



SREE NARAYANA TRAINING COLLEGE

INTERNAL QUALITY ASSURANCE CELL



MINUTES AND ACTION TAKEN REPORT 2021-2022

MEETING NOTICE-1

All the members of Internal Quality Assurance Cell are cordially invited to attend the IQAC online meeting scheduled on 23.08.2021 at 4 PM through google meet.

Agenda

- 1.To approve the minutes of the previous meeting held on 03.05.2021
- 2.Evaluation of the quality initiatives carried out by IQAC.
- 3.Organisation of a webinar series in memory of the founder manager, Sri R Sankar.
- 4.Evaluation of teaching – learning process.
- 5.Any other

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. Dr. Sangeetha.N.R
8. Smt. Chitra. S
9. Dr. Rani K.V
10. Dr. Viji V
- 11.Smt. Sushobha S
12. Sri. Praveen Chandra
13. Sri. Santhosh G
14. Sri. Madhura Raj. P.G
- 15.Sri Indrajith R
- 16.Sri Raveendran R

External experts

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

(Sri Amjith S, Member of IQAC and faculty of Physical Education has been transferred to Sree Narayana College , Chathannoor on 08.08.2021)

Minutes of meeting of IQAC held on 23.08.2021

Via: Google meet

Time: 4 PM

Members Attended

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. Smt. Sushobha S
12. Sri. Santhosh G
13. Sri Indrajith R
14. Sri Raveendran R

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 the members. Dr Smitha S , Coordinator of IQAC presented the minutes of the previous meeting held and Action taking Report.

Action Taken Report

1. The members of the committee appreciated the efforts made by the institution in organizing quality programmes as part of the webinar series by IQAC .
2. As part of the quality concern, IQAC has organized webinar on Life Skills titled “The Art of Mindfulness- Means to foster Self Empowerment” on 22nd May 2021.

3. As part of the curricular enrichment activity IQAC organized a webinar on “Dealing the Differences” with special reference to B.Ed Degree , Semester II Examination on 04.06.2021.
4. On 23rd June 2021,as part of the quality initiative R.Sankar Memorial National Webinar Series was inaugurated in memory of founder Manager.
5. On 17th July 2021,IQAC in collaboration with UBA Cell of the college, organized a Resource Talk on “Constitutional Morality and Justice ”
6. The Health Club of the college released an e-book –“*karuthalinte karkidakam*”with special reference to covid pandemic.
7. The pending works of Annual Quality Assurance Reports 2018-19 and 2019-20 were submitted to NAAC on 16th and 24th May 2021.
8. IQAC started the discussion on the preparation of SSR based on the revised format of AQAR.
9. The strategic plan by IQAC was discussed with management and approved with adequate suggestions.

Minutes of the meeting

1. The committee approved the minutes of the previous meeting held on 03.05.2021
2. The committee members suggested measures for further improvement on the quality initiatives based on the Action Taken Report.
3. The committee suggested organization of webinars / programmes in collaboration with Government or Voluntary organizations.
4. For the preparation of the SSR, external expert recommended organization of orientation for the teaching faculty on the revised format of AQAR. Dr R Raveendran ,nominee from the management and Research officer of S N Trust ,agreed to provide necessary support for the same.
5. The committee members recommended the continuation of R Sankar Memorial webinar series for all academic years as a quality initiative programme of the college.
6. The committee suggested Remedial Classes for the students to enhance academic performance.

With no more points for discussion , Dr Smitha S, Co-ordinator of IQAC proposed vote of thanks for the meeting and the meeting ended at 5:30 pm.

Dr Smitha S

Co-ordinator,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 directed to attend the online IQAC meeting scheduled on 25.09.2021 at 3:30 PM via google meet.

Agenda

- 1.To approve the minutes of the meeting held on 23.08.2021
- 2.Evaluation of teaching learning process through online
- 3.Reopening of the college after prolonged lockdown of covid-19 second wave.
- 4.Any other

Dr Smitha S
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. Dr. Sangeetha.N.R
8. Smt. Chitra. S
9. Dr. Rani K.V
10. Dr. Viji V
- 11.Smt. Sushobha S
12. Sri. Praveen Chandra
13. Sri. Santhosh G
14. Sri. Madhura Raj. P.G
- 15.Sri Indrajith R
- 16.Sri Raveendran R

External experts

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

Minutes of meeting of IQAC held on 25.09.2021

Via: Google meet

Time: 3:30 PM

Members Attended

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
9. Sri Indrajith R
11. Sri Raveendran R

External experts

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

The meeting started at 3:30 pm Dr. Sheeba P, Chairperson of the meeting welcomed the participants and invited Dr. Smitha S., Coordinator of IQAC to present the minutes of the previous meeting and Action taking Report.

