



SREE NARAYANA TRAINING COLLEGE

INTERNAL QUALITY ASSURANCE CELL



Minutes and Action Taken Report

2022-2023

NOTICE 1

All members of Internal Quality Assurance Cell (IQAC) are cordially invited to attend the IQAC meeting scheduled on 16.07.2022 at 10 am at Principals chamber.

Agenda

1. Reconstitution of IQAC
2. To approve and confirmation of the IQAC meeting held on 20.04.2022.
3. Submission of AQAR 2021-22.
4. Review of Quality initiation carried out the academic year 2021-22.
5. Review of Academic Audit Report.

Dr. Sheeba P
Principal and Chairperson, IQAC

Members present

1. Dr. Sheeba P
2. Sri Aji S R M
3. Dr. Praveen R
4. Dr. Reetha Ravi H
5. Dr. Rani K V
6. Dr. Sangeetha N R
7. Dr. Chitra S
8. Dr. Viji V
9. Dr. Dhanya B Chandran
10. Smt Remya R
11. Smt Rejitha R
13. Sri Santhosh G
14. Dr. R Raveendran
15. Dr. Asha J V

Procedure of the meeting

The meeting was held on 16.07.2022 at Principals chamber. Dr. Sheeba P, Chairperson of IQAC welcomed all the members present and presented the action taken report of the previous meeting held on 20.04.2022.

Action taken report of the meeting held on 20.04.2022

1. The convenors of the respective criteria of SSR have presented modification made in each criterion.
2. As part of the quality initiative activities of the college, the following activities has been organized.
 - The members of the Unnat Bharat Abhiyan (UBA) Cell organized awareness classes on Environmental Protection and training in paper bag making for the people in the IVth and IInd wards of Anchuthengu Gramapanchayath on 20.05.2022 and 05.05.2022. The members from the local panchayath had given adequate support for the organization of the same.
 - The Anwaya college union 2021-22 has organized an educational webinar series titled “Prabudha: Embracing the New Normal” which comprised different aspects of socio-educational perspectives in the current scenario.

Minutes of the meeting

The following points were discussed in the meeting.

1. Agenda 1-Reconstitution of IQAC

The IQAC was reconstituted as the coordinator Dr. Smitha S was retired from service at the college and joined Mahatma Gandhi University, Kottayam as the faculty. DR. Sangeetha N R, Assistant Professor of General Education was selected as the coordinator of IQAC from 17.07.2022.

2. Agenda 2-To approve and confirmation of the minutes of IQAC meeting held on 20.04.2022

On the basis of the Action Taken Report, the minutes of the previous meeting was approved by the committee.

3. Agenda 3-Modification of SSR 2023

As per the directions of Dr. Asha J V, External Expert of the committee, Chairperson of IQAC, has suggested modification in Criterion II and Criterion V. All the faculty members were instructed to submit the quality enhancement works completed for the academic year too.

4. Submission of AQAR

The faculty members were directed to complete the preparation of supporting documents for uploading AQAR 2021-22 before December 2022.

5. Review of quality initiatives carried out in the academic year 2020-21

As part of the quality initiatives the college has conducted value added courses, skill development activities, teacher as well as student-oriented seminars/webinars and workshops, student empowerment activities, and provision for innovative ideas and concepts of student teachers and members verified the same.

6. Review of Academic Audit Report:

- ❖ The committee members suggested improvements in faculty participation in academic and administrative activities at the college level.
- ❖ The committee members emphasized the need for improving publications of the faculty members in UGC approved journals and improvements in Research and consultancy services.
- ❖ The members recommended the utilization of LMS (Learning Management System) by the faculty members to the maximum possible. They have also emphasized the need for improving the quality of e-learning facilities and functional MOUs.

The meeting ended with a vote of thanks by the Chairperson to all the participants. She concluded the session by asking all the faculty to work hard for the successful completion of the SSR submission and NAAC peer team visit.

Dr. Sheeba P.

