



SREE NARAYANA TRAINING COLLEGE

INTERNAL QUALITY ASSURANCE CELL



Minutes and Action Taken
Report

2023-2024



SREE NARAYANA TRAINING COLLEGE

Nedunganda P.O., Varkala, Thiruvananthapuram, Kerala. Pin.695307
Affiliated to University of Kerala, Recognized by NCTE,
Re-Accredited by NAAC with A Grade, Recognised by UGC under 2(f) & 12(B)
Email: sntcned@gmail.com, Website: www.sntrainingcollege.edu.in

29/05/2023

NOTICE 1

The Internal Quality Assurance Cell (IQAC) has scheduled for a meeting on 03/06/2023 from 10:00 am at the IQAC Room. All the members of the IQAC are required to attend the meeting and the details of agenda are given below.

Agenda

1. To approve & confirmation of minutes of IQAC meeting held on 20/05/2023.
2. To discuss about the NAAC peer team visit.
3. Any other point with the permission from the chair.


PRINCIPAL
Sree Narayana Training College
Nedunganda, Pin: 695307

Dr. Sangeetha N.R
IQAC Co ordinator

Prof. Dr. Sheeba P
Principal & Chairperson IQAC



The first meeting for Academic year 2023-24 was conducted on 103/06/2023 . The following members attended the meeting.

SL.No	Designation & Affiliation	Name
1	Principal as chairperson	Prof. Dr. Sheeba P.
2	Member, Faculty English Education	Dr. Reetha Ravi H.
3	Member, Faculty General Education	Dr. Chithra S.
4	Member, Faculty General Education	Dr. Rani K.V.
5	Member, Faculty Physical Science	Dr. Viji V
6	Member, Faculty Physical Education	Dr. Biju Sukumar
7	Member, Management Representative	Sri. Aji S.R.M.
8	Member, Research Officer, S N Trust	Dr. R. Raveendran
9	Member, External Expert	Prof. Asha J.V.
10	Member, Head Accountant	Smt. Sunithakumari S.
11	Member, PTA Representative	Sri. Surendran
12	Member, Alumni Representative	Dr. rany S.
13	Co-ordinator, IQAC	Dr Sangeetha N.R.

Minutes of the Meeting

The chairperson Prof.(Dr.) Sheeba P. welcomed the members. Dr. Sangeetha N.R, Co-ordinator of IQAC presented the review report. The following points were discussed in the meeting.

Agenda 1 : To approve & confirmation of minutes of IQAC meeting held on 20/05/2023.

The previous IQAC meeting was held on The minutes of the meeting were presented with a fomal discussion. The minutes of the meeting were approved by the members.




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SL. No.	RECOMMENDATION GIVEN BY IQAC COMMITTEE	ACTION TAKEN FOR IMPLEMENTATION & OUTCOMES
1	To discuss about the confirmation of minutes of IQAC meeting held on 20/05/2023.	<p><u>Discussion</u> :- To discuss about the confirmation of minutes of IQAC meeting held on 20/05/2023.</p> <p><u>Action Taken</u> :-</p> <ol style="list-style-type: none"> 1. The Coordinator presented the details of criteria wise documents to be submitted. 2. Dr. Asha J.V. suggested the verification procedure of the documents to be submitted in NAAC assessment. 3. It was suggested to make necessary curricular arrangements and time table for the appropriate presentation of documents & its verification. 4. The committee members suggested to verify all the documents with the help of external experts.

Agenda 2 :- NAAC Peer Team Visit

Resolution

- **Preparation of Tentative Schedule:** A tentative schedule for the NAAC Peer Team visit will be developed in collaboration with the management and faculty members to ensure comprehensive participation and readiness.
- **Weekly Document Verification:** To maintain accuracy and preparedness, each criterion's documentation will undergo verification every Saturday. This systematic review aims to ensure all necessary documents are complete and up-to-date.
- **Presentations by Criterion Conveners:** Criterion conveners are tasked with presenting their respective criteria upon the completion of each key indicator. This approach facilitates thorough internal reviews and allows for timely feedback and necessary adjustments.

The meeting concluded with a heartfelt vote of thanks delivered by NAAC Coordinator, Viji V.




