



Sree Narayana College of Education

(Affiliated to MG University, Approved by NCTE)

Muvattupuzha, Ernakulam Dist, Kerala, Pin - 686661

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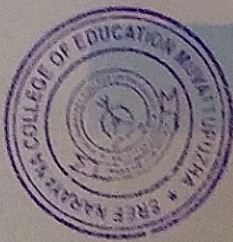


KEY INDICATOR

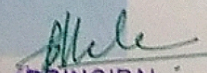
6.5 INTERNAL QUALITY ASSURANCE SYSTEM

METRIC: 6.5.3

Average number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the last five years



IQAC Report


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**SREE NARAYANA COLLEGE OF EDUCATION,
MUVATTUPUZHA
INTERNAL QUALITY ASSURANCE CELL
(IQAC)
ANNUAL REPORT 2018-19**




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Muvattupuzha

CONTENTS

1. About IQAC
2. Composition of IQAC
3. Plan of Action
4. Minutes of IQAC Meetings
5. Action taken report
6. Reports of Activities organised by IQAC
7. Teaching Practice
8. Examinations Conducted
9. Faculty Development
10. PBAS
11. Feedback Analysis
12. Result Analysis
13. Future Plans




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Sree Narayana College of Education was established by the management of SNDP Yogam Union, Muvattupuzha, Ernakulum District, Kerala in the year 2003. The vision of the institution is linked to the great luminary Sree Narayana Guru after whom the college is named. Sree Narayana Guru was a saint, philosopher, social reformer and poet, who not only broke the idols of old superstitious beliefs and evil social practices but also laid the foundation of the modern Kerala society. He knew the liberating force of education. His dream was liberation through education. He visualised a casteless society that aimed at the development of all. In accordance with the great ideals of Sree Narayana Guru, the institution tries its best for the cultural, social and economic regeneration of backward classes and the marginalised sector of the society. The motive of the institution is to accomplish and execute the Guru's ingenious thoughts.

The college offers BEd and MEd programmes. The college has been given due approval by NCTE for an intakes of 150 students in the academic year 2015-2016 for the BEd programmes and an intake of 50 students in the academic year 2016-2017 for the MEd programmes. The college has been accredited by the NAAC with CGPA of 2.62 at 'B' grade in 2014.

VISION

To enrich young minds based on the message of our patron saint Sree Narayana Guru- Liberation through education

MISSION

To encourage and empower the pre-service teachers to make history in teaching-learning process and thereby helps their students to meet the challenges of the 21st century




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- 1. About IQAC**
- 2. Composition of IQAC**
- 3. Plan of Action**
- 4. Minutes of IQAC Meetings**



A handwritten signature in green ink, appearing to be "M. C. B.", written in a cursive style.

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SREE NARAYANA COLLEGE OF EDUCATION, MUVATTUPUZHA

IQAC Meetings 2018-'19

Minutes of IQAC meeting #01

Venue & Date : Principal's room, 4th June 2018

Agenda : Curricular and Co-curricular activities of the Academic year 2018-'19

Participants : Listed in Annexure

The meeting started with a silent prayer. The meeting was chaired by the Principal and in his introductory remarks he highlighted the relevance of "Internal Quality Assurance" for the curricular and co-curricular activities of the college. Principal mentioned that an IQA Cell is already in existence in the College with nominated members and well-defined terms of reference. Principal emphasized the importance of conducting regular IQAC meetings to identify actions that need to be taken to ensure conformity of the college activities per norms of IQAC and to monitor the status of actions.

The activities related to the smooth functioning of the college for the current academic year was discussed and finalized. The activities of various clubs (Vedika, Science club, Mathematics club, Jwala etc.) were briefed by the respective teacher-in-charge.

The salient action points were identified and are listed below: -

1.0 Teachers were nominated to the following posts: -

- Staff Secretary
- Two Staff Advisors
- Two Staff Editors
- Two tour convenors
- Electoral Officer
- Course Coordinator and NAAC/IQAC coordinator will remain unchanged

2.0 For the academic year 2018-'19, the College coordinator and IQAC Coordinator were entrusted with generation of the academic calendar.