Principal and Chairperson, IQAC

NOTICE – 2

All members of Internal Quality Assurance Cell (IQAC) are cordially invited to attend the IQAC meeting scheduled on 20.08.2022 at 10 am at Principals chamber.

Agenda

1. To approve and confirmation of the minutes of the IQAC meeting held on 16.07.2022.
2. To discuss the submission of IIQA.
3. Organization of educational webinar/seminar.
4. Discussion of NAAC Reaccreditation process – 2023.
5. Any other matters.

Dr. Sangeetha N R

Coordinator, IQAC

Dr. Sheeba P

Principal & Chairperson, IQAC

Members present

1. Dr. Sheeba P
2. Sri Aji S R M
3. Dr. Praveen R
4. Dr. Reetha Ravi H
5. Dr. Rani K V
6. Dr. Sangeetha N R
7. Dr. Chitra S
8. Dr. Viji V
9. Dr. Dhanya B Chandran
10. Dr. Biju Sukumar
11. Smt Remya R
12. Sri Premjith Lal M S
13. Dr R Raveendran

Procedure of the meeting

The meeting was held on 20.08.2022 at 10 am at Principals room. Dr. Sheeba P, Chairperson of IQAC welcomed all the members and Dr. Sangeetha N R, Coordinator of IQAC presented the minutes of the previous meeting and action taken report of the meeting held on 16.07.2022.

Action taken report of the previous meeting held on 16.07.2022

1. As part of the modifications in SSR, the teaching faculty had submitted and presented a brief report of the quality enhancement programmes initiated and organized. Dr. R Raveendran, Research Officer from Sree Narayana Trust evaluated and suggested modifications in the works submitted.
2. The progress of the AQAR 2021-22 prepared was evaluated by the committee and faculty members were advised to modify necessary suggestions.
3. Since Dr. Smitha S, former coordinator of IQAC was retired from the college, Dr.Biju Sukumar, faculty of Physical Education was assigned the charge of preparing Criterion III.
4. Dr. Pramod G Nair (Associate Professor, Social Science Education) who is in charge of preparing Criterion VI, of AQAR And SSR was retired from service. Dr Praveen R, Associate Professor in Malayalam Education was assigned the charge for the respective Criterion.
5. Based on the recommendation of Academic Audit Report, faculty members had taken initiatives in the publication of research papers in UGC approved journals.
6. Students as well as faculty members had improved the use of G-Suite account as LMS (Learning Management System) for the teaching – learning process.
7. The faculty members had presented the programmes to be organized as part of functional MOU s in the staff meeting.

Minutes of the meeting

The following decisions were made based on the agenda.

1. Agenda 1-To approve and confirmation of the minutes of the IQAC meeting held on 16.07.2022
On the basis of the Action Taken Report, Dr R Raveendran suggested certain modifications in the proposed activities of MOUs and the committee members approved the minutes.
2. Agenda 2-Discussion of the submission of IIQA
The committee had suggested to submit Institutional Information for Quality Assessment (IIQA) before 2022.
3. Agenda 3-Organization of Educational webinar/Seminar/Workshops

The members of the committee recommended to continue the organization of Webinar series by the IQAC for the past two years. So, it was decided to organize the IIIrd phase of Webinar Series initiated by IQAC titled- “Intelligentia Beyond Disciplines – Cross Disciplinary Collaborations in Education – Phase IV”. The inaugural session of the webinar series was tentatively scheduled on 26th September 2022.

4. Agenda 4-Discussion on NAAC Accreditation Process 2023

The committee suggested the following activities on behalf of NAAC Reaccreditation 2023.

- ❖ Verification of Academic and Administrative documents.
- ❖ Verification of Academic Support Systems and facilities available in the institution.
- ❖ Verification of the quality initiative activities of the institution.
- ❖ Discussion with stakeholders and management.

5. Agenda 5-Any other matter

It was proposed to organize a meeting with Alumni, Former Teacher and Management Representation at the earliest.

The meeting ended with a vote of thanks by the Dr. Sangeetha N R, Coordinator of IQAC. She concluded the session focusing the immediate actions to be completed by the all the faculty members at the earliest.

