






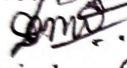



## Minutes of the IQAC meeting held in the Principal's chamber at 11.00 am on 17 July 2018

### Agenda: -

1. To give a brief outline about the duties and responsibilities of the newly constituted IQAC team
2. To chalk out the plan of action for the academic year
3. To submit AQAR 2017-18
4. NPTL courses reg:-

### Members Present:

1. Dr. T. Sasidharan 
2. Lt. Dr. V. Arun 
3. Dr. Shiny Mathews 
4. Dr. Bijo S. Anand 
5. Ms. Kavitha K. S. 
6. Ms. Raji V. 
7. Ms. Deepthi P.S. 
8. Dr. Divya V. 
9. Ms. Resmi Ravindran 

The principal welcomed the IQAC members and explain the duties and responsibilities of the newly constituted team. IQAC coordinator presented a plan of action for the current year. It was discussed to organise an orientation programme for the I year students to make them aware of the academic, non-academic and general discipline of the college. The meeting also pointed out the requisite to organise seminar series, workshop, career guidance, counselling and human rights programme. The meeting further discussed to take all initiative to submit AQAR 2017-18 at the right time. The coordinator also pointed out the importance of faculties enrolling in various NPTL courses. He also gave a briefing on various NPTL courses. All members actively participated in the discussion and the following decisions were taken. The meeting came to an end by 12:30 pm.









### Decisions Taken:

1. It was decided to constitute committees to quicken the submission of AQAR 2017-18
2. Decided to organise orientation programmes, seminars , workshops etc
3. Decided to implement more counselling, career guidance and human rights programme.
4. Decided to intimate faculties regarding NPTL courses



Minutes of the meeting of IQAC held on 4 October 2018 at 12.30pm in the Principal's chamber, Sree Narayana College, Punalur.

#### Members Present

|                      |              |   |
|----------------------|--------------|---|
| 1. Dr. T Sasidharan  | Principal    |  |
| 2. Lt. Dr. Arun. V   | Co-ordinator |  |
| 3. Kavitha KS        | Member       |  |
| 4. Dr. Shiny Mathews | Member       |  |
| 5. Dr. Bijo S Anand  | member       |  |
| 6. Raji V            | Member       |  |
| 7. Deepthi. P. S     | Member       |  |
| 8. Resmi Ravindran   | Member       |  |

Co-ordinator welcomed all the members and briefed about the agenda of the meeting.

All the members have actively participated in the discussion.

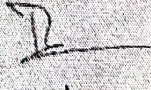
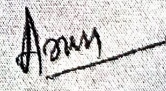



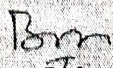


#### Decision:

It was decided to schedule IQAC meetings every month.

It was decided to submit IQAR at the earliest.

An IQAC Meeting is held at the Principal's chamber on 4 October 2018.

#### Members present-

|                      |               |   |
|----------------------|---------------|---|
| 1. Dr. T. Sasidharan | Principal.    |  |
| 2. Lt. Dr. Arun. V   | Co-ordinator. |  |
| 3. Kavitha. K.S.     |               |    |
| 4. Deepthi. P.S      |               |    |
| 5. Dr. Shiny Mathews |               |    |
| 6. Dr. Bijo S. Anand |               |    |
| 7. Raji V            |               |    |
| 8. Resmi Ravindran   |               |    |






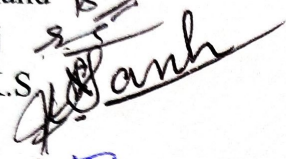






## Minutes of the IQAC meeting held in the Principal's chamber at 3 p.m. on 8 November 2018

### Agenda: -

1. AQAR 2017-18
2. Organisation of seminar on revised NAAC reaccreditation process

### Members Present:

1. Dr. T. Sasidharan 
2. Lt. Dr. V. Arun 
3. Dr. Shiny Mathews 
4. Dr. Bijo S. Anand 
5. Dr. Gopan Raj 
6. Ms. Kavitha K.S. 
7. Ms. Raji V. 
8. Ms. Deepthi P.S. 
9. Dr. Divya V. 
10. Ms. Resmi Ravindran 

