
- e) Encourage the teachers to develop innovative ideas in teaching and bring out the best in them.
- f) The organization of the community extension activities must be strengthened with the help of local community representative.
- g) Committee suggested to integrate the corrective measures of feedback analysis on curriculum collected from students and stakeholders.

The meeting concluded at 5 p.m. by the vote of thanks delivered by Dr. Smitha S., IQAC Coordinator

Dr. Smitha S.
Coordinator, IQAC

Dr. Sheeba P.
Principal/ Chairperson




PRINCIPAL
Sree Narayana Training College
Nedunganda, Pin: 695307

MEETING NOTICE-2

All the members of Internal Quality Assurance Cell are cordially invited to attend the “IQAC Meeting” Scheduled on 26th July 2019 at 3 pm at the principal’s chamber.

Agenda

1. To approve the minutes of previous IQAC meeting held on 29/06/2019.
2. Evaluation of AQAR preparation.
3. Discussion on curricular and other co-curricular activities.

Dr. Smitha S.

Dr. Sheeba P.

Coordinator, IQAC

Principal/ Chairperson

Members

1. Dr. Sheeba. P.
2. Sri. Aji. S. R. M
3. Dr. Smitha. S.
4. Sri. Praveen R
5. Dr. Pramod. G. Nair
6. Dr. Reetha Ravi H
7. Sri. Amjith. S
8. Dr. Sangeetha. N. R
9. Smt. Chitra. S
10. Dr. Rani K. V
11. Dr. Viji V.
12. Sri. Jainendran
13. Sri. Anju L. T.
14. Sri. Madhura Raj. P. G
15. Sri. Rameshan A
16. Sri Praveen Chandra
17. Smt Nisha S

External experts

18. Prof. (Dr). Asha J.V., Professor, School of Pedagogical Sciences, Mahatma Gandhi University.

Minutes of meeting of IQAC held on 26/07/2019

Venue: Principal's Chamber

Time: 3 pm

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

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

External experts

14. Prof. (Dr). Asha J.V., Professor, School of Pedagogical Sciences, Mahatma Gandhi University.

Dr. Sheeba P., Principal welcomed all and invited Dr. Smitha S., IQAC Coordinator to present the minutes of the previous meeting held and Action Taken Report followed by the minutes.

Action Taken Report

- 1) A seminar on "Moulding Prospective teachers" was organized by IQAC on 8/7/2019 for the newly admitted students as part of the initiation into the course. Dr. K.S. Anitha, Former Principal of Sree Narayana Training college, Nedunganda was the resource person

- 2) IQAC took an initiative in preparing a study material based on the curricular workshop on Minor research project.
- 3) On 19/07/2019, Dr. Smitha S., Coordinator of IQAC has given an orientation for the criteria conveners regarding the AQAR preparations.
- 4) As part of the qualitative improvement of the teaching learning process, the institution decided to inform the Management regarding the implementation of LMS and MIS.
- 5) Faculty members were encouraged to prepare online educational resources for the student teachers.
- 6) The faculty members have attended orientation classes organized by the University of Kerala based on the B.Ed. curriculum Revision 2019.

Minutes of the Meeting

1. The committee approved the minutes of the meeting held on 29/06/2019 based on the action taken report presented by the coordinator of IQAC.
2. The IQAC coordinator presented the summary of the criteria-wise report prepared by the respective conveners. The external expert suggested appropriate modifications for each criterion.
3. The committee suggested the organization of Resource classes and workshops for student teachers based on the revised B. Ed. Curriculum 2019.
4. The external expert Dr. Asha J.V recommended to organize quality enhancement initiatives with reference to NEP -2020 draft form.
5. As part of the student empowerment programmne, the members suggested organization more qualitative initiatives.

The meeting was concluded by the vote of thanks delivered by Dr. Smitha S., Coordinator of IQAC.

