Annual Quality Assurance Report

[AQAR]

2014-15

Sree Narayana College, Punalur

KLCOGN12569

KERALA-691305

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

NEW DELHI

The Annual Quality Assurance Report (AQAR) of the IQAC 2014-15

Academic period July 1, 2013 to June 30, 2014

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Part – A

1. Details of the Institution

1.1 Name of the Institution	SREE NARAYANA COLLEGE, PUNALUR
1.2 Address Line 1	CHEMMANTHOOR
Address Line 2	PUNALUR
City/Town	PUNALUR
State	KERALA
Pin Code	691305
Institution e-mail address	sncpunalur@gmail.com
Contact Nos.	0475 3258895
Name of the Head of the Institution:	Dr. G. Jayasenan
	0475 3258895
Tel. No. with STD Code:	
Mobile:	09496600940

Name of the IQAC Co-ordinator:	Dr. Gopan Raj
Mobile:	09496687656
IQAC e-mail address:	sncpunalur@gmail.com
1.3 NAAC Track ID	KLCOGN12569
1.4 NAAC Executive Committee No. & Date:	EC/38/055 dated 02-02-2006
1.5 Website address:	www.sncollegepunalur.in
Web-link of the AQAR:	http://www. sncollegepunalur.in AQAR2014-15.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	70.3	2006	5yrs
2	2nd Cycle	B	2.51	2014	5yrs

1.7 Date of Establishment of IQAC   01/03/2006

1.8 AQAR for the year   2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

Submitting AQAR after the Assessment and accreditation by NAAC **- Second Cycle on August 2014.**

1.10 Institutional Status

University	☐	☐	☐	☐
	State	Central	Deemed	Private

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   **Co-education** ☑   Men ☐   Women ☐

                Urban ☐   Rural ☑   Tribal ☑

Financial Status   **Grant-in-aid** ☑   UGC 2(f) ☑   UGC 12B ☑

1.11 Type of Faculty/Programme

Arts ☑   Science ☑ Commerce ☑ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

1.12 Name of the Affiliating University   University of Kerala, Thiruvananthapuram, Kerala

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence ☐   UGC-CPE ☐

DST Star Scheme ☐   UGC-CE ☐

UGC-Special Assistance Programme ☐   DST-FIST ☑

UGC-Innovative PG programmes ☐   Any other (*Specify*)

UGC-COP Programmes ☐

2. IQAC Composition and Activities

2.1 No. of Teachers | 8 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | 02 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 0 |

2. 6 No. of any other stakeholder and

community representatives | 01 |

2.7 No. of Employers/ Industrialists | 0 |

2.8 **No. of other External Experts** | 0 |

2.9 **Total No. of members** | 13 |

2.10 **No. of IQAC meetings held** | 5 |

2.11 **No. of meetings with various stakeholders:** No. | 3 |

Faculty | 02 | **Non-Teaching Staff/ Students** | 01 |

2.12 **Has IQAC received any funding from UGC during the year?**

Yes, Rs. 3,00,000.00/-

2.13 Seminars and Conferences (only quality related)

(i) **No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC**

one

2.14 Significant Activities and contributions made by IQAC

During this academic year 2014-15, the members of the IQAC were actively involved in coordinating the visit of the NAAC Peer Team from 21st to 23rd August 2014. The College

was reaccredited by NAAC in September 2014, with 'B' grade and a CGPA of 2.51 on a four point scale.

- Implemented the DST-FIST Programme and various UGC schemes.
- Effective launching of innovative teaching methods and interactive learning process.
- Encouraged research based work culture and restarted the publication of College Journal "Research Paradigm"
- Teaching performance assessment by students.
- Launched Additional Skill Acquisition Programme (ASAP), Walk With Scholar (WWS) and Student Support Programme (SSP) supported by the Government of Kerala.
- Departments were assisted to conduct seminars
- Redesigned the College website "www.sncollegepunalur.in"
- Overall amenities for women improved.
- Promoted students extension programmes undertaken by various clubs.
- Ensured the eco-friendliness in the campus

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Outcome
Assessment and Reaccreditation by NAAC	The members of the NAAC Peer Team visited the college on August 21, 22 and 23, 2014 to validate the data reported in the SSR. The members of the team were satisfied with the steps taken by the College to ensure sustenance of quality, student support mechanism, the team spirit and the participatory style of management. The College was reaccredited by NAAC in September, 2014, with 'B' grade and CGPA of 2.51 on a four point scale. Mobilised utilisation fund allocated from DST-

