



# **IQAC Minutes**

## **2020-21**



NOTICE.


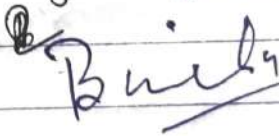
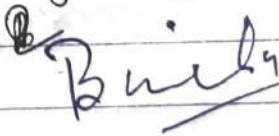
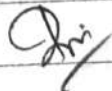





13/11/2020

A meeting of the members will be held today at 1:30 p.m. in the Digital conference hall. All are requested to be present.

Agenda.

- 1) To prepare online ~~form~~ form for collecting curriculum feed back.
- 2) Result analysis
- 3) Training programme for Non-teaching staff.
- 4) To conduct gender oriented programmes.
- 5) To conduct green audit.

Members.

- 1) Dr. P. N. Shaji, Principal - in - charge 
- 2) Dr. Sangeetha P.M. 
- 3) Dr. T. P. Bindu 
- 4) Sri. R. Rajesh 
- 5) Smt. S. Sangeetha 
- 6) Sri. V. Bipin Kumar 
- 7) Dr. Shanya Setthunayagan 
- 8) Smt Indu Balachandran 
- 9) Dr. P. Prasanth - 

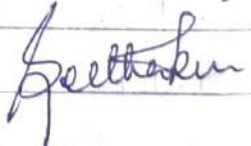
Decisions taken

- 1) Entrusted Sri. R. Rajesh, IGAC member, to prepare online form for curriculum feed back.
- 2) Decided to conduct skill enhancement programmes for Non-teaching staff.
- 3) Entrusted Women's cell & Women's study units to conduct

courses through online mode.

- ③ Decided to direct SPEC to conduct examinations via online and give necessary instructions to the departments.
- ④ Decided to entrust PTA to renovate the wash area for students keeping in mind the requirements of the pandemic period.
- ⑤ ~~Some~~ It was decided to entrust science departments, NSS and NCC units to provide covid relief measures to the society.
- ⑥ Decided to start organic farming inside the campus in association with NSS units.
- ⑦ NAAC co-ordination committee to be formulated as part of SSR preparation.
- ⑧ Departments to conduct webinars to complement the curriculum.
- ⑨ Entrusted members of IQAC to ~~do~~ revise and develop existing new policies respectively.
- ⑩ Plan of the institution to be modified in the light of pandemic.

  
PRINCIPAL  
SREE NARAYANA COLLEGE  
CHERTHALA

  
Co-ordinator  
IQAC  
Sree Narayana College  
Cherthala





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13/11/2020

A meeting of the members will be held today at 1:30 p.m. in the Digital conference hall. All are requested to be present.

Agenda.

- 1) To prepare online ~~form~~ form for collecting curriculum feed back.
- 2) Result analysis
- 3) Training programme for Non-teaching staff.
- 4) To conduct gender oriented programmes.
- 5) To conduct green audit.

Members.

- 1) Dr. P. N. Shaji, Principal - in-charge
- 2) Dr. Sangeetha P.M.
- 3) Dr. T. P. Bindu
- 4) Sri. R. Rajesh
- 5) Smt. S. Sangeetha
- 6) Sri. V. Bipin Kumar
- 7) Dr. Dhanya Setthuramayaran
- 8) Smt Indu Balachandran
- 9) Dr. P. Prasanth -

Decisions taken

- 1) Entrusted Sri. R. Rajesh, IQAC member, to prepare online form for curriculum feed back.
- 2) Decided to conduct skill enhancement programmes for Non-teaching staff.
- 3) Entrusted Women's cell & Women's study units to conduct

gender awareness programmes.

- A) Decided to entrust departments of Botany, Chemistry, Physics & Zoology to conduct Green audit in association with an external agency.



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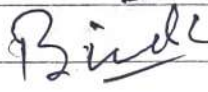

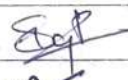




27/3/2021

A meeting of the members will be held today at 3.30 P.M. in the Digital Conference Hall. All are requested to be present.

Agenda.

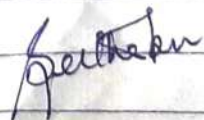
- 1) Collection of feedback
- 2) Annual Report
- 3) Implementation of DigiLocker Project
- 4) Any other matter.

Members

- 1) Dr. P.N. Shaji, Principal-in-charge. 
- 2) Dr. Sangeetha P.M. 
- 3) Dr. P.P. Bindu 
- 4) Sri R. Rajesh 
- 5) Smt. S. Sangeetha 
- 6) Sri V. Bipin Kumar 
- 7) Dr. Dhanya Sethunayanan 
- 8) Smt. Indu Balachandran 
- 9) Dr. P. Prasanth 

Decisions Taken

- 1) Decided to collect curriculum feedback and teaching-learning feedback from the students
- 2) Decided to collect annual reports from the departments.
- 3) Decided to train students to use DigiLocker app.
- 4) To Prepare action plan for the next academic year.



Compliance of the decisions taken:

- 1) Department of Computer Science conducted a training programme on Moodle for teachers. They also conducted a computer training programme for office staff.
- 2) Certificate courses were conducted by all departments.
- 3) Webinars were conducted by various departments.
- 4) Prepared Sanitizers for institutional use and for distribution in nearby government offices.
- 5) Handed over the harvest from organic farming to community kitchen.
- 6) Paddy cultivation carried out inside the College campus.
- 7) Department of English organised a training session on Office Communication for non-teaching staff.
- 8) Department of Chemistry conducted a laboratory training programme for non-teaching staff.
- 9) Department of Physical Education conducted a Yoga training programme for office staff.
- 10) Entrusted Heartian Green Audit team of Sacred Heart College to conduct green audit.
- 11) Wash area was renovated and pavements were constructed for pedestrian use.



12. M.Sc. Chemistry (Drug Design and Development) Course was sanctioned and started.
13. Criterion Committees were formed and templates were circulated among departments to collect relevant data.
14. Orientation for first year student was given by the tutors individually through online mode.

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