Dr. Sangeetha N R
Coordinator, IQAC

Dr. Sheeba P
Principal and Chairperson, IQAC

NOTICE-3

All members of Internal Quality Assurance Cell (IQAC) are cordially invited to attend the IQAC meeting scheduled on 28.11.2022 at 2 pm at Principals cabin.

Agenda

1. To approve and confirmation of the minutes of the meeting of IQAC held on 20.08.2022.
2. Submission of AQAR 2021-22
3. Progress of SSR.
4. Review of quality initiatives.

Dr. Sangeetha N R
Coordinator, IQAC

Dr. Sheeba P
Principal & Chairperson, IQAC

Members present

1. Dr. Sheeba P
2. Sri Aji S R M
3. Dr. Praveen R
4. Dr. Reetha Ravi H
5. Dr. Rani K V
6. Dr. Sangeetha N R
7. Dr. Chitra S
8. Dr. Viji V
9. Dr. Dhanya B Chandran
10. Dr. Biju Sukumar
11. Smt Remya R
12. Sri Premjith Lal M S
13. Dr R Raveendran
14. Smt Rejitha
15. Sri Praveen Chandra
16. Sri Indrajith R

Procedure of the meeting

The meeting was held on 28.11.2022 at Principals cabin on time. Dr. Sheeba P, Principal and Chairperson of IQAC welcomed all the members. Dr. Sangeetha N R, Coordinator of IQAC presented the minutes of the previous meeting held on 20.08.2022 and its action taken report.

Action taken report of the previous meeting held on 20.08.2022

- The facilities in charge of carrying out the activities initiated through MOUs with respective organizations has made adequate changes in the documentation process
- The third phase of Webinar Series titled “Intelligentia Beyond Disciplines – Cross Disciplinary Collaboration in Education” initiated by IQAC was inaugurated on 30th September 2022. Honourable Member of Parliament, Mr. Adoor Prakash has inaugurated the Webinar Series. The Webinar Series was implemented as per the following schedule.
 - i. 30.09.2022 - Session on “Teacher Leadership: The Art of Awakening The Act of Optimism”. Resource Person was Prof (Dr) Prakash Ramakrishnan, Former Professor, Kerala Agriculture University
 - ii. 06.10.2022 - Session on “Drug free Education: Join our Hands Together”. Resource Person was Sri K Raveendran Nair, preventive Officer, Excise, Trivandrum.
 - iii. 08.10.2022 - Session on “Eating Food for Self-Care”. Resource Person was. Mrs Pinky Nair, Dietician and Nutritionist ‘Healthwise’, Trivandrum.
 - iv. 15-10-2022 – A session on “Teacher as a reflective practitioner”. Resource person was Dr. Issac Paul, Associate professor, GCTE, Thycaud.
- Discussion on NAAC Reaccreditation process: As per the suggestions of the committee, a team of members constituting chairperson of IQAC, coordinator, management representative and research officer from S. N Trust Kollam had verified the documents on 15-10-2022.

Minutes of the meeting

1. Agenda 1- To approve and confirmation of IQAC meeting held on 20.08.2022

The committee approved by minutes of the previous meeting by suggesting need for organizing meeting with stakeholders.

2. Agenda 2- Submission of AQAR 2021-22

- The coordinator of IQAC had presented the commence of AQAR 2020-21 accepted on 23.08.2022. Based on the commence, Dr R Raveendran, nominee from the management, Research Officer SN Trust suggested required modifications for AQAR 2021-22.
- Dr Sangeetha N R had presented details of the criteria which are uploaded and the details of the pending works to be uploaded at the earliest.

3. Agenda 3- Progress of SSR 2023

- The supporting documents to be uploaded need modification.
- The clarification regarding audit reports from the authority has been discussed.
- The committee members suggested to submit IIQA at the earliest.