The Principal welcomed the members and explained the reason behind **falling back** on the duties associated with AQAR 2017-18. The torrential rain and the flood that hit Kerala during the last few months and its aftermaths have caused a heavy toll on the regular working hours of college. Therefore the duties in connection with data collection and uploading have also been lagged behind. The regular academic and extension activities including club activities, ASAP, WWS, SSP etc of the college have also been interrupted. The IQAC coordinator who spoke afterwards stressed upon the need to upload the details of AQAR at the earliest and also solicited the support and help of all the IQAC members and other faculties for the easy completion of the works of AQAR 2017-18. The coordinator also elaborated on the revised NAAC reaccreditation process in which all the details need to be submitted online. The meeting also discussed the need to organise a seminar on the revised reaccreditation process. The meeting came to an end by 4 pm.

### Decisions Taken:

1. Decided to proceed with the work in connection with AQAR 2017-18
2. Decided to invite a resource person to conduct a seminar on revised NAAC reaccreditation process

### Actions Taken

1. Seminars were conducted by various departments
2. Faculties enrolled in various NPTEL courses

Minutes of the meeting of IQAC held on 27 November 2018 at 12.30pm in the language lab, Sree Narayana College, Punalur.

#### Members Present

1. Dr. T Sasidharan
2. Lt. Dr. Arun. V
3. Kavitha KS
4. Dr. Shiny Mathews
5. Dr. Bijo S Anand
6. Raji V
7. Deepthi. P. S
8. Resmi Ravindran
9. Dr. Gopan Raj
10. Dr. Divya. R
11. Shibu T
12. Praveen K. H
13. Babu K

Principal

Co-ordinator

Member

Member

member

Member

Member

Member

Member

Member

Member

Member

Member

Decision:

It was decided to upload pending IQAR before 31 December, 2018.

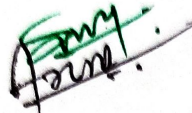










## Minutes of the IQAC meeting held in the Principal's chamber at 12 noon on 7 January 2019

### Agenda: -

1. Club Activities
2. Formulation of various committees with respect to AQAR data collection

### Members Present:

1. Dr. T. Sasidharan 
2. Lt. Dr. V. Arun 
3. Dr. Shiny Mathews 
4. Dr. Bijo S. Anand 
5. Dr. Gopan Raj 
6. Ms. Kavitha K.S. 
7. Ms. Deepthi P.S. 
8. Dr. Divya V. 
9. Ms. Resmi Ravindran 

The Principal welcomed the members. IQAC coordinated read out the minutes of the previous meeting and it was approved by the members. The agenda for the day was discussed one by one. The coordinator elucidated the need to activate the various clubs and cells functioning in the college. A meeting of the club coordinators shall be organised. The coordinator further expounded on the urgency to complete the AQAR data collection in the stipulated time. Feedbacks from students and parents need to be collected and consolidated. On this regard various committees need to be constituted. The meeting came to an end by 1 pm.

### Decisions Taken:

1. Decided to convene meetings of various club coordinators
2. Decided to constitute committees for AQAR data collection
3. Decided to elicit feedback from students and parents

### Actions Taken

Organised a seminar on revised NAAC reaccreditation process

**Minutes of the IQAC meeting held in the Principal's chamber at 3 p.m. on 11 February 2019**

**Agenda**

1. Assessment of work progression in connection with AQAR 2017-18

**Members Present:**

1. Dr. T. Sasidharan
2. Lt. Dr. V. Arun
3. Dr. Bijo S. Anand
4. Ms. Raji V
5. Dr. Gopan Raj
6. Mr. Praveen K.H.
7. Ms. Deepthi P.S.
8. Dr. Divya V.

The Principal welcomed the members. The IQAC coordinator read out the minutes of the previous meeting and it was approved by the members. The meeting made an assessment of the progress of the works of various committees constituted. The committee members gave a report of the work status of various committees constituted. The coordinator expounded on the need to complete the work at the earliest. A report of the various club activities need to be elicited from club convenors. The meeting came to an end by 4 pm.

**Decisions Taken:**

1. Decided to collect reports of club activities
2. Decided to complete the works of AQAR 2017-18 at the earliest

**Actions Taken**

1. Organised club activities
2. Various committees were constituted for AQAR data collection
3. Collected feedbacks from students and parents