Implementation of DST-FIST Programme and UGC schemes	FIST programme for the advancement of laboratory facilities in the science Departments. Measures were taken to setup a well equipped Computer lab in the Chemistry Department under this programme. Under UGC 12th plan scheme, the fund allocated under GDA is effectively utilized for the development of infrastructure, special emphasis on e-gvernance in all the Departments and Office administration. An allover up gradation in teaching and learning environment is the outcome.
Empowerment of teaching quality	Provided IT enabled teaching facilities in the P.G class rooms. Improved the reference facilities in the library by giving faster internet connectivity, INFLIBNET facility and shelved sufficient Books and Journals purchased under 12th plan UGC. Teachers were participated in seminars and workshops for updating their teaching methodology and content. Collected feedback from students and analyzed and corrective measures involved. Introduced teachers work diary Improved the academic competency of the students that is reflected in the overall pass percentage.
Introduce new sanctioned course	Started the new U.G. course B.A. Economics sanctioned by University of Kerala.
Interactive learning process	Conducted one national seminar and seven Institutional seminars.

Promotion of Innovative programmes	Teachers attended workshops and seminars conducted by other institutions and attended orientation classes.
	College started three new programmes with the support of Higher Education Department, Government of Kerala.
	1. Additional Skill Acquisition Programme (ASAP)
	2. Student Support Programme (SSP) with five internal resource persons from different disciplines of the college
	3. Walk With Scholar (WWS) with five internal mentors
	As part of Remedial coaching, proper guidance, study materials and class notes in digestible format were given to slow learners.
	These programmes helped to maintain the discipline in the college and an overall raise in the academic performance.
Encourage research based work culture	Conducted one research methodology class. Created more opportunities through seminars for Teachers and PG students to have open discussion and interaction with external faculties and scholars. Published research articles in peer reviewed journals. Time bounded preparation and submission of project proposals for the approval from Research Promotion Council. Sanctioned one Major project and five minor projects funded by UGC. Submitted one Major project and four minor projects.

	Restarted the publication of College Journal "Research Paradigm"
	Activation of Major and minor projects sanctioned from UGC generated a quality research based work culture in the college.
	More Teaching faculties came forward to do PhD.
	Quality of the student's projects and dissertation works are improved.
Ensuring a disciplined learning and teaching environment	Class wise PTA meetings regularly conducted.
	Insisted a decent dress code to students and teachers, regulated the use of mobile phones during the class hours.
Streamlining the process of continuous assessment	Time bound internal examinations for all disciplines.
	Proper guidelines for the assignments and seminars. Display of monthly attendance in the notice board.
	Publication of internal marks. This has helped to ensure the punctuality and discipline of students which made academic improvement.
Revised academic calendar as College activity calendar	Prepared the college academic calendar by incorporating all the activities and programmes of the college with the university academic calendar. This helped in advanced planning of all activities.
College Website	Redesigned the college website with more participation of students and up dated college activities.
Special emphasis to cultural and	Gymnasium with modern amenities started. Improved the playground facilities.

sports activities	Instituted cash awards to the meritorious winners. Retained the University level championship in cross country by both girls and boys. Overall championship maintained. Participated at university level competitions and secured some prizes.
Motivation of various club activities	Ensured the participation of external resource persons to design various activities and programmes fully beneficial to the student's social commitments.
Sustain the eco-friendliness in the campus.	Environment club and N.S.S. conducted green auditing with the help of a taxonomist. Undertake tree census, identified useful trees and herbs and labelled them. Planting more trees and properly maintained. Through the activities of the Environment club, Bhoomitrasena, Nature club, N.C.C, N.S.S. the campus kept clean and green.

*Attached the Academic Calendar of the year as Annexure-**I**.*

2.15 Whether the AQAR was placed in statutory body

Yes [✔]   No [ ]

Management [✔] Syndicate [ ]   Any other body- College Council [✔]

Provide the details of the action taken

The College council and Management of Sree Narayana College, Punalur discussed and approved the Academic Calendar (2014-2015) and AQAR (2014-2015). The Council also perused the plan of action for 2015-2016 and gave permission to implement the programme.