(Action: College Coordinator & IQAC Coordinator)

3.0 Time Table for the academic year 2018-'19 is to be finalized.

(Action: Staff Secretary)

4.0 Club activities **(Action: Science Club, Mathematics club Vedika, Jwala)**

5.0 Classes for the fresh batch of B.Ed and M.Ed students are expected to start this month. For the induction programme function, the Chief Guest has to be decided and invited.

(Action: Staff Secretary)




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6.0 Talents Day celebrations have to be organized in the month of August.

(Action: Fine Arts teachers)

7.0 Conduct Research Colloquia, internship in the Primary Teacher Education Institute, Primary Schools, Secondary Education Institutions, Secondary and Senior Secondary Schools for M.Ed students, Practical work and Practicum.

(Action: M.Ed Staff)

8.0 School internship, Practical work and Practicum of B.Ed students.

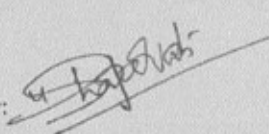
(Action: B.Ed Staff)

9.0 The curriculum and syllabus for the value-added courses for the academic year are to be prepared and finalized.

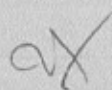
(Action: Jincy P Joseph)

The Principal thanked all the participants for their active participation in the deliberations. The meeting concluded with a Vote of Thanks by the Course Coordinator.

Prepared by:


(Dr Usha Parvathy)
IQAC Coordinator

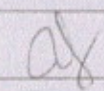
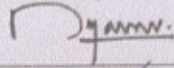
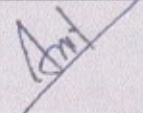
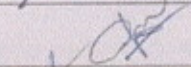
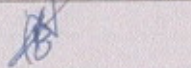
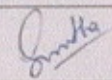
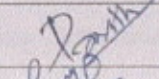
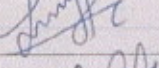
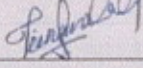

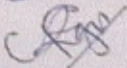
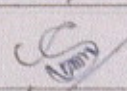
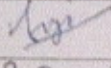
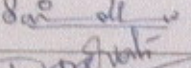
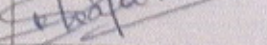
Approved by:


(Dr P. V Surajbabu)
The Principal
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List of Participants of IQAC meeting #01, 4th June 2018

Sl. No.	Participants	Designation	Signature
1.	Prof. (Dr) P. V Surajbabu	Principal	
2.	Shri. V. K Narayanan	Manager, S.N College of Education, Muvattupuzha	
3.	Adv. A. K Anilkumar	Secretary-in-Charge, SNDP Union, Muvattupuzha & Educational Officer, S.N Educational Institutions	
4.	Shri. Anish P. Chirackal	College Coordinator	
5.	Smt. Nissamol Maria Mathews	Asst. Prof. of English Education	
6.	Smt. Suneetha K.G	Asst. Prof. of Mathematics Education	
7.	Smt. Pravithalakshmi K	Asst. Prof. of Hindi Education	
8.	Smt. Jincy P Joseph	Asst. Prof. of General Education	
9.	Smt. Teena Baby	Asst. Prof. of General Education	
10.	Smt. Sunimol T	Asst. Prof. of General Education	
11.	Shri. Raju K. M.	Representative, Non-teaching Staff	
12.	Smt Seema K.Balan	Representative, Non-teaching Staff	
13.	Shri. Sijoy K.	Alumni Representative	
14.	Smt.Sindhu Shiju	Ward Councillor	
15.	Dr Usha Parvathy	NAAC/IQAC Coordinator	




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IQAC Meetings 2018-'19

Minutes of IQAC meeting #02

Venue & Date : Principal's room, 5th Sept. 2018

Agenda : Review of College activities post-flood

Participants : Listed in Annexure

The meeting started with a silent prayer. The meeting was chaired by the Principal. The flood relief activities by the staff and students were reviewed. The timely, coordinated and whole-hearted efforts put in by the college team were appreciated by the Principal. It was also decided that a team of student volunteers will be constituted for responding in a timely and effective manner when faced with similar contingencies.