Dr. Smitha S.
Coordinator, IQAC

Dr. Sheeba P.
Principal/ Chairperson




PRINCIPAL
Sree Narayana Training College
Nedunganda, Pin: 695307

MEETING NOTICE-3

All the members of Internal Quality Assurance Cell are cordially invited to attend the “IQAC Meeting” Scheduled on 31st August 2019 at 11 am at the Principal’s chamber.

Agenda

1. To approve the minutes of previous IQAC meeting held on 26/07/2019.
2. Analysis of feedback from stakeholders
3. Discussion of criteria of AQAR
4. Seminar on NAAC re-accreditation based on NEP -2020
5. Evaluation of curricular related activities.

Dr. Smitha S.

Coordinator, IQAC

Dr. Sheeba P.

Principal/ Chairperson

Members

1. Dr. Sheeba. P.
2. Sri.Aji. S. R. M
3. Dr. Smitha. S.
4. Sri.Praveen R
5. Dr. Pramod. G. Nair
6. Dr. Reetha Ravi H
7. Sri. Amjith. S
8. Dr. Sangeetha.N.R
- 9.. Smt. Chitra. S
10. Dr. Rani K.V
11. Dr. Viji V.
12. Sri. Jainendran
13. Sri. Praveen Chandra
14. Sri. Anju L.T.
15. Sri. Madhura Raj. P.G
- 16 Sri.Rameshan A.
17. Smt. Nisha S.

External experts

18. Prof. (Dr). Asha J.V., Professor, School of Pedagogical Sciences, Mahatma Gandhi University.

Minutes of meeting of IQAC held on 31/08/2019

Venue: Principal's Chamber

Time: 11 am

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

1. Dr. Sheeba. P.
2. Sri. Aji. S. R. M.
3. Dr. Smitha. S.
4. Sri. Praveen R.
5. Dr. Pramod. G. Nair
6. Dr. Reetha Ravi H.
7. Dr. Sangeetha. N.R.
8. Dr. Rani K.V.
9. Dr. Viji V.
10. Sri. Jainendran
11. Sri. Praveen Chandra
12. Sri. Rameshan A.

External experts

13. Prof. (Dr). Asha J.V., Professor, School of Pedagogical Sciences, Mahatma Gandhi University.

Dr. Sheeba P., Principal welcomed all and invited Dr. Smitha S., IQAC Coordinator to present the minutes of the previous meeting held and Action Taken Report followed by the minutes.

Action Taken Report

- 1) The IQAC organized a curricular workshop on MCQ Preparation for the student teachers of semester 3 on 16/08/2019. Dr. Smitha S., and Dr. Sangeetha N.R., faculty of General Education had coordinated the technical sessions.
- 2) The social Science Department organized a National Seminar on “National Education Policy” on 19/08/2019. Dr. Gopinatha Pillai and Dr. R. Mukundan eminent personalities

in the field of Teacher Education had delivered resourceful talks. Dr. Pramod G. Nair, Associate Professor, in Social Science Education coordinated the programme.

- 3) To identify the diverse talents of the newly admitted students, Fresher's Day was organized by the college on 29/08/2019.
- 4) The entrepreneurship Development cell of the college organized a Resource talk on *Entrepreneurship skills among prospective teachers*. Sri. N.C Anilkumar, Taluk Officer, Chirayinkeezhu, Sri Chemman L.S., Industries Extension Officer, Varkala were the resource persons.

Minutes of the meeting

1. The committee approved the minutes of the previous meeting held on 26/07/2019.
2. The committee members recommended the incorporation of innovative strategies in the teaching learning process.
3. The respective criterion conveners presented the criteria wise report of the AQAR prepared. The experts Dr. Asha J.V and Dr. Sindhya V., evaluated the reports and suggested to incorporate more appropriate documents to be uploaded.
4. The committee members suggested to organize a NAAC Re-accreditation Seminar with a view to orient students, teachers and other stakeholders towards new accreditation Framework
5. The committee decided to include programs including curricular and co-curricular plans for the qualitative improvements of students.