Part – B

Criterion – I

1. Curricular Aspects
1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	03	-	-	-
UG	07	01	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	**10**	**01**	**0**	**0**

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) **Flexibility of the Curriculum:**   CBCS/Core/Elctive option/Open option

   (ii) **Pattern of programmes:**

Pattern	Number of programmes
Semester	UG-08 PG-03

1.3 **Feedback from stakeholders***   Alumni ☐   Parents ✔   Employers ☐   Students ✔
   (On all aspects)

   Mode of feedback: Online ☐ Manual ✔ Co-operating schools (for PEI) ☐

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.
          No, Syllabi are timely revised /updated by the university.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes, Economics Department started with the course of B.A. Economics

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
36	26	9	Nil	1 (part time-law)

2.2 No. of permanent faculty with Ph.D. | 10 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year: R | 0 | **V** | 12 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia

16		

No. of Faculty	International level	National level	State level
Attended	1	18	11
Presented papers	1	7	2
Resource Persons			1

2.6 Innovative processes adopted by the institution in Teaching and Learning

- Decided to conduct two internal examinations/semester for each Degree programme.
- Three smart class rooms are introduced.
- Provided INFLIBNET facility in the College library
- Implemented two academic programmes Walk With Scholar (WWS) and Student Support Programme (SSP) in the first year U.G. courses with the support of Higher Education Department, Government of Kerala.

2.7 Total No. of actual teaching days during this academic year | 192 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)
Examinations/Evaluations are conducted as per the instructions of the University of Kerala, Thiruvannthapuram, Kerala.

2.9 **No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop**

Nil	Nil	03

2.10 **Average percentage of attendance of students**

87%

2.11 **Course/Programme wise distribution of pass percentage**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Communicative English	35	9	37	14	3	63.0
B.A. History	48	2.1	52.1	8.3	4.2	67.0
B.A.Economics	41	Commenced On Year 2014				
B.Com.	63	13	56	13	4	86
B.Sc. Zoology	23	21.7	30.4	4.4	0	56.5
B.Sc. Chemistry	44	11.4	38.6	11.4	0	61.4
B.Sc Physics	25	0	51.4	20.0	0	71.4
B.Sc. Mathematics	30	20	40	20	0	80
M.Sc. Mathematics	11	27.3	54.7	-	-	82
M.Sc. Physics	11	Commenced On Year 2013				
M.Sc. Chemistry	12	8.3	75	-	-	83.3

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes

For teachers

- Suggestions are sought from the Faculty members during regular staff meetings
- Facilitates sufficient funds and infrastructure for implementing the projects.
- Carried out evaluation of the faculties from their students with the help of questionnaire and adopts follow-up actions.
- Manual feedback is collected from the PTA meetings conducted in the departments.
- Motivating the teachers towards implementing new strategies of teaching-learning processes.
- College activity calendar

For students

The progress of students was monitored through unit tests, home assignments, seminars, etc. For the development of students, IQAC has taken the steps initiated for the operation of the Language laboratory to improve the communication English.

2.13 **Initiatives undertaken towards faculty development**

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	3
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	3
Others	-

2.14 **Details of Administrative and Technical staff**

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18	04	nil	-
Technical Staff	1	0	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

➢ To inculcate the climate of research, college has constituted a research committee. The committee meets periodically to discuss current research trends & issues.

➢ Four minor research project proposals were submitted.

➢ Encouraging Faculty members to publish research papers in journals.

- ➢ Restarted the college research Journal "Research Paradigm"
- ➢ Sharing the information about the upcoming Conferences, Seminars, and Workshops etc. among the staff.
- ➢ Motivated to select research oriented project work for P.G. students and skill oriented short term projects for U.G. students as part of their curriculum.
- ➢ Time bounded preparation and submission of project proposals for the approval from Research Promotion Council.
- ➢ Duty leaves are recommended to the faculty members for attending professional Seminars, Conferences, and Workshops etc.

