



# **SREE NARAYANA TRAINING COLLEGE**

## **INTERNAL QUALITY ASSURANCE CELL**



### **MINUTES AND ACTION TAKEN REPORT 2020-2021**

## IQAC MEETING NOTICE-1

All the members of Internal Quality Assurance Cell are requested to attend the online meeting scheduled on 08.06.2020 at 4 PM through google meet.

### **Agenda**

1. TO approve the minutes of the previous meeting held in 02.03.2020
2. To discuss the online teaching practices
3. To discuss the quality initiative for online teaching by IQAC

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. Smt.Ushakumari P
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,Kottayam

**Minutes of meeting of IQAC held on 08/03-6/2020**

Via: Google meet

Time: 4 PM

The meeting started at 4 PM. 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.Praveen R
- 11.Sri. Amjith. S
12. Smt Ushakumari P
13. Sri. Praveen Chandra
14. Sri. Anju L.T.
- 15.Sri. Rameshan A.

**External experts**

16.Prof. (Dr). Asha. J. V.,Professor,School of Pedagogical Science,Mahatma Gandhi University,Kottayam

Dr. Sheeba , Chairperson of the meeting extended a warm welcome for all the members and invited Dr Smitha S ,Coordinator of IQAC to present the minutes of the previous meeting and Action taken Report.

### **Action Taken Report**

1. Due to COVID pandemic outbreak, majority programmes planned by the staff council could not be implemented.
2. As part of the qualitative enhancement, teachers has decided to move towards online mode of education
3. Annual Academic and Administrative Audit was completed.
4. The management took initiative in modifying college website with appropriate specifications.

### **Minutes of the Meeting**

1. The chairperson and the committee members approved the minutes of the previous meeting held on 02.03.2020
2. It was decided to organize programme based on education during the covid-19 pandemic.
3. The committee members suggested to continue other co-curricular and extracurricular activities through online through the maximum extent possible.
4. IQAC have to prepare a special time table for online class according to regulations of UGC, state government and covid protocol norms.
5. AQAR 2019-20 was completed by IQAC.
6. IQAC recommended the management to start the 3<sup>rd</sup> cycle of NAAC accreditation process in the college.

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

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 requested to attend to the online IQAC meeting scheduled on 04.09.2020 Through google meet at 4 pm.

### **Agenda**

1. To approve the minutes of previous meeting held on 08.06.2020
2. Organizing events in covid scenario.
3. Evaluation of online teaching and learning process.
4. Discussion on quality initiatives by IQAC.

Dr. Smitha  
Co-ordinator, 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. Smt. Ushakumari P
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 Science,Mahatma Gandhi University,Kottayam.

**Minutes of the meeting held on 04.09.2020**

Time:4 pm

Via : Google meet

The meeting started at 4 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. Smt. Chitra. S
9. Dr. Rani K.V
10. Dr. Viji V.
11. Sri. Praveen Chandra
12. Sri. Anju L.T.
- 13 Sri. Rameshan A.
14. Smt. Nisha S.

**External experts**

15.Prof. (Dr). Asha. J V Professor,School of Pedagogical Science,M G University,Kottayam

Dr.Sheeba P,. Chairperson and principal welcomed all. Dr. Smitha S, Co-ordinator of IQAC presented the minutes of the previous meeting and Action Taken Report.

**Action Taken Report**

1. As a initiative of IQAC the college organized a web conference on “Addressing ways of implementation of B.Ed. curriculum in the covid-19 pandemic scenario “in collaboration with the Board of Studies (Pass) in Education, University of Kerala and Kerala University English Teacher Education Forum (KUETEF). The web conference

was conducted at three phases- On 17<sup>th</sup> June 2020 ,25<sup>th</sup> and 26<sup>th</sup> June 2020 and 10<sup>th</sup> July 2020.

2. IQAC ensured the smooth conduct of the University Examination of B.Ed. Degree Semester two by abiding the covid protocol of government and university.
3. As part of the Student Empowerment Programme, IQAC initiated a National Webinar Series titled “Intelligentia Beyond Disciplines-Cross Disciplinary Collaboration in Education”.
4. On 17<sup>th</sup> August 2020, the IQAC initiated webinar series was inaugurated.
5. IQAC has prepared a time table for the proper organization of online classes.
6. The management started the preparation of cycle 3 re-accreditation of the college. The coordination of IQAC assigned various duties for the faculty members in association with documentation.

### **Minutes of the Meeting**

1. The members of the IQAC approved the minutes of the previous held on 08/06/2021 meeting with respect to the action taken.
2. The external expert of IQAC suggested to organize programmes based on the National Educational Policy -2020.
3. The committee recommended the organization of cultural and Co-curricular activities through online platform.
4. The members of IQAC suggested proper planning of online practice teaching policies for the maximum enhancement of teaching and learning.
5. The committee members verified the quality of newly added value added course on the college, and suggested adequate measures for improvement.
6. Recommended the analysis of feedback on courses from students and stakeholders.