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Prof. Dr. Sheeba P
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30/06/2023

Notice 2

The Internal Quality Assurance Cell (IQAC) has scheduled for a meeting on 15/07/2023 from 10:00 am at the IQAC Room. All the members of the IQAC are required to attend the meeting and the details of agenda are given below.

AGENDA

1. Review of the minutes of previous IQAC meeting and subsequent action taken.
2. Review of preparation of NAAC Peer Team visit.
3. Any other point with the permission from the chair.


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Dr. Sangeetha N.R

IQAC Co-ordinator

Prof. Dr. Sheeba P.

Principal & Chairperson IQAC



The second meeting for Academic year 2023-24 was conducted on 15th July 2023. The following members attended the meeting.

SL.No	Designation & Affiliation	Name
1	Principal as chairperson	Prof. Dr. Sheeba P.
2	Member, Faculty English Education	Dr. Reetha Ravi H.
3	Member, Faculty General Education	Dr. Chithra S.
4	Member, Faculty General Education	Dr. Rani K.V.
5	Member, Faculty Physical Science	Dr. Viji V.
6	Member, Faculty Physical Education	Dr. Biju Sukumar
7	Member, Management Representative	Sri. Aji S.R.M.
8	Member, External Expert	Prof. Asha J.V.
9	Member, Head Accountant	Smt. Sunithakumari S.
10	Member, Student Representative	Sri. Ajin Mithra
11	Co-ordinator, IQAC	Dr Sangeetha N.R.




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Minutes of the Meeting

The chairperson Prof.(Dr.) Sheeba P. welcomed the members. Dr. Sangeetha N.R, Co-ordinator of IQAC presented the review. The following points were discussed in the meeting.

Agenda 1 : Review of the minutes of previous IQAC meeting and subsequent action taken.

The previous IQAC meeting was held on 03/06/2023. The minutes of the meeting were presented with a formal discussion. The minutes of the meeting were approved by the members.

SL. No.	RECOMMENDATION GIVEN BY IQAC COMMITTEE	ACTION TAKEN FOR IMPLEMENTATION & OUTCOMES
1	Discussion of NAAC Peer Team Visit 2023 (cycle 3) <ul style="list-style-type: none">• Time schedule for NAAC peer team visit	<u>Discussion</u> :- It is discussed to prepare a tentative time schedule for NAAC Peer Team Visit. <u>Action Taken</u> :- The committee prepared a tentative time schedule in accordance with the NAAC Schedule format.
	<ul style="list-style-type: none">• Verification of the documents	<u>Discussion</u> :- Verification of prepared documents. <u>Action Taken</u> :- As decided in the meeting on each Saturday, afternoon a team of IQAC members visited each department and verified the documents based on each criterion. The external expert suggested modification in the documents prepared & the criteria conveners noted down for further improvement.
	<ul style="list-style-type: none">• Criteria wise presentation by the conveners	<u>Discussion</u> :- On completion of each criteria, the conveners were directed to present the works before the committee. <u>Action Taken</u> :- The external expert and IQAC Co-ordinator reviewed the presentation & suggested points to be added in the presentation.

Above actions taken report is noted by all IQAC members & the resolution passed unanimously.

Agenda 2 :- Review of the preparations of NAAC Peer Team Visit

Resolution

The external expert visited all the departments and verified the modified documents and interacted with student teachers.

Based on the review process, the members suggested modification in the organisation of documentation and cultural events.

Agenda 3 :- Any other points with permission from the chair.

Resolution

It is discussed that IQAC should take initiative in enhancing the qualitative improvement of the curricular & co-curricular activities with special reference to local community engagement.

All the resolutions passed unanimously and Dr. Sangeetha N.R. IQAC Co-ordinator proposed vote of thanks to all IQAC members.


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Dr. Sangeetha N.R
Co ordinator, IQAC

Prof. Dr. Sheeba P
Principal & Chairperson IQAC





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Date : 21/09/2023

Notice 3

The Internal Quality assurance Cell (IQAC) has scheduled for a meeting on 30/09/2023 at 10 am in the IQAC room. All the members of IQAC are requested to attend the meeting. The details of agenda are given below.

Agenda

1. Review of minutes of previous IQAC meeting and subsequent action taken.
2. Final view of the preparations of NAAC Peer Team visit scheduled on 12th and 13th October 2023.
3. Verification of future plans of qualitative improvements of the institution.
4. Any other points with permission from the chair.