3.2   **Details regarding major projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	01	Nil	01
Outlay in Rs. Lakhs	-	11.8	-	-

3.3   **Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	06	06	05
Outlay in Rs. Lakhs	-	-	8.6	15

3.4   **Details on research publications**

	International	National	Others
Peer Review Journals	05	01	Nil
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	01	2	-

3.5   **Details on Impact factor of publications**

Range [ ]   Average [0.6]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2013-16	UGC	11.8 lakhs	6.0 lakhs
Minor Projects	2014-16	UGC	8.6 lakhs	5.4 lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-

Total	-	-	20.4lakhs	11.4 lakhs

3.7 No. of books published   i) With ISBN No. [-]   Chapters in Edited Books [-]

ii) Without ISBN No. [-]

3.8 No. of University Departments receiving funds from - [NA]

3.9 For colleges

Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [DST-FIST]

3.10 Revenue generated through consultancy   Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			7
Sponsoring agencies		UGC			College PTA

3.12 No.   **of faculty served as experts, chairpersons or resource persons** Nil

3.13 No. of collaborations   Nil

3.14 No. of linkages created during this year   [02]

3.15 Total budget for research for current year in lakhs

From Funding agency	8 Lakhs
From Management of University/College	5 Lakhs
Total	13 Lakhs

3.16 No. of patents received this year   Nil

3.17 No. of research awards/ recognitions   received by faculty and research fellows of the institute in the year   Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides [01]

and students registered under them [01]

3.19 No. of Ph.D. awarded by faculty from the Institution [2]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [ ] SRF [ ] Project Fellows [01] Any other [ ]

3.21 No. of students Participated in NSS events

University level [ ] State level [ ]

National level [ ] International level [ ]

3.22 No. of students participated in NCC events:

University level [108] State level [108]

National level [20] International level [-]

3.23 No. of Awards won in NSS

University level [19] State level [ ]

National level [ ] International level [ ]

3.24 No. of Awards won in NCC

University level [19] State level [2]

National level [03] International level [ ]

3.25 No. of Extension activities organized

University forum [ ] College forum [ ]

NCC [3] NSS [ ] Any other [1]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Institution has persistently undertaken various social awareness programmes and activities through N.S.S., N.C.C. and cultural department.

National Service Scheme (N.S.S.)

A seven days residential camp is organized in a remote village. The camp cultivated social responsibilities, moral ethics, human values and personality developments among students. Other important activities include Tree plantation and it's nurturing on world environment day, Celebration of Gandhi Jayanthi Day, Awareness campaign on drug abuse/smoking/anti-liquor in association with Kerala police, Blood donation. Participation in Green and clean campus campaign.

National Cadet Corps (N.C.C.)

- Celebration of Republic Day.

- Celebration of Independence Day.

- Providing volunteer services at various programs organized by the college and Government organisations.

- Rendering social services during camps

- Various social service activuities of NCC.

Additional Skill Acquisition Programme (ASAP)

In association with Higher Education department, Government of Kerala, launched the programme in the college.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 **Details of increase in infrastructure facilities**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25acres	-	-	25acres
Class rooms	34	-	-	31
Laboratories	07	-		06
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	01	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)		-	-	-
Others	-	-		-

4.2 **Computerization of administration and library**

- Administration and Library partially computerised

- INFLIBNET facility is made available in the college library

4.3 **Library services**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18378	11 lakh	781	3.269 lakh	19151	14.26 lakhs
Reference Books	434	0.60 lakh	-	-	434	0.60 lakh

e-Books	-		-	-		
Journals	12	1.5 lakh	6	0.5 lakh	18	2 lakh
e-Journals	-		-	-		
Digital Database	-		-	-		
CD & Video	-		-	-		
Others (specify)	News paper- 7 Periodicals- 31		Period icals - 1		Periodicals 32	

4.4 **Technology up gradation** (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	25	2		-	-			
Added	16							
Total	41							

4.5 **Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)**

- Every Department has been provided a computer and Broadband internet connectivity. Expansion of E-technology has enhanced the use of computers in curriculum development, teaching-learning, evaluation and research.
- Two P.G. class rooms and one U.G. class room have been provided smart boards to enable web based teaching-learning process.
- Students are encouraged to make use of computers for Power Point Presentations of their seminars and projects.
- Internet browsing is available for teachers and students during the working hours of the library.

4.6 Amount **spent on maintenance in lakhs**

  i) ICT   Rs. 50,000/-

  ii) Campus Infrastructure and facilities   Rs. 1,00,000/-

  iii) Equipments   Rs. 3,00,000/-

  iv) Others   Rs. 2,00,000/-

Total :	Rs. 7,50,000/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The college has an efficient public address system which is effectively made use of, for timely announcements of upcoming events and activities.