With no more points for discussion, the meeting come to an end by 5.30 pm and Dr. Smitha S., Co-ordinator proposed vote of thanks for the function.

Dr. Smitha  
Co-ordinator, IQAC

Dr. Sheeba P.  
Principal/Chairperson



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### MEETING NOTICE-3

All members of Internal Quality Assurance Cell are cordially invited to attend the online IQAC meeting scheduled on 23/12/2020 at 4 pm through google meet.

#### **Agenda:**

1. To approve the minutes of the previous meeting held on 04.09.2020.
2. To evaluate the online teaching process during the covid period.
3. To evaluate the quality enhancement programme organized by IQAC.

Dr. Smitha

Co-ordinator, 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. Smt. Ushakumari P
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 Science,Mahatma Gandhi University,Kottayam.

### **Minutes of the Meeting held on 23-12-2020**

Time: 4 pm

Via : Google meet

The meeting started at 4 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. Sri Amjith A
9. Dr. Rani K.V
10. Dr. Viji V.
11. Sri. Praveen Chandra
- 12.Sri Madhura Raj P G
- 13 Sri. Rameshan A.

### **External experts**

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

Dr. Sheeba P., Chairperson delivered a welcome speech and invited Dr. Smitha S. Coordinator of IQAC to present the minutes of the previous meeting and action taken report.

### **Action Taken Report**

1. IQAC initiated the organization of a national webinar “National Education Policy 2020 & Paradigm Shift in Research Scenario” in collaboration with Sobha College of Teacher Education, Cherthala and Vidhyabhasa Vikasa Kendra,Kerala on 22<sup>nd</sup> October 2020.

2. As part of the curricular enrichment programme, on 17<sup>th</sup> August 2020, the college registered to Google for Education to install G-Suite account for the institution.
3. As part of the quality initiative of IQAC, the Entrepreneurship cell of the college has been registered with District Industries Centre, Trivandrum under Entrepreneurship Development Club Programme of the Development of Industries and Commerce Government of Kerala (Register No. EDC/TVM/61/2020.dtd 08.10.2020)
4. The college has ensured requisite arrangements for curricular practices such as online teaching practice, course initiation programme for newly admitted students etc.
5. The college union had organised a number of programmes via online such as celebration of important days, cultural activities, awareness programmes etc
6. The members of IQAC has appreciated the effort made by the faculty in the quality initiation adopted by them.

### **Minutes of the Meeting**

1. The committee members approved the minutes of the previous meeting held on 04.09.2020
2. The members of IQAC appreciated the efforts made by the institution in organizing online teaching – learning effectively during the COVID pandemic period.
3. The committee members also appreciated the efforts made by heads of practice teaching schools in conducting online practice teaching sessions effectively.
4. The members suggested to make necessary preparations for the regular classes in the college from January 2021 onwards.
5. IQAC suggested to organize programmes to enhance technological competency in newly admitted students.
6. External experts of the committee suggested to conduct in depth discussion of the AQAR before submission and also suggested to organize preliminary discussion on SSR.

With no more points for discussion, the meeting was concluded by vote of thanks proposed by Dr. Smitha S, Coordinator of IQAC

Dr. Smitha  
Co-ordinator, IQAC

Dr. Sheeba P.  
Principal/Chairperson



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## MEETING NOTICE-4

All members of Internal Quality Assurance Cell are requested to attend the IQAC meeting scheduled on 17.02.2021 at principal's chamber at 3 pm.

### **Agenda**

- 1.To approve the minutes of the meeting held on 23.12.2020on the basis of the action taken report.
- 2.To suggest measures for annual academic and administrative audit.
- 3.AQAR 2020-21 new format.
- 4.To evaluate the teaching – learning process of the academic year.

Dr. Smitha  
Co-ordinator, 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. Smt.Ushakumari P
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 Science,Mahatma Gandhi University,Kottayam

### **Minutes of the Meeting held on 17.02.2021**

Time : 3 pm

Venue : Principals chamber

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. Praveen Chandra
13. Sri. Rameshan A.
14. Smt. Nisha S.

### **External experts**

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

Dr. Sheeba P., Principal and chairperson of the meeting welcomed all and invited Dr. Smitha S. Coordinator of IQAC to present the minutes of the previous meeting and action taken report.

