

**SREE NARAYANA COLLEGE, ALATHUR**

**IQAC MINUTES**

**JULY 2019**

**2/7/2019:**

IQAC meeting was held on 2/7/19 to discuss about the upcoming events and activities to be conducted for the academic year 2019-20.

Agenda:

1. Action plan for the year 2019-20
2. Programs for the month of July
3. Tutorial meetings
4. Soft skill programs for the year 2019-20
5. Any other

The minutes of the meeting are as follows:

1. IQAC decided that All the Head of Departments should submit the Action plan for the year 2019 – 20 on or before 19/7/19
2. Economics Department has decided to conduct Awareness program on 11/7/19 on Budget discussion among the Economics Students to create an awareness on Budgeting.
3. Department of English decided to observe the national Reading day on 22/7/19 to create the awareness among students on the importance of reading.
4. It was decided to conduct Tutorial meetings every month
5. Since many of the students are from economically backward and first generation graduates IQAC instructed the Departments to conduct personality development/soft skill programs for such students.
6. IQAC instructed all the Head of Departments to monitor the results and to submit the result analysis of 2018-19 pass out batch and Students progression to Higher education or Employment.
7. Since the Monsoon going on in Kerala, Department of Microbiology decided to conduct water quality analysis in the near by panchayat in August 2019.



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**August 2019**

**6/8/2019:**

IQAC meeting was held on 6/8/19 based on the agenda given below.

Agenda:

6. Activities for the upcoming month
7. Bridge course for I st Semester and III rd Semester students
8. NET/ SET Coaching for UG and PG Students
9. Remedial coaching for Slow learners
10. Any other

The minutes of the meeting are as follows:

8. Economics Department has decided to conduct Awareness program on Quit India Movement on 9/8/19 as a part of anniversary of Quit India Movement, As a part of Independence Day Celebration, Tomorrow's India "A Look " an awareness class will also be conducted on 13/8/19.
9. Department of Microbiology decided to send the students for training on Basic Medical Laboratory Techniques at Plasma Labs Palakkad as a part of their MoU on 2/9/19.
10. IQAC instructed all the Departments to conduct Bridge course for the First semester and III semester students.
11. IQAC instructed the PG Departments to start the NET/SET coaching classes for the Final year UG and PG Students.
12. IQAC instructed all the Departments to start remedial coaching classes for the slow learners.
13. Onam vacation and celebration will be held in September based on G.O issued.



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## September 2019

4/9/2019:

IQAC meeting was held on 4/9/19 based on the agenda given below.

Agenda:

11. Onam vacation and celebration
12. Submission of Water Quality analysis report to IQAC
13. Submission of monthly activity reports
14. Activities for the upcoming month
15. Any other

The minutes of the meeting are as follows:

14. Based on college council decision Onam celebration will be held on 6/9/19 and Onam vacation will commence from 6/9/19.
15. Department of Microbiology submitted the report on Water Quality analysis to IQAC, and IQAC appreciated the report
16. IQAC instructed all the Departments and clubs to submit the report of the programmes conducted in July and August.
17. As per the guidance of IQAC, Department of Microbiology decided to Prepare Biocompost using the vegetable and leaf waste available in the campus and Mushroom cultivation on 16/9/19.
18. Under the guidance of IQAC, Department of Economics decided to conduct Economics Association Day on 9/20/2019 with a Talk on Career Development by Sri Natarajan A (Motivational Speaker) and observation of World Tourism Day on 29/9/19.
19. IQAC appreciated the progress of bridge course and remedial coaching classes.



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October 2019

1/10/2019:

IQAC meeting was held on 1/10/19 based on the agenda given below.

Agenda:

16. JAM Coaching
17. Students Seminar series
18. Lecture series
19. Activities for the upcoming month
20. Any other

The minutes of the meeting are as follows:

20. IQAC directed Department of Mathematics to start the JAM Coaching for M.Sc students.
21. Decided to conduct GANDHI JAYANTHI CELEBRATION in the campus in association with NSS Units
22. NSS Units will be conducting campus cleaning as a part of swatch Bharath mission and Swachitha Kerala Mission. And small Biocompost starter pit will be prepared using the grass collected from the campus on 2/10/2019.
23. Under the guidance of IQAC, Department of English decided to conduct PLUVIA-Rain Festival and Literature Quiz on 4/10/19
24. With the approval of IQAC NSS units and Department of Microbiology decided to conduct Awareness on Harmfull ness of Plastic at Kudumbasree unit on 9/10/19
25. NSS Units decided to celebrate WORLD STUDENTS DAY on 15/10/19 with blood test for girls to check Total blood count in collaboration with Crescent Hospital, Alathur and Plasma Labs, Palakkad
26. NSS Units decided to celebrate WORLD FOOD DAY on 16/10/19, food will be distributed to the needs of Taluk Hospital, Alathur
27. It was decided that Department of Zoology will be conducting Anti Plastic Rally, Cloth bag Distribution on 18/10/19
28. It was decided that Department of English will be conducting Drama Festival, Debateon "" Trolls on Social Media" on 23 and 24<sup>th</sup> of October.
29. It was decided that NSS Unit will prepare a BIOCOMPOST PIT and observe NATIONAL UNITY DAY in the month of October.
30. It has been decided to conduct student seminar series on all Fridays and Lecture series monthly once.