- Orders and Notices are displaced in notice boards kept at office and respective department exit.

- The College publishes detailed and updated handbooks every year.

- Information regarding details of the college, news updates and facilities available are accessible in the College website.

- Circulate College academic Calendar through notice board and website.

- Activated Grievances Re-dressal Cell is working for students support.

- Orientation programme for newly admitted students.

- Regular Departmental PTA mmetings

5.2 Efforts made by the institution for tracking the progression

- Periodical unit tests and two internal examinations are conducted to monitor the academic progress.

- Continuous Internal Assessment (CIA). Departments are insisted on document, compare and discuss the performance and progress of the students in their exams and other academic activities.

- Tutor--Ward system, Career guidance cell and Counseling cell provide necessary guidance to track student's career development.

- Faculty involvement through periodic PTA meetings and counseling cell.

5.3 (a) **Total Number of students**

UG	PG	Ph. D.	Others
986	58	-	-

(b) **No. of students outside the state** | Nil |

Men | No | % |
| --- | --- |
| 328 | 33.0 |

No	%
665	67.0	Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
495	118	6	366	3	983	495	118	6	366	3	988

5.4 **Details of student support mechanism for coaching of competitive examinations (If any)**

The career guidance cell provides

- Coaching classes
- Make available Related Books and periodicals in the library
- Classes on interview techniques
- Career based counseling.

Newly launched academic programmes WWS also support the students to prepare for competitive examinations.

No. of students beneficiaries   25

5.5 **No. of students qualified in these examinations**

NET | | SET/SLET | | GATE | | CAT | |

IAS/IPS etc | | State PSC | 10 | UPSC | | Others | |

5.6 **Details of student counselling and career guidance**

- There is a separate counseling cell for students. Members of the cell make themselves available on campus for the mentoring and guidance of students in need of counseling. Initiatives were taken to solve Personal problem, Grievances and Motivation for better performance.
- There is separate Placement Cell, which looks after the placement and provides proper guidance for the future prospective. Efforts are made through periodic guidance and counseling and informal talks to propagate the idea of the need for training and acquiring additional skills, especially communication skills.

No. of students benefitted

| 60 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

- New restroom for Girls constructed and additional toilet facilities created.

- Ensured gender sensitized programmes for each clubs. Girl students are preferred to lead various positions.

- Women study unit constituted and its proper functioning maintained.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

University level | 70 | State level | 16 | National level | 12 |

No. of students participated in cultural events

State/ University level | 10 | National level | | International level | |

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: University level | 25 | State level | 07 | National level | 01 |

Cultural: State/ University level | 01 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution		
Financial support from government	64	1,80,000/-
Financial support from other sources		
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

College Day & Arts Day

5.12   No. of social initiatives undertaken by the students: 03

5.13   Major grievances of students (if any) redressed:

Grievances regarding Parking facility, canteen and toilet facilities were redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 **State the Vision and Mission of the institution**

We follow the visions by practising the ideal "Enlightenment through Education" of the great sage and seer Sree Narayana Guru.

Visions

- Provide value-based education with pride and responsibility to students from diverse backgrounds irrespective of region, caste, economic strata and academic performance.

Mission

- To remove the inequalities in the society and to uplift the economically and socially downtrodden, by providing them the facility of higher education.
- To transform the students into knowledgeable, competent, socially committed and honest citizens of the motherland by inculcating the spirit of scientific temper and analytical thinking which enable them to take up the challenges of life.
- To provide competitive and quality education and to inspire scholastic and aesthetic talents of the students for empowering them to seek gainful employment.

6.2 Does the Institution has a management Information System

Yes, Management information system is being used in administration department and other departments.

Administrative procedures

- Daily rough administrative feedback collected by Office Superintend and Principal.
- IQAC and Governing council meetings for feedback and decision making.
- Periodic meetings of various committees and decision making therein.
- Departmental meetings on syllabus completion and correction feedback.

For Students

- Compulsory parent meetings for feedbacks.

- Tutor for each programme.
- Monthly attendance record and feedback of defaulter students.
- Record of fees in instalments and its recovery
- Daily on admission status.

Feasibility study are in progress to digitalise the administrative management, admission management, library management and Internal Exam procedures.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum is developed by the University. The Choice Based Credit System followed at present in the college facilitates horizontal movement, enabling students to make their choices. Open courses based on future development are available to students irrespective of their major subjects.

