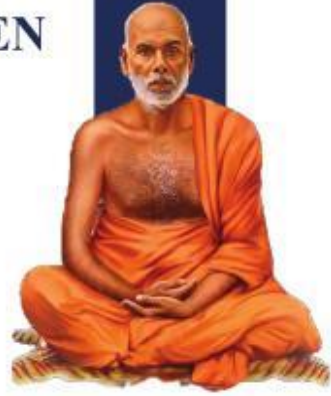




**SREE NARAYANA COLLEGE FOR WOMEN**  
KOLLAM, KERALA- 691 001



**MINUTES OF THE MEETINGS OF IQAC  
2023-24**




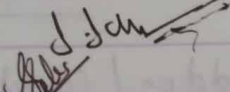

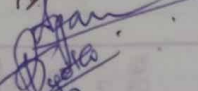

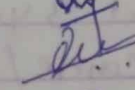
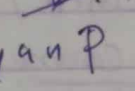
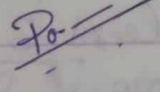


I & AC Meeting. 13.06.2023 : 2:00 PM

A meeting of I & AC held at I & AC Chamber on 13.06.2023 PM

### Agenda:

1. Corrections and editing of A&AR 2021-2022
2. Data Collections and Suggestions for A&AR - 2022-2023
3. Action plan for 2023-2024

### Members Present

1. Dr. Aswathy Sugunan Principal 
2. Dr. S. Selvaran 
3. Dr. Selsa. S 
4. Dr. Aparna Das 
5. Dr. Prabhajyothi 
6. Remya. C.R 
7. Dr. Veena J 
8. Dr. Poornima vijayan P 
9. Dr. Arunima. S.R 
10. Vishnu - S. L 

### Minutes:

1. Discussed on Editing in A&AR 22-23 - regarding
  1. Outgoing students, and Student Ter rati on and No. of Computers.
2. Get MoU from various organizations
3. conduct various short term course.
  - NPTEL
  - ILK
  - Uo & Pg Projects
  - conduct add on course
  - Certificate course
  - Document on Green Audit -
  - Resign- Ter. charge of Green Audit

  
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Kollam

A meeting of IAWAC on 17.08.2023  
11.30 PM @ IAWAC room.

Agenda

1. Centre for continuing education Kerala. New courses
2. New Course Application. For PA.
- 3 Any other matter.

Members Present

1. Dr. Aswathy Sugunan - Principal. *Aswathy*
2. Prof. (Dr) Selkaran. S. IAWAC Co-ordinator *Selkaran*
3. Dr. Selsa S. Member.
4. Dr. Aparnaday. "
5. Vishnu. S. L. "
6. Dr. Arunima S R. "
7. Dr. Veena. J. "
8. Dr. S. Selsa "

⇒ meeting decided to conduct 3 courses offered by CCEK

1. Professional Diploma in Airport, Hospitality, Travel & Tourism Management
2. Professional Diploma in Fitness training
3. Diploma in Computer Application.

The team of CCEK will visit the institution at in coming week and decide.

⇒ New PA course applying to University of Kerala  
 for 2024-2025 Decided by IAWAC & Management.  
 M-A. History & M-A. Music  
 Last date 31.08.2023.

IQAC meeting 16.10.2023 10:30AM-

A meeting of IQAC members on  
16.10.2023

Agenda:

1. Template for programs
2. International seminar series -
3. NAAC Seminar.
4. Moodle platform starting in all departments

18<sup>th</sup> October. Template:

Hard copy - 25

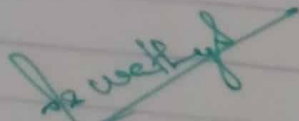
Team - criteria

Annual Report - (22-23)

- Certificate Course

- MoU

- Seminar series co-ordinator



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## Meeting of IQAC

A meeting of IQAC with IQAC members on  
10.01.2023 at IQAC Room

### Agenda

1. AQAR 22-23

### Members Present

1. Dr. Jesuathy Sugunan Jesuathy
2. Dr. Selvaran. S. J. Jay
3. Vishnu S.L. Vishnu
4. Apame Das Apame
5. Dr. Poornima Vijayan P. Poornima
6. Dr. S. Seba S. Seba
7. Dr. Prabha Jyothi P.S. Prabha
8. Dr. Veena J. Veena
9. Dr. Arunima. S.R. Arunima