4. Agenda 4- Review of quality initiatives

- The committee appreciated the webinar series organized by IQAC from 30/09/2022 onwards.
- For the completion of the technical works of SSR, the committee suggested to appoint support staffs from the management in temporary basis.
- The committee appreciated the activities of 'Snehapoorvam' the best practice of the college.
- The committee also appreciated the initiative of the college with reference to anti-drug programmes.
- On 11 and 12 November the department of Physical Education had organized Kerala University Inter collegiate men and women kabaddi championship at Sreepadam Stadium, Attingal.
- The committee suggested to organize more quality initiative programmes under the leadership of various clubs and subject association.

The meeting ended with the vote of thanks delivered by Dr. Sangeetha N R, coordinator, IQAC.

Dr. Sangeetha N R
Coordinator IQAC

Dr. Sheeba P
Principal and Chairperson IQAC

NOTICE 4

All members of Internal Quality Assurance Cell (IQAC) are directed to attend the IQAC meeting scheduled on 2.01.2023 at Principals cabin at 2.30 pm.

Agenda

1. To approve and confirmation of minutes of the IQAC meeting held on 28.11.2022.
2. Status of IIQA submission.
3. Status of SSR 2023.
4. Quality initiative programmes.
5. Any other matter.

Dr. Sangeetha N R
Coordinator, IQAC

Dr. Sheeba P
Principal and Chairperson , IQAC

Members present

1. Dr. Sheeba P
2. Sri Aji S R M
3. Dr. Praveen R
4. Dr. Reetha Ravi H
5. Dr. Rani K V
6. Dr. Sangeetha N R
7. Dr. Chitra S
8. Dr. Viji V
9. Dr. Dhanya B Chandran
10. Dr. Biju Sukumar
11. Smt Remya R
12. Sri Premjith Lal M S
13. Dr R Raveendran

Procedure of the meeting

The meeting was held on 20.01.2023 at Principals cabin at 2.30 pm. Dr. Sheeba P and Dr. Sangeetha N R coordinator of IQAC had presented the minutes of the previous meeting held on 28.11.2023 and presented its action taken report.

Action Taken Report of the meeting held on 28.11.2023

1. Submission of IIQA:

- As per the suggestions of members, IIQA was submitted on 16.12.2022.
- A clarification was raised by the NAAC officials on 22.12.2022 and the response was submitted on 23.12.2022
- On 17.01.2023, the conveners of the respective criteria for SSR has been verified by management representative and research officer from S N Trust.
- Dr. Sangeetha N R, coordinator has presented the details of modified documents submitted to upload in AQAR 2021-22.
- Regarding the submission of IIQA, a clarification regarding the self-declaration of the institution was raised by NAAC and the response was submitted on 04.01.2023.
- Another clarification regarding affiliation letter from the university about the ongoing programmes and was raised by NAAC. On 19th January 2023 and the responses was submitted on the stipulated day itself.

2. Quality Initiative Activities:

- A technical assistance was appointed by management on temporary basis.
- As part of the community living camp 2022, the college has organized community extension activities in the 2nd ward of Anjengo panchayat.
- On 19.01.2023 the college has organized a Resource Talk on the topic “Child Rights and Responsibilities”.
- On 17.01.2023, A Resource session was organized on the topic “ Theatre Games” based on the curricular work. Sri. Amsu V S from Block Resource Centre(VRC0, Varkala delivered the Resource Talk.

- On 14.01.2023 the Alumni Day was celebrated and there was an Alumni Executive committee meeting to discuss the presentation of Alumni Report prior to the NAAC peer team visit.
- As part of the Internal Green Audit and Energy Audit process, the students of Physical Science and Natural Science had conducted an internal survey within the campus on 13.01.2022.
- On 11.01.2023, under the leadership of College Union National Youth Day was celebrated.

Minutes of the meeting

1. Agenda 1- To approve and confirmation of IQAC meeting held on 28.11.2022

The committee approved the minutes of the previous meeting on the basis of Action Taken Report. The committee also appreciated the quality initiation of IQAC during the period.

2. Agenda 2- Status of IIQA submission

The acceptance regarding IIQA was not yet informed by NAAC.