6.3.2 Teaching and Learning

Apart from conventional lectures and taught lessons,

- P.G. Class rooms are made ICT enabled.
- Availed Film and video presentations.
- Encouraged to use online services such as e-journals and e-mail.

6.3.3 Examination and Evaluation

The classes and examination schedule of all degree programmes are proposed by the University of Kerala. Our College followed Semester system with Continuous Internal Assessment (CIA).

- The teachers make an analysis of the performance of students after every internal test and external examination in departmental meetings.
- The Principal and the Heads of Department monitor the performance of the students by making an analysis after every internal test and external examination.
- The performance of students is analyzed in the last Governing Council meeting of an academic year.

6.3.4 Research and Development

Research Promotion Cell is established with the objective of facilitating, channelizing, recording, and regulating all the academic and collaborative research projects in the college. Timely discussions are held to

- Motivate teachers to take research projects.

- Guide teachers for improving API through participation in conferences and publishing of articles, books and research work.

- Improving library and laboratory facilities for research.

- Two faculties have obtained their Ph. D. from the research centres of our college.

- Four minor projects were applied.

- Started the publication of research journal "The research paradigm" of the college.

- Five national research papers are published.

- IQAC promotes participation of the students in seminars and research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- New books and journals are added.

- Functioning of the library is digitalised with the help of software INFLIBNET and open source library software.

- Three class rooms are equipped with ICT enabled facilities.

- The canteen with required facilities started at new place.

- Internet access is given to all the Departments.

- LCD projectors, printers, Power Generator, application software and systems software's. were purchased/

- Measures have taken to introduce sports facilities, cricket kit, TT kit, volleyball, football, etc.

6.3.6 Human Resource Management

Human Resource Management in the College is effectively executed in the following manner

➢ Attending refresher courses, orientation courses and workshops for teaching staff
➢ Distributing additional administrative work to the teachers.
➢ Computer literacy for Non-teaching staff
➢ Regular meeting of Governing council, Parent Teaching Association, Staff Association and Alumni.
➢ Organised Staff tour.
➢ Shortage in manpower is regularly intimated and State Government fills the vacancies.

6.3.7 Faculty and Staff recruitment

- Staff recruitment is done by state government based on the proposals sent from the College management. The recruitment of the faculty and non-teaching staff is done on the basis of type of post created, strictly by following the rules and regulations laid down by the government, university and U.G.C. Qualification, eligibility criteria, pay and pay scale are as per the UGC & state government norms

- The temporary teaching and non-teaching staff for non-grant or professional or add-on courses is recruited for one year, on the institutional level.

- No new appointment and Interview will be conducted for vacant faculty positions during the academic period 2014-15.

6.3.8 Industry Interaction / Collaboration

Till now the college did not take any steps to collaborate with Industries or Research laboratories. All the Departments of the college established a good linkage with the neighboring industries and research centers for doing students project report. Few alumni of the college are in touch with industries.

As part of the curriculum, final year degree students of the Department of Chemistry are visited Fertilizers and Chemicals Travancore LTD, (FACT), Kochin, Ernakulam, Kerala.

6.3.9 Admission of Students

Admission to PG and UG Programme are now processed through centralized online system managed by the University of Kerala. Students are selected for admission on the basis of merit, past academic record and interviews. Reservation policies of the government are strictly followed in the college.

6.4 Welfare schemes for

Teaching and non-teaching

Welfare schemes available for the teaching and non-teaching are festival advance, GPF Loan, Housing Loan, PF, EPF, ESI, GIS etc. In case of medical emergency funds will be raised from the staffs for the patient. Fund is also set up to provide financial assistance to the children of the non-teaching staff to pursue higher education. Maternity Leave of six months is provided for the female staff (2% availed).

Students

Scholarships, Remedial coaching, Counselling centre

6.5 Total corpus fund generated | 00 |

6.6 Whether annual financial audit has been done   Yes [✔]   No [ ]

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	Principal and IQAC
Administrative	-	Account General's office	Yes	Principal

6.8 **Does the University declare results within 30 days**?

       For UG Programmes   Yes [ ]   No [✔]

       For PG Programmes   Yes [ ]   No [✔]

6.9 What efforts are made by the University for Examination Reforms?

The affiliating University regularly implements examination reforms.