### Decisions:

- ⇒ Discussed about all criteria data collection
- ⇒ International Seminar series to be finalized in the college council
- ⇒ Decided to collect and upload AQAR before January 31st
- ⇒ WAAC has extended the AQAR submission date upto Febry. 2024
- ⇒ Decided to invite former Principal. Dr. Nisha J. Tharayil Spl officer Sr. Inst to improve the AQAR.

Jesuathy  
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 Kollam

Meeting of IWAAC  
 on 19.02.2024 11:30 AM

## Agenda

AQAA 2022-2023  
Members Present

1. Dr. Aswathy Sugunan As
2. Dr. Seloran. S S
3. Dr. Pournima Vijayan P P
4. Dr. Prabha Jyothi P-S P
5. Dr. Aparna Das A
6. Dr. Anurupa S.R A
7. Dr. Veena. J V
8. Vishnu. S.L V

## Discussions / Decisions:

Criteria 1. Ms Remya C.R (on leave)  
 Contacted over phone complete uploading  
 before 23<sup>rd</sup> February.

Criteria 2. Dr. Aparna Das.

Personal Data of few teachers to be collected  
 - PAN & address details including  
 guest facilities.

- completed uploading by 22<sup>nd</sup> February.

Criteria 3: Few non VAC Care list journal Publications are given by teachers.  
 Link - to be given in uploading  
 - 8 VAC Care list / Few Scopus Indexed

Criteria 4: Dr. Selsa S. not attended the meeting.  
 - Report under progress -

Criteria 5: Student Higher Studies, Placement and Competitive exam details collected  
 - Few departments not yet submitted.

- Scholarship data available on 21<sup>st</sup> February  
 Antiragging and Students Grievance files to be uploaded to in the IQAC / Office.

Criteria 6: Funding for attending Seminar from the PTA decided for National Seminar Rs 500/- for International Seminar Rs 1000/-  
 Fund for 2022-2023 from RUSA & FIST may be collected from concerned Co-ordinators.

Criteria 7: Green Auditing Certifications & Code of Conduct documents are ready for uploading.

Decided to upload the data on 28<sup>th</sup> February 2024. and it's to be verified by experts of SW Trusts.

IQAC meeting 14/03/2024 . 11.30 AM

to discuss the progress of AQAR 22-23  
Uploading date extended upto 30/4/2024.

Agenda : - Progress of AQAR  
- Any other matter.

Members Present.

- 1. Dr. Jswathy Suguman *Jswathy*
- 2. Dr. Selvaran S. J. *J. Selvaran*
- 3. Dr. Paabha Jyothi PS *Jyothi*
- 4. Nishan S.L *Nishan*
- 5. Dr. Arunima S.R *Arunima*
- 6. Dr Poornima Vijayan P *Poornima*

Decisions:

- 1) Decided to submit the AQAR before 30th April - 2024.
- 2) <sup>to</sup> decided give ~~to~~ maximum support to implement FYUGP by the Govt and University of Kerala
- 3) IQAC recommends improvement of infrastructure like data science lab, media lab in the extension RUSA Building.
- 4) IQAC recommends New PG Courses.

*Jswathy*

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Kollam



IQAC meeting on 05/04/2024, 10:30 AM  
 at IQAC Chamber  
Agenda.

- Uploading of AQAR - Approval

Members Present

1. Dr. Aswathy Sugunan Aswathy
2. Dr. Selkaran. S. Selkaran
3. Remya CR Remya
4. Dr. Prabha Jyothips Prabha
5. Dr. Veena. J Veena
6. Dr. Apame Das Apame
7. Vishnu S.L Vishnu

Placed the AQAR before the College Council  
 on 23/04/2024 and Approved the same.

Decided to Upload and Submit the AQAR on  
 29th April 2024.

Aswathy  
 PRINCIPAL  
 Sree Narayana College for Women  
 Kollam