Other salient action points identified are listed below: -

1.0 It was decided to collect a fund from the staff and students for flood relief activities and donate it to the Chief Minister's fund. **(Action: Staff Secretary)**

2.0 For the academic year 2018-'19, the College coordinator was asked to re-schedule the academic activities to compensate for the working days lost due to the flood which affected Kerala on August, 2018. **(Action: College Coordinator & IQAC Coordinator)**

3.0 Chief Guests and Programmes for Union & Arts club inauguration and Christmas celebrations to be finalized. **(Action: Staff Secretary)**

4.0 Teachers were requested to participate in seminars, coordinate seminars and publish research articles in national and international journals. **(Action: Staff)**

5.0 IQAC coordinator ensured that two research articles prepared by M.Ed students as part of their practicum were published in international journals in 2017 and 2018. The IQAC coordinator was requested that attempts may be made for publishing similar articles in national or international journals for the current year also. **(Action: IQAC Coordinator)**

6.0 About 100 female students gave a written complaint about lack of facilities for disposal of sanitary pads in the college. Staff secretary was requested to bring this to the notice of the college management at the earliest. **(Action: Staff Secretary)**




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7.0 A complaint was received from the college Union regarding breakdown of the water cooler installed in the college building. Staff secretary was requested to bring this to the notice of the college management at the earliest.

(Action: Staff Secretary)

8.0 A few of the computers in the Computer Lab were not functioning. It was decided to check the condition of these computers and either repair or replace them.

(Action: Staff Secretary)

Prepared by:

(Dr Usha Parvathy)
IQAC Coordinator

Approved by:

(Dr P. V Surajbabu)
The Principal



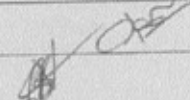




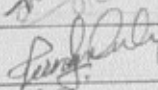


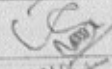

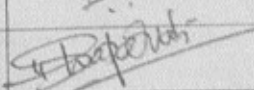
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ANNEXURE

List of Participants of Minutes of IQAC meeting #02, 5th Sept. 2018

Sl. No.	Participants	Designation	Signature
1.	Prof. (Dr) P. V Surajbabu	Principal	
2.	Adv. A. K Anilkumar	Secretary-in-Charge, SNDP Union, Muvattupuzha & Educational Officer, S.N Educational Institutions	
3.	Shri. Anish P. Chirackal	College Coordinator	
4.	Smt. Nissamol Maria Mathews	Asst. Prof. of English Education	
5.	Smt. Suneetha K.G	Asst. Prof. of Mathematics Education	
6.	Smt. Pravithalakshmi K	Asst. Prof. of Hindi Education	
7.	Smt. Jincy P Joseph	Asst. Prof. of General Education	
8.	Smt. Teena Baby	Asst. Prof. of General Education	
9.	Smt. Sunimol T	Asst. Prof. of General Education	
10.	Shri. Raju K. M	Representative, Non-teaching Staff	
11.	Smt Seema K.Balan	Representative, Non-teaching Staff	
12.	Shri. Eldhose Paul	College Union Chairman	
13.	Dr Usha Parvathy	NAAC/IQAC Coordinator	




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IQAC Meetings 2018-'19

Minutes of IQAC meeting #03

Venue & Date : Principal's room, 1st Jan. 2019

Agenda :

- Study Tour
- Community Living Camp
- Arts Day celebrations
- Sports Meet
- Workshop on 'CHEKKUTTYPAVA' (Doll of Hope) - Chekkutty Doll
- College Day celebrations
- Documentary Fest
- Alumni meet
- Conduct of Model Exams
- NAAC related activities

Participants : As per annexure

1.0 The meeting started with a silent prayer. The meeting is chaired by the Principal. The College coordinator briefed on the academic activities. The tour convenors gave details of the tour programmes.