### **Action Taken Report**

1. IQAC assured that all necessary arrangements were made for the commencement of B.Ed. degree first year classes after the COVID -19 lockdown.
2. On 11<sup>th</sup> January 2021,a course orientation programme was conducted.Dr.Sheeba, Principal give orientation to students.
3. On 25<sup>th</sup> January 2021,IQAC ensured the necessary arrangements for the online mode of practice teaching session for the 4<sup>th</sup> semester B.Ed students. The head of the practice teaching schools made necessary arrangements for the online class.
4. IQAC took initiative in organising 72<sup>th</sup> Republic Day celebration through both online and offline mode.
5. The club coordinators of various clubs conducted day celebrations and other activities through offline mode and related inter collegiate competitions were organised through online mode.
6. IQAC started the initial process of Internal Academic and Administrative Audit.
7. Dr. Smitha, Co-ordinator of IQAC provided a brief introduction of new format of AQAR for the faculty members on 26<sup>th</sup> January through online mode.

### **Minutes of the Meeting**

1. The committee approved the minutes of the meeting held on 23.12.2020 on the basis of Action Taken Report presented by the IQAC coordinator.
2. The members of the committee reviewed the preliminary steps of Internal Academic and Administrative Audit and suggested changes in the measures for evaluation.
3. The committee recommended to conduct criteria wise discussion of new format of AQAR for the submission of Assessment year 2020-21.
4. The committee suggested ICT integrated student empowerment programmes in the current scenario.
5. The members of the committee suggested organisation of quality initiative programmes in collaboration with external agencies.

The meeting concluded at 4:30 pm. Dr.Smitha S ,co-ordinator of IQAC proposed vote of thanks.

Dr. Smitha  
Co-ordinator, IQAC

Dr. Sheeba P.  
Principal/Chairperson



  
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## MEETING NOTICE-5

All members of Internal Quality Assurance Cell are cordially invited to attend the IQAC meeting scheduled on 03.05.2021 at 10 am at principals chamber .

### **Agenda**

- 1.To approve the minutes of previous meeting held on 17.02.2021
- 2.Review of Annual Academic and Administrative Audit.
- 3.To discuss strategic plan for the next 5 year.
- 4.To discuss the quality initiative programmes.

Dr. Smitha  
Co-ordinator, 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. Smt.Ushakumari P
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 Science, Mahatma Gandhi University, Kottayam.

**Minutes of the Meeting held on 03.05.2021**

Time : 10 am

Venue : Principals chamber

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. Smt. Chitra. S
9. Dr. Viji V.
10. Sri Praveen Chandra
11. Sri Amjith S
12. Sri. Rameshan A.
13. Smt. Nisha S.

**External experts**

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

Dr. Sheeba P., Principal and chairperson of the meeting welcomed the members and invited Dr. Smitha S, Coordinator of IQAC to present the minutes of the previous meeting and action taken report.

**Action Taken Report**

1. Based on the recommendations of the committee, an orientation programme on NAAC SSR in revised format was organised by IQAC on 23.02.2021. Dr. R. Raveendran UGC Emeritus Professor and Research officer of SN Trust, Kollam was the Resource Person.

2. The IT Club of the college took an initiation in organising ICT integrated webinar series titled “Technoid : Dreams Come True”. The series was tentatively planned to organised from 11<sup>th</sup> March 2021 to 26<sup>th</sup> May 2021 as part of the quality initiative by IQAC.
3. The college released a special edition magazine on COVID -19 – “*ee kaalavum kadannu pokum*”
4. The entrepreneurship development cell of the college has organised various programmes with financial support of Department of Industries and Commerce, Government of Kerala.
5. The members of the entrepreneurship cell has participated in “Business Insight Programme for Aspiring Entrepreneurs” organised by ‘B’Talks Innovations Private Limited at Trivandrum.
6. IQAC ensured the necessary arrangements required for B.Ed Degree Practical Examination 2021 and Mid Semester Examination for Semester I students by keeping the COVID protocols and Government norms.

#### **Minutes of the Meeting**

1. The committee approved the minutes of the previous meeting held on 17.02.2021 based on Action Taken Report.
2. The committee verified the Annual Academic and Administrative Audit Report prepared internally.
3. The members of the IQAC recommended the modify the strategic plan of the college for the next five year.
4. As part of the quality initiation, the following activities were recommended by the members.
  - a) Organisation of a National Level Webinar in the COVID scenario.
  - b) Organisation of Webinar/Seminar/Workshop related to Life Skill Strategies.
  - c) Organise an awareness session on “Intellectual Property Rights” as an essential feature to be learnt by the student teachers as well as faculty members.
  - d) Encourage the student union to organise quality enhancement programme for the benefit of students.

The meeting was concluded by 12 pm. Dr.Smitha S, Co-ordinator of IQAC proposed vote of thanks after seeking additional points to be discussed if any.

Dr. Smitha  
Co-ordinator, IQAC

Dr. Sheeba P.  
Principal/Chairperson



  
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