



Dr. P S Jaya  
(Principal)

## SREE NARAYANA COLLEGE, NATTIKA

(ESTD: 1967; Affiliated to University of Calicut)

NAAC Re-accredited (III Cycle) with Grade B+ (CGPA: 2.68)

[www.sncollegenattika.ac.in](http://www.sncollegenattika.ac.in); [snnattika@gmail.com](mailto:snnattika@gmail.com)

## INTERNAL QUALITY ASSURANCE CELL



Dr. Sankaran K K  
(IQAC Coordinator)

### IQAC MINUTES AND ACTION TAKEN REPORT(2023-24)



  
PRINCIPAL  
Principal  
(Full Additional Charge)  
Sree Narayana College  
Nattika

Minutes of the meeting of IQAC along with all faculty members at 2: PM on 23-6-2023 in the IQAC room

- Agenda :
- 1) Result Analysis of UG, PG & IP
  - 2) Uploading of AQAR 2021-22
  - 3) Re-constitution of IQAC.
  - 4) Re-constitution of clubs & Committees
  - 5) Action Plan for the academic year 2023-24
  - 6) Any other matters.

### Members Present

1. Dr. Jaya P S
2. Sankarankutty
3. DEEPA V
4. Sayoj Kumar
5. Dr. Preela Krishnan
6. Praveena Vijayan
7. Arathy K D
8. Riya V.M
9. Nithya Sathianandan
10. Preetha K.C
11. Dr. Vivik B
12. Vidhu Johnson
13. SREETHA-C
14. Dr. Anabha ER
15. Dr. Remya V.K.

### DECISIONS TAKEN

1. Agenda 1 - Result Analysis of UG, PG & IP.
  - 1) It was decided to report the

analysis of results within two days after the publication of results.

- ② It was also decided to hold the department meetings after the results are published without delay and to analyse the results for taking corrective actions.

### Agenda 2 - Uploading of AQAR 2021-22

- ③ The uploading of AQAR 2021-22 was extended by NAAC to July 31<sup>st</sup> 2023. Since the AQAR 2021-22 has not been completed fully, it was decided to make the completion process fast and to upload the AQAR 2021-22 at the earliest.

### Agenda 3 - Reconstitution of IQAC

- ④ It was decided to reconstitute the IQAC by changing  $\frac{1}{3}$ <sup>rd</sup> of its members every three years. So that the process of NAAC and IQAC will be clearly understood among all and there will be change in the quality and vision of IQAC in a positive manner.

### Agenda 4 - Reconstitution of clubs & Committees

- ⑤ It was decided to circulate among all the faculties about any requirement in

the change in clubs and committees. especially there is an urgent need for NSS coordinators. This decision shall make the activities <sup>more</sup> more qualitative manner as the interested faculties may take up the clubs which they feel they could do more better.

### Agenda 5 - Action Plan for the academic year 2023-24

6. The action plan of IQAC, as discussed in the last IQAC meeting (with all the teaching staff) was again discussed and further instructions were given to all the departments to implement that. The entire department has to take up the targets and have to move in line with the action plan set up by IQAC.

### Agenda 6 - any other matters

7. It was decided to take proper measures to ensure that Zoology and Commerce departments to be uplifted into research departments



*[Handwritten Signature]*

Principal  
(Full Additional Charge)  
Sree Narayana College  
Nattika

Minutes of the meeting of IQAC along with the faculty members and Heads of Departments at 2:30 PM on 20/7/2023 in the IQAC room.

## Agenda

1. Result Analysis of UG.
2. Action Plans of Departments 2023-24
3. Annual Report 2022-23
4. Uploading of AAR 2021-22 & 2022-23
5. Parishadam in KIRF
6. Any other matters

## Members Present

1. Dr JAYA P S
2. Subramanian
3. DEEPA V
4. Dr. SREELA KRISHNAN
5. Babitha .B
6. Dr. Anabha GIR
7. Dr. Renuka V.K.
8. Dr C.T. Anitha
9. Diviya K D
10. Dr. Nelkya Sathkandras.p
11. Praveena Vijayan
12. Capt K.S. Latha

## DECISIONS TAKEN

1. Agenda 1 - Result Analysis of UG.
  - 1) It was decided that result

need to be updated when the supplementary results are published. The updated files must be mailed to IQAC.