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

Dr. Smitha S.
Coordinator, IQAC

Dr. Sheeba P.
Principal/ Chairperson




PRINCIPAL
Sree Narayana Training College
Nedunganda, Pin: 695307

MEETING NOTICE-4

All the members of Internal Quality Assurance Cell are cordially invited to attend the "IQAC Meeting" Scheduled on 28th December 2019 at 10.30 am at the principal's chamber.

Agenda

1. To approve the minutes of previous meeting held on 31/08/2019.
2. Analysis of criteria wise preparation of AQAR.
3. Feedback survey

Dr. Smitha S.
Coordinator, IQAC

Dr. Sheeba P.
Principal/ Chairperson

Members

1. Dr. Sheeba. P.
2. Sri. Aji. S. R. M
3. Dr. Smitha. S.
4. Sri. Praveen R
5. Dr. Pramod. G. Nair
6. Dr. Reetha Ravi H
7. Sri. Amjith. S
8. Dr. Sangeetha. N.R
9. Smt. Chitra. S
10. Dr. Rani K.V
11. Dr. Viji V.
12. Sri. Jainendran
13. Sri. Praveen Chandra
14. Sri. Anju L.T.
15. Sri. Madhura Raj. P.G
16. Sri. Rameshan A.
17. Smt. Nisha S.

External experts

18. Prof. (Dr). Asha J.V., Professor, School of Pedagogical Sciences, Mahatma Gandhi University.

Minutes of meeting of IQAC held on 28/12/2019

Venue: Principal's Chamber

Time: 10. 30 am

The meeting started at 10. 30 am. The following members were present in the meeting.

1. Dr. Sheeba. P.
2. Sri. Aji. S. R. M
3. Dr. Smitha. S.
4. Dr. Pramod. G. Nair
5. Dr. Reetha Ravi H
6. Smt. Chitra. S
7. Dr. Rani K.V
8. Dr. Viji V.
9. Sri. Jainendran
10. Sri. Praveen Chandra
11. Sri. Anju L.T.
12. Sri. Madhura Raj. P.G
- 13.. Smt. Nisha S.
14. Sri. Praveen R

External experts

15. Prof. (Dr). Asha J.V., Professor, School of Pedagogical Sciences, Mahatma Gandhi University.

Dr. Sheeba P., Principal welcomed all and invited Dr. Smitha S., IQAC Coordinator to present the minutes of the previous meeting held and Action Taken Report followed by the minutes.

Action Taken Report

1. As part of the curricular enforcement activity, a seminar on “New Evaluation Systems in Secondary Education on 09/12/2019. Sri Santhosh Kumar S., Resource person of DIET, Attingal was the resource person.
2. Dr. Smitha s., coordinator of IQAC presented criteria wise summary of AQAR by integrating suggestions received from external experts on each key indicator.
3. On 21st September 2019, the respective conveners of AQAR, were given a discussion and follow-up session for the report preparation at 9. 30 am.

4. On 21st September 2019, followed by discussion session for teachers, an orientation class regarding re-accreditation process of NAAC was provided to the student teachers at 10. 30 am. Dr. Sheeba P., Principal introduced the theme of the session and Dr. Smitha S., presented an interactive session on the topic
5. In order to enhance academic performance, remedial teaching classes were scheduled for students with learning difficulties.

Minutes of the meeting

1. The committee approved the minutes of previous meeting held on 31/08/2019.
2. The AQAR prepared based on the criteria was discussed by members and following suggestions were raised.
 - a) Enhancing the quality of value-added courses.
 - b) Proper analysis of feedback of the curriculum.
 - c) Documentation of mentoring process.
 - d) Initiatives for Learning Management System.
 - e) Maximum utilization of ICT resources.
 - f) Encouragement of faculty improvement programmes.
 - g) Encouraging faculty for research and innovation.
 - h) Initiative for implementing college management information system.
 - i) Initiative for mobilizing funds and optimum utilization of resources.
 - j) Student satisfactory survey is to be conducted regularly.

