



Sree Narayana College of Education

(Affiliated to MG University, Approved by NCTE)

Muvattupuzha, Ernakulam Dist, Kerala, Pin - 686661

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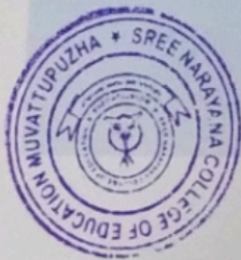


KEY INDICATOR

6.1 INSTITUTIONAL VISION AND LEADERSHIP

METRIC: 6.1.3

The institution maintains transparency in its financial, academic, administrative and other functions



Any other relevant information

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ACTION TAKEN REPORT FOR 2018-19

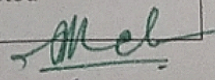
IQAC Meeting #01 dated 4th June, 2018

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	Staff Secretary	Completed



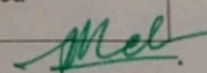

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	Christmas celebrations		
4.0	Participation of teachers in seminars, coordinating seminars and publishing of research articles in national and international journals	Teaching Staff	In progress
5.0	Publishing of students' articles in national or international journals.	IQAC Coordinator	In progress
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




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6.	<p>(i) A student group to visit Chendamangalam to study the art of Chekkutty doll making ('CHEKKUTTYPAVA' - Doll of Hope).</p> <p>(ii) Conduct a workshop to transmit this knowledge to other students.</p> <p>(iii) The dolls thus made in the workshop to be sold and the sum collected to be handed over for the welfare of the handloom workers in Chendamangalam.</p>	Staff Secretary	Completed
7.	<p>Model exams for B.Ed & M.Ed programmes.</p> <p>College Day celebrations</p> <p>Documentary Fest</p> <p>Alumni meet</p>	<p>College coordinator</p> <p>Staff secretary</p> <p>College coordinator</p> <p>Teacher-in-charge</p>	Conducted
8.	<p>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</p>	IQAC Coordinator	Completed
9.	<p>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</p>	College Staff	Completed
11	<p>Organise a function to appreciate Dr Pravithlakshmi K and all students who had made outstanding contributions in the Academic and non-Academic fronts.</p>	Staff Secretary	Completed

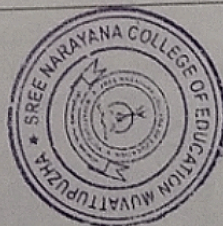


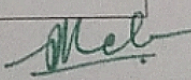
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ACTION TAKEN REPORT, 2019 - 20

IQAC Meeting #03 dated 31st May., 2019

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 2019-'20	Staff Secretary	Completed
4.0	Club activities	<ul style="list-style-type: none"> • Science Club • Mathematics club • Vedika • Jwala 	Completed
5.0	Fresh batch Induction programme	Staff Secretary	Completed
6.0	Talents Day celebrations	Fine Arts teachers	Conducted
7.0	World Population day observation	Staff Secretary	Completed
	Seminars to be planned on the Khader Commission report and on effective parenting.	College coordinator Staff secretary	Conducted
8.0	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
9.0	School internship, Practical work and Practicum of B.Ed students	B.Ed Staff	Completed
10.0	Programme on various dance forms	College Coordinator	Completed
11.0	classes on Yoga and First Aid		



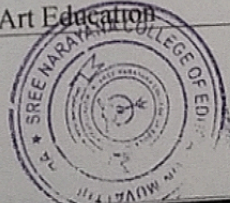

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IQAC Meeting #02 dated 31st Aug., 2019

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
1.0	Conduct of Teachers' Day, Onam celebrations, National Unity Day celebration, Kerala Day, Christmas celebrations	College Coordinator & Staff Secretary	Completed
2.0	College Union elections	Electoral Officer	Completed
3.0	Workshop on Drama and Theatre practice	Teachers-in-Charge, Art Education	Completed
4.0	Replacement of cordless microphone	Staff Secretary	Completed
5.0	Complaint regarding Hostel menu	Staff Secretary	In progress
6.0	Malfunctioning of few computers in Computer Lab		
7.0	Curriculum & Syllabus of Value-added course	Jincy P Joseph	In progress