2) Since the NCC grade marks are not updated in the consolidated mark list of 2020-23 admissions, it was decided to take up the matter and to inform the University.

3) The smooth assessment of results need to be taken up by the departments within two days after the results are published.

### Agenda 2 - Action plan of Departments 202<sup>3</sup>~~2~~<sup>24</sup>

1) In continuation to the last meeting of IQAC, it was again requested that the departmental action plans prepared need to be in tune with IQAC action plan.

2) It was decided that PG project presentation need to be conducted in a qualitative manner by the PG forum.

### Agenda 3 - Annual Report 2022-23

1) The annual reports which are been prepared by the departments need to be modified in a new format which is being prepared by the IQAC and will be invited to the departments in short notice.

2) The certificate course conducted by the

departments need to be systematic with all the necessary supporting documents.

1) It was decided to conduct a class for report preparation.

2) For every programme conducted, brochure, photographs, report, feedback & participants list must be included in the reports which are sent.

#### Agenda 4 - Uploading of AQAR 2021-22 & 2022-23

1) It was decided to upload AQAR 2021-22 within this month itself.

2) It was decided to start with the process of preparation to upload AQAR 2022-23.

#### Agenda 5 - Participation in KIRF

12) The Kerala Higher Education has been completed, the college could participate in KIRF ranking. And it was decided to participate in the ranking.

#### Agenda 6 - Any other matters

13) There is a need of care to be taken in the preparation of APC. The condensation reason need to be identified by the

respective tutors and PTA meeting to be called by each department.

14. There is a need to conduct department meetings after every IQAC meeting for better transparency.



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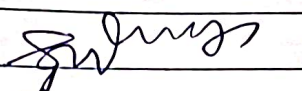


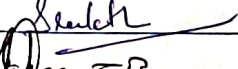


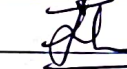


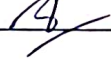
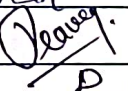
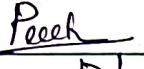
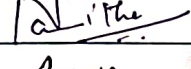

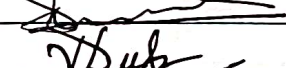



Minutes of the meeting of IQAC along with Heads of Departments at 2:30 PM (Thursday) on 19/10/2023 in the IQAC room.

## Agenda

1. Result Analysis of III Sem UG, II Sem PG & III Sem I.P.
2. Admission details of UG, PG & I.P.
3. Re-constitution of IQAC Members
4. Review of the Action Plan 2023-24
5. Uploading of AQAR 2022-23
6. Any other matters.

## Members Present

1. Dr. Subin .M.P. 
2. Sankar .M.P. 
3. Vidhu Johnson 
4. Sreelatha C 
5. Anabha ER 
6. Dr. Vivek .B 
7. Nilkya Sathianandan P 
8. Capt. J.S. Lelha 
9. C.T. Anitha 
10. Dr. Sreela Krishna 
11. Praveena Vijayan 
12. Preetha .K.C 
13. Namitha Asokan T. 
14. Arathy K D 
15. Sajoy Kune 
16. DEEPA V 

## DECISIONS TAKEN

### 1. Agenda 1 - Result Analysis of III Sem UG, II Sem PG and III Sem PG.

1. Since there is a decline in the results of chemistry and found that few students who has applied for reevaluation was passed, the results of the others too will have a discrepancy in evaluation and such discrepancies need to be taken up by the college.