The University of Kerala introduced Choice Based Credit and Semester System to all U. G. programmes from June 2011 onwards. Project work is initiated for the sixth semester students. Credit and Semester System introduced for P.G courses 2013.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?   NA

6.11 Activities and support from the Alumni Association

Alumni the college working in diverse fields and having key positions in the society are the members of alumni association. The alumni association has established a strong bondage with the staff and students of the college. Made generous contributions for the development of the college and sponsored two U.G. students of Physics.

6.12 Activities and support from the Parent – Teacher Association

PTA is involved in all the day to day activities of the college, looks after the needs of students, Financial Assistance for the Guest Facilities in various subjects, caters to

developmental needs, takes up some of the maintenance infrastructure, Electricity, Water and Stationary charges are met by PTA and financial support for conducting regional level Seminar. Regular Departmental Parent-Teacher meetings and Annual meetings will be organised for communicating to parents the areas their children are excelling in and the academic progress their children have made.

6.13 Development programmes for support staff

The support staff plays an important role in the development of the college. They are encouraged to make use of the avenues provided by the government for their promotions, participation in the training programmes, linkages with Support staff of other colleges. Provided beneficiary measures such as advance payment, releasing eligible loans etc. that ensures their welfare**.**

6.14 Initiatives taken by the institution to make the campus eco-friendly

➢ College is located in the hilly area naturally covered with variety of trees and herbs. Eco-friendliness in the campus is one of the policies of the college.
➢ Approach roads are lined with trees and shrubs. Solid waste is disposed of properly.
➢ The waste water from the laboratories seeps through the soak pits.
➢ With the support of NSS efforts are in progress to make the campus plastic free zone. Constructed rainwater harvesting system in the college.
➢ Bhoomithra Sena Scheme has been implemented in our college under the State Plan Scheme for strengthening the commitment of the students towards environmental protection. During Teaching hours teachers are advised to specifically stress the need of protecting our environment and create awareness among the students to make our campus eco-friendly.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- The College has been reaccredited with 'B' Grade with a CGPA of 2.51on a four-point scale
- Green auditing of the College campus. Environmental club of this college undertake the tree census. The N.S.S unit of the college takes active part in the plantation of trees on

the campus and raised a vegetable garden to sustain biodiversity and the eco-friendly environment in the campus.

- Introduced work diary for teachers
- Introduce new U.G. course- B.A. Economics
- Redesigned website and academic calendar.
- Launched Additional Skill Acquisition Programme (ASAP), Walk With Scholar (WWS) and Student Support Programme (SSP) supported by the Government of Kerala.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Implemented the DST-FIST Programme and various UGC schemes.
- Restarted the publication of College Journal "Research Paradigm"
- Teaching performance assessment by students.
- Started the new U.G. course B.A. Economics sanctioned by University of Kerala.
- Conducted one national seminar and seven Institutional seminars.
- Redesigned the College website "www.sncollegepunalur.in"
- Overallamenities for women improved.
- Promoted students extension programmes undertaken by various clubs.
- Ensured the eco-friendliness in the campus

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

1. Research based work culture
2. Students participation in Quality Enhancement of Higher Education Institution

7.4 Contribution to environmental awareness / protection

- About 500 trees are planted in the campus on celebrating world environment Day
- Promote efforts to increase awareness on conserving energy and resources,
- Solid waste management in the campus.
- Rain harvesting

- Encouraging environment friendly products and minimize our adverse impact on the surrounding environment through the NSS camp and activities of Nature club and Environmental club.

- In classes teachers are advised to give stress on Dos and Don'ts for the protection of our environment and make our campus eco-friendly.

7.5 Whether environmental audit was conducted?   No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOC Analysis

Strength

- Imbibing the teachings of Sree Narana Guru we could achieve our vision of moulding the younger generation in excellence and quality education tempered with concern for the welfare of fellow beings.

- The Teacher-taught relation is extremely congenial, co-operative and supportive to each other.

- Follows many innovative and exemplary practices that aim at the holistic development of students.

- The campus is declared ragging free.

- College administration is quite transparent and participatory.

- Through series of environmental awareness programmes, students are moulded to live and love nature which induces in the students an equipoise seldom found elsewhere.

Weakness

- No Research Departments and few PG Programmes.

- Majority of students lack communicative skills in English.

- Lack of college buses for the transportation of students from remote and interior areas.