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Dr. Sangeetha N.R.

Co-ordinator, IQAC

Prof. Dr. Sheeba P.

Principal & Chairperson, IQAC



Minutes of the Meeting

The third meeting for the Academic Year 2023-24 was conducted in 30/09/2023. The following members attended the meeting.

SL.No.	Designation & Affiliation	Name
1	Principal as chairperson	Prof. Dr. Sheeba P.
2	Member, Faculty English Education	Dr. Reetha Ravi H.
3	Member, Faculty General Education	Dr. Chithra S.
4	Member, Faculty General Education	Dr. Rani K.V.
5	Member, Faculty Physical Science	Dr. Viji V.
6	Member, Faculty Physical Education	Dr. Biju Sukumar
7	Member, Management Representative	Sri. Aji S.R.M.
8	Member, External Expert	Prof. Asha J.V
9	Member, Head Accountant	Smt. Sunithakumari
10	Member, Anjengo Panchayath	Sri. Laiju V.
11	Member, Alumni Representative	Dr. Rany S.
12	Member, PTA Representative	Sri. Surendran
13	Co-ordinator, IQAC	Dr Sangeetha N.R

Minutes of the Meeting

The chairperson Prof.Dr. Sheeba P., welcomed the members. Dr. Sangeetha N.R, IQAC Co-ordinator presented the review report of the previous meeting.

Agenda 1 : Review of the minutes of previous meeting and subsequent action taken.

The previous meeting was held on 15/07/2023 and the minutes of the meeting were presented by the IQAC coordinator with a formal discussion. The minutes were approved by the members.




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RECOMMENDATION GIVEN BY IQAC COMMITTEE	ACTION TAKEN FOR IMPLEMENTATION & OUTCOMES
Discussion on the preparations of NAAC peer team visit	<p><u>Discussion</u> :- Reviewed the suggestions & modifications given during the visit to departments.</p> <p><u>Action Taken</u> :- Presentation slides were prepared according to the suggestions of the committee. Necessary modifications were made in the presentation by IQAC and Principal.</p> <ul style="list-style-type: none"> • Faculty members were assigned the charge of various committees. • Selected students co ordinates for assisting the organisation of cultural events.

The above action taken report is noted by all IQAC members & the resolution passed unanimously.

Agenda 2 :- Final review of the preparation of NAAC Peer Team Visit on 12th & 13th October 2023.

Resolution

The IQAC including all the management representatives verified all the documents as a mock visit and made remarks wherever required for the further modifications.

Agenda 3 :- Any other points with permission from the chair.

Resolution


Discussion on the qualitative improvement of the activities:- Discussed on the quality improvement works with special reference to curricular & community oriented service.

Action Taken :- IQAC decided to organize a one day workshop on capacity enhancement of the curricular activity.

In association with Unnat Bharat Abhiyan Cell, it is decided to organise community service in the Anchuthengu Panchayath.

All the resolutions passed unanimously and Dr. Sangeetha N.R. IQAC Co-ordinator proposed vote of thanks to all IQAC members.

Dr. Sangeetha N.R
Co ordinator, IQAC


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Date : 16/12/2023

Notice 4

The Internal Quality Assurance Cell has scheduled for a meeting on 28/12/2023 at 10 am in the IQAC room. All the members of IQAC are requested to attend the meeting and the agenda is presented below.

Agenda

1. Review of minutes of previous IQAC meeting and subsequent action taken.
2. Review of NAAC Peer Team Visit of cycle 3.
3. Submission of AQAR 2022-23.
4. Quality enhancement programmes for the academic year.
5. Any other point with permission from the chair.


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Dr. Sangeetha N.R
Co ordinator, IQAC

Prof. Dr. Sheeba P
Principal & Chairperson IQAC



The meeting was conducted on 28/12/2023 and the following members attended the meeting.

SL.No.	Designation & Affiliation	Name
1	Principal as chairperson	Prof. Dr. Sheeba P.
2	Member, Faculty English Education	Dr. Reetha Ravi H.
3	Member, Faculty General Education	Dr. Chithra S.
4	Member, Faculty General Education	Dr. Rani K.V.
5	Member, Faculty Physical Science	Dr. Viji V.
6	Member, Faculty Physical Education	Dr. Biju Sukumar
7	Member, Management Representative	Sri. Aji S.R.M.
8	Member, External Expert	Prof. Asha J.V.
9	Member, Head Accountant	Smt. Sunithakumari
10	Member, Alumni Representative	Dr. Rany S.
11	Co-ordinator, IQAC	Dr Sangeetha N.R.