2. Continuous updation of the results need to be done at the department level.

3. It has been decided to conduct the department meet day within one month of publishing the result.

4. PTA endowment need to be distributed in II<sup>nd</sup> Semester PG, III<sup>rd</sup> Sem UG and IP since results are published.

5. Remedial classes for Malayalam students in English need to be arranged.

### Agenda 2 - Admission of UG, PG & IP.

6. The admission intake of UG programme for the academic year till date is 60.86%. Continuous effort need to be taken to improve the teaching learning process.

7. It has been decided to inform the office to prepare the nominal roll of first years at the earliest.

### Agenda 3 - Reconstitution of IQAC members

8. There has been a change in the Principal of our college Prof. (Dr.) Subin MP; the new principal in charge is the current chairman of the IQAC and Dr. P. S. Jaya, reconstituted to the post of member in IQAC.

### Agenda 4 - Review of the Action Plan 2023-24

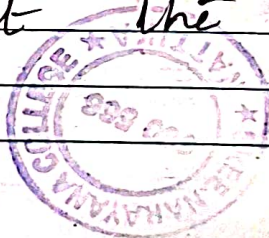
9. It has been informed to the departments to focus more on the action plan set up by the IQAC 2023-24 and to be in par with that for the quality benchmarks to be complied.


### Agenda 5 - Uploading of AQAR - 2022-23

10. It has been decided to give November 30<sup>th</sup> as the date for the department data to be completed and sent to IQAC with regard to AQAR 2022-23.

### Agenda 6 - Any other matter.

11. New ERP and website need to be completed at the earliest.






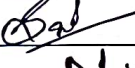
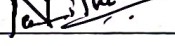
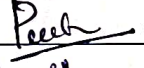
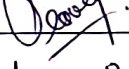
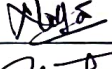
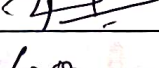
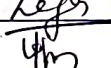



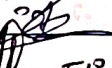

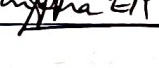
  
Principal  
(Full Additional Charge)  
Dree Narayana College  
Nallegu

Minutes of the meeting of IQAC along with Heads of Departments at 1:30 PM on 13/12/2023 (Wednesday) in the IQAC room.

### Agenda

1. Result Analysis of I & IV Semester VG.
2. Review of the Action Plan by the Department 2023-24.
3. Uploading of AAR 2022-23
4. Pavampara 2023-24
5. Any other matters.

### Members Present

1. Dr. Subini. M.P 
2. Saravanan - K.V.L. 
3. Dr. Rajesh K.M 
4. Dr. Preela Krishnan 
5. Dr. Namitha Asokan T. 
6. Preetha. K. C. 
7. Praveena Vijayan 
8. Dr. Nithya Sathianandran P. 
9. Remya V. K. 
10. Leja. V.R 
11. Dr. VIDHU JOHNSON 
12. Riya. V.M 
13. DEEPA V 
14. Arathy K D 
15. Babitha. B 
16. Dr. Anubha B R 

## DECISIONS TAKEN

### 1. Agenda 1 - Result Analysis of I & IV Semester VG.

1) Results were analysed and it was decided to keep trying for the targeted percentage of 90% as set in the IQAC. Proper department meetings need to be conducted and remedial actions and follow ups need to be ensured by the departments.

2. Malayalam students find very difficult to secure a pass mark in their English Subject. It was decided to give special attention to them by taking extra classes.

### Agenda 2 - Review of the Action Plan by the Department 2023-24

3. It was insisted to all the departments to keep proper time line in tune with the Action Plan set by them as the time is too limited. Monthly review by the departments need to be ensured.

### Agenda 3 - Uploading of AQAR 2022-23

4. Since the AQAR 2022-23 showed a slow progress, instructions were given to all the departments to give the pending data so that uploading can be completed within Feb this month.

5. Dr. Rajesh KM, Department of Chemistry was

appointed as Assistant Coordinator, IQAC and will be in charge for criterion II.