IQAC Meeting #04 dated 2nd Jan., 2020

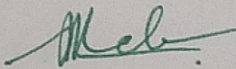
Action No.	ACTION	ACTIONEE	STATUS OF ACTION
1.0	Residential Community Living Camp.	College Coordinator	Completed
2.0	Workshop on Paper craft works, training in Zumba, seminars on 'Film as an Art and Tool of Communication', 'Psychology of Men and Women' and on "Human relations".	College Coordinator	Completed
3.0	Annual Sports Meet	Teacher-in-charge of Physical Education	Completed
4.0	Study Tour & Field Trips	Tour Convenors	
5.0	Extension Activities	Teachers-in-charge	Completed
6.0	Art Fest	Teachers-in-charge of Art Education	Completed



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7.0	Complaint regarding shortage of water during summer.	Staff Secretary	Issue addressed and settled
8.0	National Seminar on education-related topics.	IQAC coordinator	Brought to the notice of the management
9.0	Research Journal was also proposed to be published in the current academic year	IQAC coordinator	Brought to the notice of the management
10.0	Survey to be taken to identify suitable books and journals for Library	College coordinator & Librarian	In progress
11.0	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	IQAC Coordinator	Completed
12.033	Organise a function to appreciate all students who had made outstanding contributions in the Academic and non-Academic fronts	Staff Secretary	Completed

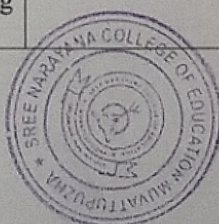


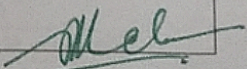

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ACTION TAKEN REPORT, 2020 - 21

IQAC meeting #01 (Google Meet) 10th July 2020

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
2.0	<ul style="list-style-type: none">• Generation of the academic calendar for the year 2020-21,• Curricular and Co-curricular activities during pandemic period• Precautions taken during the pandemic period• Awareness to Staff and Students about Covid 19.	College Coordinator & IQAC Coordinator	Completed
3.0	To finalize the Time Table for the Online classes for the academic year 2020-'21	Staff Secretary	Completed
4.0	To conduct Club activities online	Teachers in charge of different clubs (Vedika, Science club, Mathematics club, Jwala)	Completed
5.0	To conduct Talents Day, Arts Festival celebrations online.	Fine Arts Teachers	Completed
6.0	To 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 during pandemic period.	M.Ed Staff	Completed




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7.0	To conduct School internship, Practical work and Practicum of B.Ed students during pandemic period.	B.Ed Staff	Completed
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IQAC meeting #02 (Google Meet), 27th August, 2020

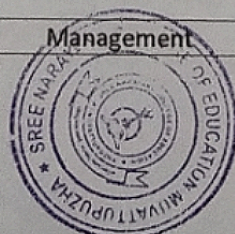
Action No.	ACTION	ACTIONEE	STATUS OF ACTION
1.0	to create awareness on the new NAAC format with the help of power point presentation among the staff	NAAC/IQAC coordinator	Completed

IQAC meeting #03, 7th Sep. 2020

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
2.0	Upgrading the infrastructure facilities	Management	Works going on, Status of Action: Incomplete
3.0	Collection of details regarding the 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

IQAC meeting #04, 8th Dec. 2020

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
3.0 of	Upgrading infrastructure	Management	Works in progress

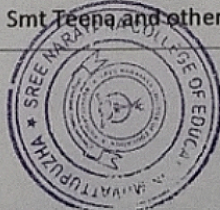


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IQAC meeting #03, 7 th Sept. 2020	facilities		Status of Action: Incomplete
5.0	Works to be completed for the Submission of AQAR of 3 years – 2017 - 18, 2018 – 19 and 2019 – 20.	IQAC Coordinator/Staff	Completed
6.0	Induction of 2020-22 batch (B.Ed & M.Ed);	College Coordinator	Completed
7.0	Planning of curricular and Co-curricular activities	College coordinator/Staff Secretary	In progress

IQAC meeting #05, 04th, Feb. 2021

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
1.0	College website to be made more attractive including all the activities and important matters related to the institution gave necessary instructions to the staff of INI Technologies	Adv. A. K Anilkumar, Education Officer	Completed
2.0	Purchasing more books for the College Library.	Management	Incomplete
3.0	Submission of AQAR for 3 years before the deadline 31 st , August, 2021.	IQAC Co-ordinator	Completed
4.0	Technical staff well versed in IT skills is very much required to speed up NAAC works	Management	Smt Seena was given the duty Status of Action: Complete
6.0	Smt. Suneetha, Smt. Nissamol, Smt. Jincy, Smt. Nisha, Smt. Asha, Smt	Smt. Suneetha, Smt. Nissamol, Smt. Jincy, Smt. Nisha, Smt. Asha, Smt Teena, and other	Works going on Status of Action: Incomplete