Other salient action points identified are listed below: -

2.0 The details of the 5 day Community living camp to be worked out and presented in the Staff meeting. **(Action: College Coordinator)**

3.0 College coordinator to finalize the academic activities to be completed during the year 2018-'19 and present the details in the Staff meeting. **(Action: College Coordinator)**

4.0 It was planned to organize a seminar on drug abuse. Staff secretary was requested to approach Shri. Rishi Raj Singh, IPS for the keynote address.

(Action: Staff Secretary)




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5.0 Seminars are to be conducted on folklore, SWOT analysis and Psychology of men and women. Staff Secretary was requested to identify suitable resource persons for the seminars.

(Action: Staff Secretary)

6.0 It was decided to invite Shri. P. J Salim, Suptd. Sub Jail, Muvattupuzha to inaugurate the college sports meet. Details of the sports meet are to be finalized.

(Action: Teacher-in-charge, Physical Education)

7.0 A group of around 20 students were nominated to visit Chendamangalam to study the art of Chekkutty doll making ('CHEKKUTTYPAVA' - Doll of Hope) and then conduct a workshop to transmit this knowledge to other students also. The dolls made in the workshop could be sold and the sum thus collected to be handed over for the welfare of the handloom workers in Chendamangalam.

(Action: Staff Secretary)

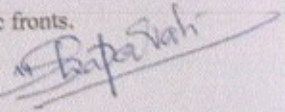
8.0 Other major events to be conducted in the academic year were also discussed and actions identified as follows: -

Model exams for B.Ed & M.Ed programmes	: College coordinator
College Day celebrations	: Action: Staff secretary
Documentary Fest	: College coordinator
Alumni meet	: Teacher-in-charge

9.0 Details of achievement of students, Alumni, seminars attended/articles published by the staff, list of students who passed various competitive examinations, student progression, University exam results to be consolidated. (Action: IQAC Coordinator)

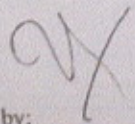
10.0 It was decided that the Principal and staff will participate in the Open Defence of Smt. Pravithalakshmi K., Asst. Prof. in Hindi Education, S.N College, Muvattupuzha for the award of Ph.D at the Dept. of Hindi, M.G University, Kottayam.

11.0 It was decided to organise a function to appreciate Dr Pravithlekshmi and all students who had made outstanding contributions in the Academic and non-Academic fronts.

Prepared by: 

(Dr Usha Parvathy)

IQAC Coordinator

Approved by: 

(Dr P. V Surajbabu)
Principal


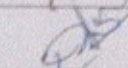


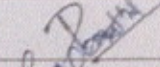
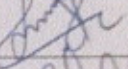
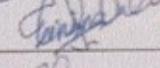



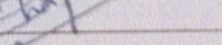
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ANNEXURE

List of Participants of IQAC meeting #03, 1st Jan. 2019

Sl. No.	Participants	Designation	Signature
1.	Prof. (Dr) Surajbabu P. V	Principal	
2.	Shri. Anish P. Chirackal	College Coordinator	
3.	Smt. Nissamol Maria Mathews	Asst. Prof. of English Education	
4.	Smt. Suneetha K.G	Asst. Prof. of Mathematics Education	
5.	Smt. Pravithalakshmi K	Asst. Prof. of Hindi Education	
6.	Smt. Jincy P. Joseph	Asst. Prof. of General Education	
7.	Smt. Teena Baby	Asst. Prof. of General Education	
8.	Smt. Sunimol T	Asst. Prof. of General Education	
9.	Shri. Raju K. M	Representative, Non-teaching Staff	
10.	Shri. Eldhose Paul	College Union Chairman	
11.	Dr Usha Parvathy	NAAC/IQAC Coordinator	