#### Agenda 4 - Parangarva 2023-24

6. Parangarva 2023-24 a quality initiative of Free Narayana College is set to be organised in the month of January. Dr. Siji Narayanan was instructed to hold meetings for the smooth conduct of the event.

#### Agenda 5 - Any other matters

7. The attendance and condonation need to be taken care at proper time to ensure timely release of the results.

8. It was instructed to all the departments as to make it a practice to sign with date by in any documents from the departments by the respective Tutor and HOD.



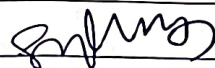

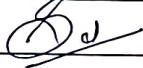
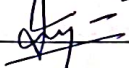


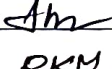
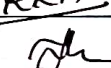
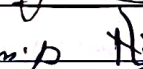




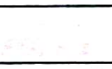

Principal  
(Full Academic Charge)  
Free Narayana College  
Nellikuzhi

Minutes of the meeting of IQAC along with  
Heads of Departments at 2:30 PM on 25-03-2024  
in the IQAC Room.

### Agenda

1. Result Analysis of UG, PG & IP.
2. Uploading of AQAR.
3. Review of the Academic Activity 2023-24
4. Action Plan for the Academic Activity 2024-25
5. Any other matters.

### Members Present-

1. Dr. Subin M.P. 
2. Sankar M. K. K. 
3. Dr. Sreela Krishnan 
4. Dr. Jaya P. S. 
5. Arathy K.D. 
6. Riya V.M. 
7. Dr. CT. Anitha 
8. Dr. Rajesh K.M. 
9. Capt. J. S. Latha 
10. Dr. Nellya Pathiandran 
11. Dr. Remya V.K. 
12. Dr. Vivek B. 
13. Dr. Namitha Asokan T. 
14. Preetha K.C. 
15. DAVIDHU JOHNSON 

### DECISIONS TAKEN

1. Agenda 1 - Result Analysis of UG, PG & IP.
1. It was again instructed to conduct frequent

department meetings to analyse and make corrections on the results achieved. Overall results of current UG Final year and Final PG till now was analysed and was instructed to achieve the maximum in the final semester. There is a decline in the results when compared with the previous years.

### • Agenda 2 - Uploading of AQAR

2. AQAR 2022-23 was pending and it was decided to ensure that all the files are uploaded before April 15<sup>th</sup> for final checking.

### Agenda 3 - Review of the Academic Activity 2023-24

3. All the activities were reviewed and compared with the action plan. There need to be more focus on research, publications, projects. There is a need for more qualitative activities ~~as~~ and activities need to be conducted as per the action plan.

### Agenda 4 - Action Plan for the academic activity 2024-25

4. It was instructed to decide on the programmes and to set the action plans at the earliest by the departments. And the action plan to be framed monthly wise and extension wise with targets.

### Agenda 5 - Any other matters

5. Vacation classes to be organised properly.





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## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT 2023-24

#### Action Taken Report of the meeting of the IQAC

Date: 23-6-2023

Time: 2:00 PM

Venue: IQAC Room

- 26-06-2023 : Anti Narcotic Day celebration – Talk by Dr. Remya V K, Assistant Professor, Department of Zoology, Sree Narayana College, Nattika.
- 26-06-2023 : Book treat by UG Commerce pass out (2020-23 Batch) to College central library.
- 30-06-2023 : Clubs and committees were reconstituted
- 11-07-2023 : Malayalam Readers Day celebrated.
- 20-07-2023: Kerala Higher Education Survey 2022-23 submitted.