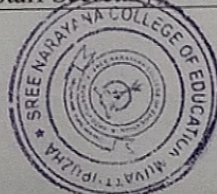


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	Teena and other Teachers staying near the College to help to arrange the data collected for NAAC.	Teachers staying near the College	
7.0	Conduct of Sports Day, Arts Festival, 5-day non-residential camp, seminars, webinars etc.	College coordinator, Staff Secretary	Completed

IQAC meeting #06, 10th, Aug. 2021

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
1.3 of IQAC meeting #03, 7 th , Sep. 2020	Updating the infrastructure facilities	Management	Works going on, Status of Action: Incomplete
1.0	submission of AQAR for 3 years – 2017 -18, 2018 – 19 and 2019 – 20. before the deadline 31 st , August, 2021.	IQAC Co-ordinator	Dr Usha Parvathy, NAAC/IQAC Coordinator informed that all the works related to the submission of AQAR for 3 years is nearing completion. Status of Action: incomplete
2.0	List of Reference books for College Library	IQAC Co-ordinator	List of Reference books was sent to College mail on 01-07-2021 as per the instruction of Adv. Anil Kumar, Education Officer, SNDP Union, Muvattupuzha. Status of Action: complete
3.0	Celebration of	Staff Secretary	



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	Independence Day and Onam online, online webinar and quiz.	Teachers-in-charge of different Clubs	Completed
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IQAC meeting #07 (GOOGLE MEET), 10th, Nov. 2021

Sl. No.	ACTION	ACTIONEE	STATUS OF ACTION
1.3 of IQAC meeting #03, 7 th , Sep. 2020	Updating the infra-structure facilities	Management	Works going on, Status of Action: Incomplete
1.0	submission of AQAR for 3 years – 2017 -18, 2018 – 19 and 2019 – 20. before the deadline 31 st , August, 2021.	IQAC Co-ordinator	Status of Action: complete
2.0	Women's Cell activities, seminar on personality development, Christmas celebrations.	College Coordinator, Smt. Nisha	Completed



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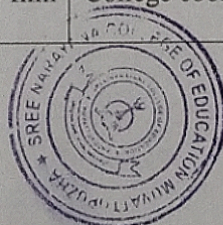
ACTION TAKEN REPORT 2021-22

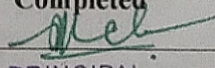
IQAC meeting #01 (Google Meet), 30th Nov., 2021

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
1.0	<ul style="list-style-type: none"> • Submission of AQARs • Collection of data for AQAR - 2020-21 	IQAC Coordinator	<ul style="list-style-type: none"> ➤ AQAR - 2017 – 18 submitted on 11/08/2021 (Action completed) ➤ AQAR - 2018 – 19 submitted on 16/08/2021 (Action completed) ➤ AQAR - 2019 – 20 submitted on 17/08/2021 (Action completed) ➤ Almost all data required for submitting AQAR – 2020-21 collected. (Action incomplete)
2.0	Women's day programme, Seminar on Personality development and Christmas Day celebrations	Smt. Jincy P. Joseph	Action completed

IQAC meeting #02, 10th Dec. 2021

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
1.0	Submission of AQAR 2020-21	IQAC Coordinator	Action incomplete
	Completion of works by teachers related to NAAC.	Staff	Action incomplete
3.0	Conduct MOOC course	Ms. Sunimol S	In progress
4.0	Conduct value-added courses	Jincy P Joseph	In progress
5.0	Conduct seminar on Personality Development, Christmas celebrations	Staff Secretary	Completed
6.0	Participation of students in film festival	College coordinator	Completed




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7.0	Women's Day celebration	Ms. Nisha	Completed
8.0	Workshop on Drama	Teachers-in-charge of Art Education	Completed
9.0	Conduct of value-added courses	Ms. Jincy P Joseph	In progress