3. Agenda 3- Status of SSR 2023

The committee recommended to organize workshops, Seminars and Resource talks initiated by both IQAC and students as practiced in the previous year. The committee also encouraged the activities of various clubs and subject associations in organizing quality initiative effectively.

The committee members recommended the following works for the quality improvement of the college.

- ❖ Annual Academic and Administrative Audit Report 2022-23.
- ❖ Preparation of AQAR 2022-23 after the submission of SSR 2023.
- ❖ List of infrastructure and academic support facilities to be submitted to the management.

The meeting was concluded with the vote of thanks delivered by the coordinator of IQAC. She reminded the urgency of supporting documents to be prepared by the faculty members.

Dr. Sangeetha N R

Coordinator ,IQAC

Dr. Sheeba P.

Principal & Chairperson, IQAC

NOTICE 5

All members of Internal Quality Assurance Cell (IQAC) are informed to attend the IQAC meeting scheduled on 27.02.2023 at Principals cabin at 3.00 pm.

Agenda

1. To approve and confirmation of minutes of the IQAC meeting held on 20.01.2023.
2. Status of SSR 2023 and AQAR 2021-22.
3. Any other relevant matters.

Dr. Sangeetha N R
Coordinator, IQAC

Dr. Sheeba P
Principal and Chairperson IQAC

Members present

1. Dr. Sheeba P
2. Sri Aji S R M
3. Dr. Praveen R
4. Dr. Reetha Ravi H
5. Dr. Rani K V
6. Dr. Sangeetha N R
7. Dr. Chitra S
8. Dr. Viji V
9. Sri.Santhosh G
10. Dr. Biju Sukumar
11. Smt Remya R

12. Sri Premjith Lal M S

13. Dr R Raveendran

14. Sri Indrajith R

15. Dr.Asha J V

16. Sri. Praveen Chandra

Procedure of the meeting

The meeting was held 27.02.2023 at Principal's cabin. Dr.Sheeba P, Principal and chairperson of IQAC welcomed all the members. The IQAC Coordinator presented the minutes of the previous meeting and its action taken report.

Action Taken Report

1. The IIQA submitted was accepted on 13.01.2023

2. The status of SSR 2023

- Uploading of criterion wise details are going on.
- Audited statements of the finance from chartered account is pending.

3. Quality initiatives of the college

Under the guidance of IQAC, the subject association, clubs and college union has organized following quality initiative during the period.

- In collaboration with Dr. Ambedkar, Chairman, Department of Law, University of Kerala, A Workshop on "legal awareness session" was organized on 23.01.2023.
- Under the initiative of Biodiversity club, the students organized a Resource Talk in connection with 'World Wetland Day' on 02.02.2023. The students delivered Resource Talk on the topic "It's Time for Wetland Restoration".
- The food donation to Taluk Hospital, Varkala under the guidance of "Snehapoorvam" programme was conducted on every weekend.
- On 09.02.2023, Mathematics association, organized a session on the topic "Vedic Mathematics" as part of value added courses for all students.
- On 13.01.2023, under the initiative of Biodiversity club, organized a Resource Talk on the topic "Darwin and Evolution", in connection with Darwin Day 2023. Mr. Sam Alex, research fellow from the University of Kerala delivered the resource talk.

- On 16.02.2021, in connection with “Safer Internet Day”, IT Club organized a resource talk on “Together for Safer Internet”.
- The institution submitted a list of academic support facilities and equipment to the management

Minutes of the Meeting

1. Agenda 1- To approve and confirmation of minutes of IQAC held on 20.01.2023.

The committee approved the minutes of the meeting held on 20.01.2023 on the basis of the Action Taken Report presented by the coordinator. A

2. Agenda 2- Status of SSR 2023 and AQAR 2021-22

The committee insisted to complete the submission of SSR within the stipulated date. The committee appreciated the faculty and students for the quality initiative activities during the period. The committee suggested that submission of AQAR 2021-22 can be done simultaneously.