  
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## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT 2023-24

#### Action Taken Report of the meeting of the IQAC


Date: 20-7-2023

Time: 2:30 PM

Venue: IQAC Room

- 21-07-2023: National Statistics Day Celebration
- 24-07-2023 : An awareness class on Menstrual Hygiene Management and a camp on PCOSS screening by Women's Cell & Health Club.
- 26-07-2023 : Kargil day was observed in good manner.
- 30-07-2023 : AQAR 2021-22 submitted successfully.
- 04-08-2023 : "AARAVAM 2023" Exhibition & Festival Sales –Organized by Entrepreneurship Club & Commerce Department.
- 07-08-2023 : Orientation Programme for first year UG students by Ms. Sini, Jeevani Coordinator, Sree Narayana College, Nattika
- 23-08-2023 : KIRF 2022-23 successfully submitted.
- 24-08-2023 : Dr. Simi, Department of Zoology presented review of her POWER-SERB project at ISER Bhopal.
- 12-09-2023: Received Affiliation letter from Kerala Folklore Academy to Malayalam Department.
- Various Academic and Club activities were conducted and important days were observed



  
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## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT 2023-24

#### Action Taken Report of the meeting of the IQAC


Date: 19-10-2023

Time: 2:30 PM

Venue: IQAC Room

1. 20-10-2023: Received Rs. 27 lakhs from DBT –STAR College Scheme.
2. 26-10-2023 : S N College, Nattika secured 3<sup>rd</sup> position in the inter-zone University Kabadi Championship held at MES College, Mampad. Mr. Sarath I Sem M.A. Malayalam selected in the University term.
3. 02-11-2023 : Orientation class on Junior Executive (Air Traffic Control) in association with Mercury Neet, Kodungallore- Organized by Guidance and Placement cell..
4. 06-11-2023 : Shanil K S won bronze medal in Calicut University Wrestling Championship held at MES Kalladi College, Mannarkad.
5. 06-11-2023 : Hosted Subdistrict School Kabadi Champianship.
6. 17-11-2023 : Submitted the annual report 2023 to University.
7. 24-11-2023 : Submitted Annual Administrative Report 2022-23 to DCE.
8. 12-12-2023 : Mr. Nidhin Das, Ms. Keerthana selected to ASPIRE Scholarship.
9. Various Academic and Club activities were conducted and important days were observed



  
PRINCIPAL  
Principal  
(Full Additional Charge)  
Sree Narayana College  
Nattika



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NAAC Re-accredited (III Cycle) with Grade B+ (CGPA: 2.68)

[www.sncollegenattika.ac.in](http://www.sncollegenattika.ac.in); [snnattika@gmail.com](mailto:snnattika@gmail.com)



## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT 2023-24

#### Action Taken Report of the meeting of the IQAC


Date: 13-12-2023

Time: 1:30 PM

Venue: IQAC Room

1. 25-01-2024 : Uploaded PM-USHA RUSA 3.0 proposal.
2. 25-01-2024 : Mr. Nidhindas K H, 2<sup>nd</sup> year student honoured by Chief Ministers eminent student award – 1 lakh rupees and certificate.
3. 25-01-2024 : Annual General Body meeting of PTA
4. 01-02-2024 : Submitted AISHE 2022-23 successfully.
5. 29-02-2024 : College Merit Day – Inaugurated by Nattika GramaPanchayath President Mr. Dinesan. – Organized by PTA
6. Various Academic Seminars and workshops and Club activities were conducted and important days were observed
7. Association Days were Celebrated by various departments in the month of January and February



  
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## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT 2023-24

#### Action Taken Report of the meeting of the IQAC


Date: 25-3-2024

Time: 2:30 PM

Venue: IQAC Room

1. 26-03-2024 : Women's Day Celebration in collaboration with "STREECHETANA" – MOU signed – Keynote address by Adv. Jisha Pallikkara.
2. 26-03-2024 : Awareness programme of CUFYUGP – Session handled by Dr. Ranjini R Varma, CUFYUGP Academic Coordinator.
3. 27-03-2024 : IQAC received the releasing order of Rs. 6,95,000/- towards DBT-SERB-POWER project to Ms. Simi S, Department of Zoology with sanction date 01/02/2024 & Transaction date 17/02/2024.
4. 30-4-2024- AQAR 2022-23 was submitted .



  
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