Minutes of the Meeting

The chairperson Prof.(Dr.) Sheeba P., welcomed the members. Dr. Sangeetha N.R, IQAC Co ordinator presented the review report of the previous meeting.

Agenda 1 :- Review of the minutes of previous meeting and subsequent actions taken.

Resolution :-

The previous meeting was held on 30/09/2023. The IQAC Co ordinator presented the minutes of the meeting with a formal discussion. The minutes were approved by the members.




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SL. No.	RECOMMENDATION GIVEN BY IQAC COMMITTEE	ACTION TAKEN FOR IMPLEMENTATION & OUTCOMES
1	Discussion of NAAC Preparations	<p><u>Discussion</u> :- Discussed the verification of final preparation of the NAAC Peer Team visit.</p> <p><u>Action Taken</u> :- The committee expressed their satisfaction of preparations made by the college.</p>
2	Discussion on the quality improvement programmes	<p><u>Discussion</u> :- Suggestions were made to implement quality enhancement programmes.</p> <p><u>Action Taken</u> :- As per the discussion of IQAC, A one day workshop on Life Skill Training was organised on 7th December 2023. In association with UBA, the student teachers rendered a service to the 'Pakalveedu' a home for the 'old age' group of the village. The interior of the 'home' was adorned with paintings created by the student teachers. Moreover IQAC decided to introduce additional programmes before the end of the current academic year.</p>

The above action taken report was noted by all the members and the resolution passed unanimously.

Agenda 2 :- Review of NAAC Peer Team Visit cycle 3

Resolution

The external experts commended the IQAC's efforts in securing an impressive score in the NAAC Assessment and Accreditation process, achieving a Grade A with a highest score of 3.2. The committee members reviewed the NAAC Peer Team visit and highlighted the following points:

- The marks obtained for the Self Study Report (SSR) were thoroughly reviewed.
- The score for Criterion 1 was seemed satisfactory. The committee advised incorporating the peer team's suggestions on feedback reporting into the preparation of the AQAR for the next academic year.
- Key Indicators with low scores in all Criteria require focused attention and targeted improvements.
- Due to the notably low score in Criterion 3, faculty members were encouraged to significantly enhance their research output and publication capabilities.
- In preparation for the upcoming binary system of accreditation, it is essential to prioritize improving scores for each key indicator (KI) across all criteria.

- A comparison between the current KI scores and benchmark standards should be conducted to identify gaps and set improvement goals.

The committee emphasized that by strategically enhancing each key indicator and integrating sustainable practices, the institution can achieve higher scores and successfully meet the requirements of the binary accreditation standards.

Agenda 3 :- Submission of AQAR 2022-23

Resolution

The external expert advised the timely submission of AQAR 2022-23 after integrating the recommendations and modifications of IQAC committee, as it demonstrates the institution's commitment to quality improvement and accountability.

Agenda 4 :- Quality enhancement programmes for the academic year to be completed.

Resolution

As part of its quality enhancement initiatives, the IQAC has proposed the following programs for the current academic year:

Webinar on Skill Development: Organize a webinar focusing on skill development in collaboration with the IT Club and the YIP (Young Innovators Programme) Cell.

Workshop on Curricular Strategies: Conduct a workshop or seminar on Curricular Strategies in partnership with the Department of Education, University of Kerala.

Participation in KIRF: Engage actively in the Kerala Institutional Ranking Framework (KIRF) to assess and enhance the institution's performance across various parameters.

Submission of AQAR 2022-23: Complete and submit the Annual Quality Assurance Report (AQAR) for the academic year 2022-23 by the stipulated deadline to ensure compliance with accreditation requirements.

Implementing these initiatives is expected to contribute significantly to the institution's continuous improvement and adherence to quality standards. All the resolutions passed unanimously in the meeting. Dr. Sangeetha N.R, IQAC Coordinator proposed vote of thanks.