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November 2019

4/11/2019:

IQAC meeting was held on 1/10/19 based on the agenda given below.

Agenda:

21. Activities for the upcoming month
22. Progression of Bridge course and Remedial coaching
23. Tutorial Meetings
24. Status of soft skill development programme
25. Any other

The minutes of the meeting are as follows:

1. It was decided to conduct TRANSGENDER SENSITISATION PROGRAMME on 4/11/19, Vegetable Garden on 8/11/19, Class on CRP on 10/11/19, Observation of Indian Constitution Day on 26/11/19 (by NSS and Department of History), Observation of World AIDS Day and World Pollution control day on 2/12/19 as a part of NSS Activity.
2. Department of English decided to conduct Workshop on Reading and Review Writing on 5/11/2019
3. It was decided that Department of Botany will be conducting Seminar presentation by students as a part of soft skill development on 7/11/19.
4. It was decided that Department of Zoology will be conducting a Photography competition on the Observation of Salim Ali Day on 12/11/19,
5. It was decided that PG Department of commerce will be conducting an Awareness programme in Capital Market on 13/11/19.
6. It was decided that Department of Microbiology will be sending Students for Molecular Biology training programme at Unibiosys Research Labs, Cochin on 27/11/19.
7. Decided that Department of Economics will be conducting an awareness programme on Agricultural Education Day on 3/12/19
8. Progress of Bridge course, Remedial coaching and Tutorial meetings were discussed in the meeting and it was decided to conduct PTA meeting based on the above.
9. IQAC appreciated the progress of Soft skill development programs conducted by the Departments



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December 2019

6/12/2019:

IQAC meeting was held on 1/10/19 based on the agenda given below.

Agenda:

26. Activities for the upcoming month
27. NSS residential camp
28. Christmas vacation
29. Any other

The minutes of the meeting are as follows:

1. It was decided to conduct a Inter departmental Quiz on Human Rights Day by the Department of Economics, Gender Sensitisation workshop-1 "Parenting and Role of Gender and Workshop 2" Democracy and Women" by the Department of Functional English on 10/12/19.
2. It was decided that Department of Microbiology will be conducting an awareness programme on Food technology short term course on 13/12/19 and to send the final year students for Internship/ project at CBNR, Coimbatore from 14/12/19 onwards.
3. It was decided that Department of English will be conducting Theatre Workshop on 16/12/19, CARPE DIAM – English Association Day, Release of Literary Magazine "Sapienza" on 18/12/19.
4. It was decided that NSS units will be conducting 7 days residential camp called "URAVARUM" at Pazhambalakode from 19/12/19 onwards.
5. As per the direction of college council Christmas vacation will commence from 19/12/19.



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January 2020

7/1/2020:

IQAC meeting was held on 7/1/20 based on the agenda given below.

Agenda:

30. Activities for the upcoming month
31. Any other

The minutes of the meeting are as follows:

1. It was decided that as a part of Green clean village and Swatch Bharath mission NSS units have planned to collect the plastic waste disposed in the river on 7/1/20.
2. It was decided that Department of Economics will be conducting a Debate on Citizenship Amendment Bill on 10/1/20, in connection to this a Inter Departmental Quiz competition will also be conducted on 13/1/20.
3. It was decided to conduct a technical session on Time Management to the students of Commerce Department on Commerce Association Day on 13/1/20, Introduction to SAP software will be conducted on 28/1/20, Session on Aveneues after graduation on 29/1/20
4. Department of Functional English will be conducting an International workshop on Women and Travel,"FernWeh 2020" on 14/1/20, Sensitization of Gender and Environment on 29/1/20
5. It was decided to conduct the Association Day of Zoology Department, "Nisarga" and A talk on Paradigms of Higher Education will be delivered by Dr. Lakshmi R Chandran, Senate Member, Calicut University on 20/1/20
6. It was decided that Botany Department will be conducting Food fest on 21/1/20 and Quiz competition on Plants Health on 28/1/20 and Exhibition "Thalir 2.0 on 30/1/20 will be conducted by Botany Department.
7. Plastic waste collection in the campus and adopted village will be done by NSS Units on 21/1/20



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February 2020

3/2/2020:

IQAC meeting was held on 3/2/20 based on the agenda given below.

Agenda:

32. Activities for the upcoming month
33. Internal exams for 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> semester
34. Work dairy Submission
35. Any other

The minutes of the meeting are as follows:

1. It was decided that Essay writing competition on World Wetland Day will be conducted on 2/2/2020, and A talk on importance of Butterfly garden in the institution and its maintenance among students will be done on 25/2/20 by the Department of Zoology
2. It was decided that Film Festival will be conducted on 6/2/20 and counselling for the students will be done on 17/2/20, Gender sensitization through theatre on 13/3/20 by Department of Functional English
3. It was decided to conduct One day Cooperative Bank Exam Coaching to the students of Commerce Department and awareness class on corona will be conducted by NSS Unit on 12/2/20
4. Botany Department will be conducting PPT competition on 02.03.2020 on the basis of science day (28.02.2020) on the topic of "Womens in Science". Also a poster making Competition on Plant health will also be organized to protect plants.
5. It was decided to conduct Self Defence Class for Girls will be conducted on 2/3/20
6. It was decided to conduct Internal Exams for 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> semester students
7. All the Teachers were informed to submit their Work Dairy to IQAC



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