Action Taken Report

1. As part of the quality initiatives, the following programmes were conducted by the college.
 - i. Celebration of International Literacy Day by organizing webinar in collaboration with Kerala State Literacy Mission on 08.09.2021.
 - ii. Faculty members were given orientation in SSR preparation on 16.09. 2021. Dr R Raveendran, U.G.C. Emeritus Professor and Research officer, S.N. Trust lead the session.

- iii. As part of the curricular enrichment activity, Dr. Smitha S., provided Resource talk on “Preparing Tools To Assess Learners Performance” for the students on 22.09.2021.
- iv. In connection with World Ozone Day, the student teachers were given orientation for paper presentation session on the topic “Life Depletes When Ozone Depletes”. The students made the presentation on 17th September 2021.
- v. Result Analysis was done.
- vi. Feedback was collected from stakeholders and were analyzed.

Minutes of the meeting

1. The committee approved the minutes of the previous meeting held on 23.08.2021 based on the Action Taken Report.
2. The committee appreciated the efforts of IQAC in organizing both curricular and co-curricular activities through the online platform during the covid period.
3. The committee recommended the organization of proper awareness for the students and parents regarding the re-opening of the college after the prolonged lock down.
4. The members suggested the organization of curricular and other activities by abiding the covid protocols.
5. The external expert suggested modification in the criteria wise preparation of AQAR based on revised format.
6. It was decided to provide curricular orientation for Semester III and Semester I students.

With no more points for discussion, Dr Smitha S, Co-Ordinator proposed vote of thanks for the me

Dr Smitha S
Co-ordinator,IQAC

Dr Sheeba P
Principal/Chairperson




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Nedunganda, Pin: 695307

MEETING NOTICE-3

All the members of Internal Quality Assurance Cell are cordially invited to attend the IQAC meeting scheduled on 24.12.2021 at 1:30 PM at principal's chamber.

Agenda

- 1.To approve the minutes of the previous meeting held on 25.09.2021.
- 2.AQAR 2020-21
- 3.Discussion of SSR
- 4.Quality initiation of IQAC.
- 5.Any other.

Dr Smitha S
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. Dr. Sangeetha.N.R
8. Smt. Chitra. S
9. Dr. Rani K.V
10. Dr. Viji V
- 11.Smt. Sushobha S
12. Sri. Praveen Chandra
13. Sri. Santhosh G
14. Sri. Madhura Raj. P.G
- 15.Sri Indrajith R
- 16.Sri Raveendran R

External experts

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

Minutes of meeting of IQAC held on 24.12.2021

The meeting started at 1:30 pm and the following members were present

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. Smt. Sushobha S
12. Sri Santhosh G
13. Sri Raveendran R

External experts

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

Dr. Sheeba P, Chairperson of the meeting welcomed all and presented a brief introduction of the NAAC Re-accreditation of the institution. Dr. Smitha S., Coordinator of IQAC presented the minutes of the previous meeting and Action taking Report.

Action Taken Report

1. The following quality initiatives were organized by IQAC.

“Bridging the Gap Programme” organized by Covid Jagratha Samathi in connection with college reopening on 05.10.2021.

- National Webinar on “Entrepreneurship Education” in collaboration with UBA Cell and ED Cell.
- Curricular orientation as part of the Bridge course on 01.12.2021 and 11.12.2021.

2. The committee reviewed the progress of AQAR 2020-2021
3. The college website was modified with respect to the specifications of AQAR revised format.

Minutes of the meeting

1. The committee approved the minutes of the meeting held in 25.09.2021.
2. The committee recommended to register the institution in Young Innovators Programme (YIP) under KDISC (Kerala Development and Strategic Counselling).
3. The committee suggested career orientation programme for Teacher Eligibility Tests.
4. The criteria conveners were directed to submit necessary documents for the submission of AQAR 2020-21 on or before 15th February 2022.
5. The criteria conveners were instructed to start the preparation of SSR at the earliest.
6. It was decided to inform the management about the submission of IIQA.
7. The criteria wise discussion of the SSR among faculty members were scheduled from 3rd January 2022 at 3 pm every day.
8. The external expert suggested modification in the website specifications.