Dr. Sangeetha N.R
Co ordinator, IQAC

Prof. Dr. Sheeba P
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Date :19/05/23

Notice 5

The internal Quality Assurance cell(IQAC) has scheduled a meeting on 27th May 2023 at 10:00 a.m. in the IQAC room. All the members are requested to attend the meeting and the details of the Agenda are given below.

Agenda

1. Review of the meeting of IQAC meeting held on 28th December 2023 and subsequent action taken.
2. Review of organization of quality enhancement activities proposed by IQAC during the academic year.
3. Any other point with permission from the chair.


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Dr. Sangeetha N.R
Co ordinator, IQAC

Prof. Dr. Sheeba P
Principal & Chairperson IQAC



The meeting was conducted on 27th May 2023 at 10:00 a.m. in the IQAC room and the following members attended the meeting.

SL.No.	Designation & Affiliation	Name
1	Principal as chairperson	Prof. Dr. Sheeba P.
2	Member, Faculty English Education	Dr. Reetha Ravi H.
3	Member, Faculty General Education	Dr. Chithra S.
4	Member, Faculty General Education	Dr. Rani K.V.
5	Member, Faculty Physical Science	Dr. Viji V.
6	Member, Faculty Physical Education	Dr. Biju Sukumar
7	Member, Management Representative	Sri. Aji S.R.M.
8	Member External Expert	Prof. Dr.Asha J.V.
9	Member, Alumni Representative	Dr. Rany S.
10	Member, Student Representative	Sri. Ajin Mithra
11	Member Head Accountant	Smt. Sunithakumari
12	Co-ordinator, IQAC	Dr Sangeetha N.R.

Minutes of the meeting

The chairperson Prof. Dr Sheeba P., welcomed the audience, and Dr. Sangeetha N.R, IQAC coordinator presented the report of the previous meeting.

Agenda 1 . Review of the IQAC meeting held on 28th December 2023 and subsequent action taken.

The previous meeting was held on 28th December 2023 and the minutes of the meeting presented by the IQAC coordinator with the formal discussion. The minutes of the meeting approved by the members.




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SL. No.	RECOMMENDATION GIVEN BY IQAC COMMITTEE	ACTION TAKEN FOR IMPLEMENTATION & OUTCOMES
1	Action taken for implementation and outcomes.	<p><u>Discussion</u> - The committee discussed in detail for positives as well as negative marks made by the Peer Team report and SSR verification.</p> <p><u>Action taken</u> - Considering the recommendations of the IQAC committee, the following actions were taken.</p> <ul style="list-style-type: none"> • Identified the key indicators in each criterion with score near or below the threshold for further improvement. • Started to strengthen the documentation process to provide clear and comprehensive evidences. • Enhancement of various stakeholder involvement in the activities. • Implementation of a strong feedback mechanism to review overall activities of the institution. • Encouraging faculty members to participate in the training and capacity enhancement programs.
2	The submission of AQAR 2022-23	<p><u>Discussion</u> - It is discussed to submit the AQAR 2022 -23 on time to demonstrate institutional quality.</p> <p><u>Action taken</u>- AQAR 2022-23 was successfully submitted on 9th May 2024.</p>

The above action taken report was noted by all members and the resolution passed Unanimously.

Agenda 3 - review of the Quality Enhancement Programmes

Resolution- As part of the quality enhancement, the following programmes were implemented.

- In collaboration with IT club, IQAC organised a webinar series on technical skills- “Technoid Dreams Come True” on 20th January 2024 onwards.
- Association with YIP, organised a session on developing innovative skills on 23rd February 2024.
- In association with the Department of Education University of Kerala, organised a Three Day National Seminar on inclusive practices in schools away forward from 25th March 2024 to 27th March 2024.
- Organized a Three-Day National workshop on the “Design and Development of Pedagogical Material For Inclusive Classrooms from 13 May 2024 to 15th May 2024 .

- As part of the community engagement, the institution distributed pedagogical materials for inclusive classrooms for BRC Varkala on 25th May 2024 in collaboration with the Department of Education University of Kerala.
- Participated and completed KIRF (Kerala Institutional Ranking Framework) initiated by Kerala Higher Education Council.

All the resolutions passed unanimously in the meeting and Dr. Sangeetha N.R., IQAC coordinator proposed vote of thanks.


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Co ordinator, IQAC

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