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

Dr. Smitha S.
Coordinator, IQAC

Dr. Sheeba P.
Principal/ Chairperson




PRINCIPAL
Sree Narayana Training College
Nedunganda, Pin: 695307

MEETING NOTICE-5

All the members of Internal Quality Assurance Cell are cordially invited to attend the “IQAC Meeting” Scheduled on 2nd March 2020 at 11 am at the principal’s chamber

Agenda

1. To approve the minutes of the previous meeting held in 28.12.2019
2. Feedback analysis from stakeholders
3. Evaluation of criterion 2 of AQAR
4. Analysis of the curricular and co-curricular activities of the college
5. Academic and administrative audit.

Dr. Smitha S.

Dr. Sheeba P.

Coordinator, IQAC

Principal/ Chairperson

Members

1. Dr. Sheeba. P.
2. Sri. Aji. S. R. M
3. Dr. Smitha. S.
4. Sri. Praveen R
5. Dr. Pramod. G. Nair
6. Dr. Reetha Ravi H
7. Sri. Amjith. S
8. Dr. Sangeetha. N. R
9. Smt. Chitra. S
10. Dr. Rani K. V
11. Dr. Viji V.
12. Sri. Jainendran
13. Sri. Anju L. T.
14. Sri. Madhura Raj. P. G
15. Sri. Rameshan A.
16. Smt. Nisha S.
17. Sri. Praveen Chandra

External expert

18. Prof. (Dr). Asha J.V.,Professor, School of Pedagogical Sciences, Mahatma Gandhi University.

Minutes of meeting of IQAC held on 02/03/2020

Venue: Principal's Chamber

Time: 11 am

The meeting started at 11 am. The following members were present in the meeting.

1. Dr. Sheeba. P.
2. Sri. Aji. S. R. M
3. Dr. Smitha. S.
4. Dr. Pramod. G. Nair
5. Dr. Reetha Ravi H
6. Dr. Sangeetha.N.R
7. Smt. Chitra. S
8. Dr. Rani K.V
9. Dr. Viji V.
10. Sri. Jainendran
11. Sri. Praveen Chandra
12. Sri. Anju L.T.
13. Sri. Madhura Raj. P.G
14. Sri. Praveen R

External experts

15. Prof. (Dr). Asha J.V.,Professor, School of Pedagogical Sciences, Mahatma Gandhi University.

Dr. Sheeba P., Principal welcomed all and invited Dr. Smitha S., IQAC Coordinator to present the minutes of the previous meeting held and Action Taken Report followed by the minutes.

Action Taken Report

1. In order to enhance the quality of value-added courses, an expert committee was appointed by the principal. Dr.Pramod G. Nair, Associate Professor is assigned the charge of monitoring the implementation of value-added courses offered by the college.

2. Principal and staff members convinced the management about the necessity of Learning Management System
3. The committee appreciated the efforts of faculty members in organizing quality enhancement programmes related to curricular workshop organized in *Minor Research Project* on 04.12.2019. Majority of the teacher educators from the training colleges under the university of Kerala had participated in the workshop.
4. Feedback analysis collected from stakeholders were discussed with the members of IQAC and Internal Curriculum Committee.

Minutes of the meeting

1. Members of IQAC approved the minutes of the previous meeting held on 31.08.2019.
2. The committee members recommended to enhance curricular oriented programmes based on the report of feedback analysis.
3. The criterion 2 of AQAR was discussed by the members and recommended to complete the Annual Academic and Administrative Audit Report.
4. Dr Asha J., External Expert agreed to take part in the expert committee of Academic and Administrative Audit Report.
5. The committee members suggested to update the college website with more specifications as recommended by NAAC and UGC.

The meeting suggested quality initiatives to enhance the teaching learning process of the institution. Dr Smitha S, Coordinator of IQAC proposed vote of thanks and meeting came to an end by 1 PM.

Dr. Smitha S.
Coordinator, IQAC

Dr. Sheeba P.
Principal/ Chairperson




PRINCIPAL
Sree Narayana Training College
Nedunganda, Pin: 695307