With no more points for discussion, Dr Smitha S, Co-Ordinator of IQAC proposed vote of thanks.

Dr Smitha S
Co-ordinator,IQAC

Dr Sheeba P
Principal/Chairperson




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MEETING NOTICE-4

All the members of Internal Quality Assurance Cell are cordially invited to attend the IQAC meeting scheduled on 28.01.2022 at 3 PM at principal's chamber.

Agenda

- 1.To approve the minutes of the meeting held on 24.12.2021.
- 2.Submission of AQAR 2020-21.
- 3.Preparation of IIQA and SSR.
- 4.Any other

Dr Smitha S
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. Dr. Sangeetha.N.R
8. Smt. Chitra. S
9. Dr. Rani K.V
10. Dr. Viji V
- 11.Smt. Sushobha S
12. Sri. Praveen Chandra
13. Sri. Santhosh G
14. Sri. Madhura Raj. P.G
- 15.Sri Indrajith R
- 16.Sri Raveendran R

External experts

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

Minutes of meeting of IQAC held on 28.01.2022

Time: 3 pm

Venue: principals chamber

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

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 Raveendran R

Dr. Sheeba P, Principal and Chairperson of the meeting welcomed all and explained the need for immediate meetings scheduled on account of NAAC Re-accreditation process. Dr. Smitha S, Coordinator of IQAC to presented the minutes of the previous meeting and Action taking Report.

Action Taken Report

1. As part of the quality initiative of IQAC, the college has registered for YIP – Young Innovators Programme under KDISC (Kerala Development and Strategic Counselling)
2. The Guidance Club of the college organized “Orientation Programme for various Teacher Eligibility Test” for the second year B.Ed. students.
3. The criteria wise discussion of AQAR 2020-21 and SSR were started at the college everyday evening at 3pm.
4. Submission of IIQA was informed to the management and the management supported with necessary instructions.
5. A new e-mail ID was created for the submission of data for AQAR uploading.
6. National Level Webinar on “Criteria Based Strategies for NAAC” in collaboration with IQAC, Central University Kasargode was scheduled on 27.12.2022

Minutes of the meeting

1. The committee approved the minutes of the previous meeting held on 24.12.2021
2. The committee evaluated the progress of AQAR 2020-21.
3. Website up-dation corresponding to AQAR were evaluated by the committee.
4. Minutes of the meeting the committee suggested to submit AQAR 2020-21 before 31st March 2022.
5. It was recommended that immediately after the submission of AQAR 2020-21 SSR must be completed at the earliest.
6. It was recommended that all the stakeholders must be properly informed about the cycle 3 Re-accreditation of the institution.

The meeting was concluded by 4:30 pm by vote of thanks by Dr Smith S, Co-ordinator of IQAC.

Dr Smitha S
Co-ordinator,IQAC

Dr Sheeba P
Principal/Chairperson



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MEETING NOTICE-5

All the members of Internal Quality Assurance Cell are cordially invited to attend the IQAC meeting scheduled on 24.03.2022 at 3 PM at principal's chamber.

Agenda

- 1.To approve the minutes of the previous meeting held on 28.01.2022.
- 2.Review the progress of AQAR 2020-21 SSR.
- 3.Any other.

Dr Smitha S
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. Dr. Sangeetha.N.R
8. Smt. Chitra. S
9. Dr. Rani K.V
10. Dr. Viji V
- 11.Smt. Sushobha S
12. Sri. Praveen Chandra
13. Sri. Santhosh G
14. Sri. Madhura Raj. P.G
- 15.Sri Indrajith R
- 16.Sri Raveendran R

External experts

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

Minutes of meeting of IQAC held on 24.03.2022

The meeting started at 3 pm at principals chamber.

Members attended

1. Dr. Sheeba. P.
2. Sri. Aji. S. R. M
3. Dr. Smitha. S.
4. Sri. Praveen R
5. Dr. Reetha Ravi H
6. Dr. Sangeetha. N. R
7. Smt. Chitra. S
8. Dr. Rani K. V
9. Dr. Viji V
10. Smt. Sushobha S
11. Sri. Praveen Chandra
12. Sri. Santhosh G
13. Sri Raveendran R

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 taking Report.