- Dr. Asha J V and Dr. R Raveendran, had advised that the uploading documents for SSR should be properly planned and verified.

3. Agenda 3-Any other

The committee recommended to complete the infrastructure and other academic support facilities at the earliest.

- Dr. Asha J V recommended that e-resources prepared by the faculty members should be properly uploaded in their respective Learning Management System.
- External expert also suggested to discuss the institutional preparedness for implementing NEP 2020 with the Management at the earliest.
- The committee members suggested the planning of more and more quality initiative activities of the cell to the maximum extend possible.

The meeting was concluded by vote of thanks by Dr. Sangeetha N Coordinator of IQAC. Dr. Viji V, coordinator of NAAC-2023 pointed out the whole hearted support of all the members to the peer team visit which is expected in the academic year.

Dr. Sangeetha N R
Coordinator, IQAC

Dr. Sheeba P
Principal & Chairperson, IQAC

NOTICE-6

All members of Internal Quality Assurance Cell (IQAC) are directed to attend the IQAC meeting scheduled on 20.05.2023 at 10 am at principal's cabin.

Agenda

1. To approve and confirmation of minutes of previous meeting held on 27.02.2023.
2. Submission status of SSR 2023.
3. Any other matters.

Dr. Sangeetha N R

Coordinator, IQAC

Dr. Sheeba P

Principal and Chairperson IQAC

Members present

1. Dr. Sheeba P
2. Sri. Aji S R M
3. Dr. Reetha Ravi H.
4. Dr. Sangeetha N. R.
5. Dr. Chitra S.
6. Dr. Rani K V
7. Dr. Viji V
8. Dr. Biju Sukumar
9. Dr. Dhanya B. Chandran
10. Smt. Remya R.
11. Sri. Unni S.
12. Sri Santhosh G.

13. Sri. Praveen Chandra

14. Dr. R. Raveendran

15. Dr . Asha J. V

16. Sri. Indrajith R

Procedure of the meeting

The meeting was held on 20-05-2023 at principal's cabin. Dr. Sheeba P. chairperson welcomed all and Dr. Sangeetha N R. coordinator presented the minutes of the previous meeting and action taken report.

Action Taken Report of the meeting held on 27-02-2023

1. Due to the delay in the compilation of supporting documents the institution requested to extend the date of submission of SSR on 17-03-2023.
2. On 02-04-2023, NAAC approved the request and the time line for the submission of SSR has been extended for 15 days ie, upto 14-04-2023.
3. On 14-04-2023, SSR has been successfully uploaded in the portal & student satisfaction survey has been started.
4. The technical issues occurred in submitting student satisfaction survey has been intimated to NAAC at time.
5. The initial payment for th3e assessment has been done on 08-04-2023.
6. Followed by the submission of SSR, DVV clarification was raised by the NAAC on 17-04-2023 and the response was submitted on 20-05-2023.
7. As part of the quality enhancement, the infrastructure facilities in the campus as well as support system has been started to modify.

Minutes of the meeting

1. Agenda 1- To approve & confirmation of minutes of IQAC meeting held on 27-02-2023.

The meeting held in connection with NAAC peer team visit 2023, was approved by the committee on the basis of the action taken report presented by the coordinator.

2. Submission status of SSR 2023.

- On 14-04-2023, the SSR has been uploaded successfully in the institutional portal.
 - The DVV clarification was raised by NAAC on 17-04-2023 and the response was submitted to NAAC on 02-05-2023.
 - The committee members suggested to make payment for assessment & accreditation process immediately after the acceptance of SSR.
3. The members of the committee suggested to make immediate modification in the documentation process as well as in other related works on behalf of NAAC peer team visit.
 4. The IQAC coordinator suggested modification in the infrastructure & academic support facilities to be considered at the earliest.

The meeting was concluded by vote of thanks delivered by the coordinator. The coordinator ended the session by seeking support from all the members regarding the NAAC peer team visit.

Dr. Sangeetha N R

Coordinator, IQAC

Dr. Sheeba P

Chairperson & Principal IQAC