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5. Action taken report

ACTION TAKEN REPORT FOR 2018-19

IQAC Meeting #01 dated 4th June, 2018

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
2.0	Generation of the academic calendar	College Coordinator & IQAC Coordinator	Completed
3.0	Time Table for the academic year 2018-'19	Staff Secretary	Completed
4.0	Club activities	Science Club, Vedika, Jwala	Completed
5.0	Induction programme function	Staff Secretary	Completed
6.0	Talents Day celebrations	Fine Arts teachers	Completed
7.0	Conduct Research Colloquia, internship in the Primary Teacher Education Institute, Primary Schools, Secondary Education Institutions, Secondary and Senior Secondary Schools for M.Ed students, Practical work and Practicum.	M.Ed Staff	Completed
8.0	School internship, Practical work and Practicum of B.Ed students	B.Ed Staff	Completed
9.0	To conduct value-added course	Jincy P Joseph	Action initiated

IQAC Meeting #02 dated 5th Sept., 2018

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
1.0	Donation of CM's Disaster Relief Fund for flood relief	Staff Secretary	Completed
2.0	Re-scheduling of academic activities for lost working days due to floods	College Coordinator & IQAC Coordinator	Completed
3.0	Union & Arts club inauguration and Christmas celebrations	Staff Secretary	Completed
4.0	Participation of teachers in seminars, coordinating seminars and publishing of research articles in national and international journals	Teaching Staff	In progress
5.0	Publishing of students' articles in national or	IQAC Coordinator	In progress



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	international journals.		
6.0	Bring to the notice of college management the lack of facilities for disposal of sanitary pads in the college	Staff Secretary	Facility for disposal of sanitary pads installed in the college campus.
7.0	Bring to the notice of college management requirement for a new water cooler in the college building	Staff Secretary	New water cooler installed in the college building
8.0	Check the condition of the computers in the Computer Lab and take action to either repair or replace them.	Staff Secretary	In progress

IQAC Meeting #03 dated 1st Jan., 2019

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
1.	Details of the 5 day Community living camp to be worked out and presented in the Staff meeting	College Coordinator	Completed
2.	Finalize the academic activities to be completed during the year 2018-'19 and present the details in the Staff meeting.	College Coordinator	Completed
3.	Shri. Rishi Raj Singh, IPS to be approached for delivering keynote address in the seminar on drug abuse.	Staff Secretary	Completed
4.	Seminars on folklore, SWOT analysis and psychology of men and women.	Staff Secretary	Completed
5.	College sports meet	Teacher-in-charge, Physical Education	Conducted
6.	(i) A student group to visit Chendamangalam to study the art of Chekkutty doll making ('CHEKKUTTYPAVA' - Doll of Hope). (ii) Conduct a workshop to transmit this knowledge to other students. (iii) The dolls thus made in the workshop to be sold and the sum collected to be handed over for the welfare of the	Staff Secretary	Completed



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	handloom workers in Chendamangalam.		
7.	Model exams for B.Ed & M.Ed programmes. College Day celebrations Documentary Fest Alumni meet	College coordinator Staff secretary College coordinator Teacher-in-charge	Conducted
8.	Details of achievement of students, Alumni, seminars attended/articles published by the staff, list of students who passed various competitive examinations, student progression, University exam results to be consolidated	IQAC Coordinator	Completed
9.	Principal and staff to participate in the Open Defence of Smt. Pravithalakshmi K, Asst. Prof. in Hindi Education, S.N College, Muvattupuzha for the award of Ph.D at the Dept. of Hindi, M.G University, Kottayam	College Staff	Completed
11	Organise a function to appreciate Dr Pravithlakshmi K and all students who had made outstanding contributions in the Academic and non-Academic fronts.	Staff Secretary	Completed

*Sa. Rajesh Babu
Dr. Usha Parvathy
IQAC Coordinator*

24
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Future plans

- Publishing students' articles in national or international journals.
- Check the working of the computers in the Computer Lab and take action to either repair or replace them.
- Maintenance of the college building
- Conducting skill development programmes for teaching and non teaching staff
- Publication of a research journal
- Conducting National and International Seminars
- Publishing research abstracts based on MEd dissertations .
- Increasing the number of reference books in the library.




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