Action Taken Report

1. The Co-ordinator of IQAC has completed the AQAR 2020-21 and presented the report before the management.
2. As part of the quality initiative, the institution organized a series of curricular and co-curricular programmes both offline and online mode.
3. The college took initiative in organizing State Level Inauguration of NSS Units (at B.Ed. level) in the college on 09.03.2022. Minister of Higher Education, Dr R Bindu, inaugurated the programme.
4. It was decided to prepare SSR and submit IIQA immediately after the submission of AQAR 2020-21.
5. Dr R. Raveendran, Research Officer from S.N. Trusts suggested modifications in the AQAR and SSR. Also suggested measures to be taken care of while preparing SSR and IIQA.

Minutes of the meeting

1. The committee approved the minutes of the meeting held on 28.01.2022.

2. The committee recommended quality initiative programmes with reference to Integrated Teacher Education Programmes.
3. The committee members suggested to focus on NEP-2020 while framing policy documents and reports.
4. For the preparation of SSR, the committee recommended to seek suggestions from expert hands.
5. It was decided to modify the data submitted in the previous AQAR format in accordance with the revised format of NAAC.

The meeting was concluded by 4:30 pm by the vote of thanks by Dr Smith S

Dr Smitha S
Co-ordinator,IQAC

Dr Sheeba P
Principal/Chairperson



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MEETING NOTICE-6

All the members of Internal Quality Assurance Cell are cordially invited to attend the IQAC meeting scheduled on 20.04.2022 at 10 AM at principal's chamber.

Agenda

- 1.To approve the minutes of the previous meeting held on 24.03.2022.
- 2.Evaluate Quality Assurance Programmes of IQAC.
- 3.AQAR 2020-21, IIQA & SSR
- 4.Any other

Dr Smitha S
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. Dr. Sangeetha.N.R
8. Smt. Chitra. S
9. Dr. Rani K.V
10. Dr. Viji V
- 11.Smt. Sushobha S
12. Sri. Praveen Chandra
13. Sri. Santhosh G
14. Sri. Madhura Raj. P.G
- 15.Sri Indrajith R
- 16.Sri Raveendran R

External experts

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

Minutes of meeting of IQAC held on 20.04.2022

Time: 10 am

Venue: principals chamber

Members attended

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. Smt. Sushobha S
12. Sri Raveendran R

External experts

13. 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 presented significance of the meeting with reference to the cycle 3 Accreditation process of the college. Dr Smitha S., Coordinator of IQAC to presented the minutes of the previous meeting and Action taking Report.

Action Taken Report

1. On 27th February 2022, the IQAC organized a National Webinar on Criteria Based Strategies for NAAC. The webinar provided an in depth view of the revised AQAR/SSR format.
2. The college decided to organize a National Level Residential workshop on the “preparation of guidelines for Integrated teacher Education Programme Based on NEP-2020”. The programme was scheduled as three day workshop and was decided to organize in collaboration with NIOS (National Institute of Open Schooling) and VVK (Vidhyabhasa Vikasa Kendram Kerala)
3. In collaboration with Kerala State Bio-Diversity Board and Anjuthengu Gramapanchayath, the college become the part of the programme ‘*Chembakathara Samrakshanam*’ -the protection of heritage tree at Nedunganda
4. AQAR 2020-21 was submitted to NAAC on 30.03.2022

5. Preparation of SSR is monitored by IQAC.

Minutes of the meeting

1. The committee approved the minutes of the previous meeting held on 24.03.2022.
2. The members appreciated the faculty for the submission of AQAR 2020-21 on time.
3. The external expert Dr Asha J.V suggested to modify the SSR based on the revised format.
4. The members recommended the inculcation of quality initiative activities in the SSR.
5. The IQAC coordinator presented the proposal pf extension services to be carried out by UBA Cell of the college in collaboration with Anchuthengu Gramapanchayaththe .
6. The members recommended enhancement of student initiated programmes for academic enrichment.

The meeting was concluded by 12 pm by the vote of thanks of Dr.Smitha S, Co-ordinator of IQAC .

Dr Smitha S
Co-ordinator,IQAC

Dr Sheeba P
Principal/Chairperson



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