IQAC meeting #03, 6th Jun. 2022

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
2.0	<ul style="list-style-type: none"> • Generation of the academic calendar for the year 2022-23 • Curricular and Co-curricular activities during the period 	College Coordinator	Completed
3.0	Time Table for the academic year 2022-'23	Staff Secretary	Completed
4.0	Report on Club activities.	Teachers-in-charge of various clubs <ul style="list-style-type: none"> • Science Club • Mathematics club • Vedika • Jwala 	Completed
5.0	Arts Day celebrations	Fine Arts teachers	Completed
6.0	Sports Day	Physical Education Sir	Completed
7.0	Submission of AQAR 2020-'21	Dr Usha Parvathy	Work going on for submitting AQAR 2020-21. (Action incomplete)
8.0	Formation of Eco Club	Staff Secretary	Completed
*	Registration for MOOC course on organic farming. (Action #1.3 from IQAC minutes #02 dated 10 th Dec. 2021)	Ms. Sunimol S	Date of Registration: 09.01.22 Action completed



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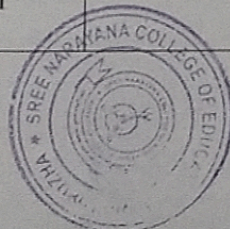
ACTION TAKEN REPORT, 2022-23

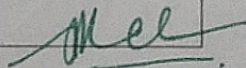
IQAC meeting #01, 20th June. 2022

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
1.0	To finalize study tour and field visit	College coordinator	Completed
2.0	To improve infrastructural facilities of the college	College Management	Infrastructural facilities of the college including renovation of water tank, completion of water supply augmentation, electric room, maintenance of lift, tiling of basement floor were completed.
3.0	To expedite NAAC related works for submitting AQAR for 2020-21.	Teachers in-charge	Completed
5.0	To conduct value-added course (VAC003)	Ms Jincy P Joseph	In progress

Action Status IQAC meeting #02, 9th Sept. 2022

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
2.0	Data collection for AQAR 2022-23 to be started.	Teachers in-charge	Work in progress
4.0	Achievement of students, alumni, seminars attended/ articles published by the staff, list of students who passed various competitive examinations, student progression, University exam results are to be consolidated.	IQAC Coordinator	Action completed
5.0	Conduct/Participation in Seminars and publishing articles in international journals	Teaching staff	Action continuing



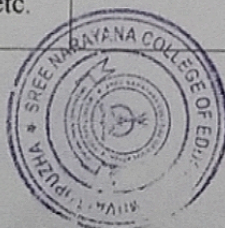

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6.0	Formation of Task Teams for NAAC works	IQAC coordinator, College coordinator	Task teams for NAAC work formed on 9 th Sept. 2022. List of Task Teams attached. Action completed.
7.0	Christmas celebrations, residential community living camp (Anandham)	College coordinator	Completed
8.0	To conduct value-added course (VAC004)	Ms. Jincy P Joseph	Initiated

Task Teams for NAAC work (Action #1.6, IQAC meeting 9 th Sept. 2022)			
No	Criteria	Team Leader	Team Member(s)
1	Curricular Aspects	Ms. Jincy P. Joseph	Ms Babitha Bhasker
2	Teaching, Learning & Evaluation	Ms. Suneetha K.G.	Dr Jisha Joy Ms Anupriya Rajan
3	Research & Outreach Programs	Dr Sijimol.S.	Ms Uma E.V
4	Infrastructure & Learning Resources	Ms. Nisha John	Ms Sunimol. S. Ms Saranya S. Mr Paul Joseph Mr Ramesh Ravi
5	Student support & Progression	Ms. Nissamol Mariya Mathews	Ms Soumya M. Mr Baburaj
6	Governance, Leadership & Management	Mr Anish P.Chirackal	Office staff
7	Institution Values & Best Practices	Ms. Asha G.	Ms Teena Baby
College Coordinator		Mr Anish P.Chirackal	
NAAC/IQAC Coordinator		Dr Usha Parvathy	

IQAC meeting #03, 12th Dec. 2022

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
2.0	Data collection & consolidation for NAAC.	Teachers in-charge	Work in progress
3.0	Maths club activities – π day celebration, Fibonacci day celebration, celebration of National Mathematics Day etc.	Ms. Sunitha K.G	Completed



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4.0	M.Ed external colloquium	M.Ed teachers	Completed
5.0	College Union inauguration, iftar festival, installation of bird baths, residential community living camp, social awareness rally, Christmas celebration.	College coordinator	Completed

IQAC meeting #04, 28th Feb. 2023

Action No.	ACTION	ACTIONEE	STATUS OF ACTION
1.	Rectification of anomaly related to College website	Educational Officer, S.N Educational Institutions	Work related to website in progress



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