- Lack of collaboration with higher learning institutions research
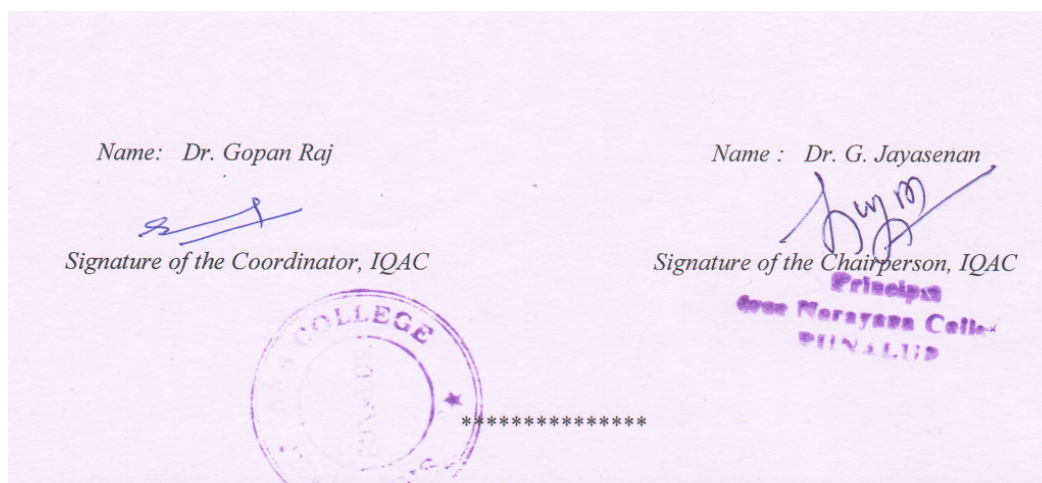
Opportunities

- As the strength of the students is increasing every year there is the possibility of the institution developing into an educational hub.
- Introducing more PG courses and Research Centres.
- The meritorious achievements of our athletes over the years shall be awarded by introducing physical education programme in our curriculum.

Challenges

- Vast syllabus, limited time and too many assignments make teaching learning a tedious task.
- Lack of sufficient class rooms for the functioning of various clubs.
- Resource mobilization for growing needs of the institution.
- Increasing competition with private sector institutions of Higher Education.
- Threat of forest fire during summer season.

8. Plans of institution for next year

- Equipping College for receiving assistance on account of 12th Five Year Plan & RUSA
- Enhance infrastructure facilities in the science Departments
- Enhance E-learning
- Campus automation
- Apply for new courses and research centres
- Increasing programme options make available to students.
- Increasing visibility of the institution
- Conducting Internal and External auditing in academic, administrative and student support programmes
- Encourage research work culture.
- Make the Campus, Zero tolerance Zone, Ecofriendly and tobacco free campus
- Extension of public information system of the college.
- Encourage Students Support Programme
- Establish iinnovations and Best Practices
- Campus placement
- Excel in sports and games
- Celebration of Golden Jubilee

Annexure-I
ACADEMMIC CALENDAR 2014-2015

Period	Month	Activities	
		Academic	**External**
FIRST TERM- 2/6/2014- 05/09/2014	June	College reopens after mid summer vacation Commencement of Ongoing classes S_2 and S_4 PG and S_2 and S_4 UG. 2-06-14 Internal examination for S_2 UG 4-6-14 to 11-6-14 Submission of project/Dissertation (S_4 PG) 30-06-14 Commencement of classes S_1 UG 30-06-2014	Observation of Environment Day 05-06-14 NSS & NCC Programmes Boomithra Sena Club activities
	July	University examination for S_2 UG 1-7-2014 to 15-7-2014 Commencement of classes S_5 UG 07-07-2014 University examination for S_4 PG 1-7-2014 to 15-7-2014	Welcome for S_1 U.G New enrolments in NSS & NCC

		Commencement of classes S_3 UG 29-07-2014	
	August	Internal examination for S_5 UG Third week **Assessment and Reaccreditation By NAAC 21-08-2014 to 23-08-2014**	Celebration-Independence Day NSS & NCC activities Class wise PTA meetings
	September	Onam celebration 05-09-2014	
SECOND TERM **16/09/2014 to 19/12/2014**	**September**	Onam holidays 6-09-2014 To 15-09-2014 Commencement of classes S_3 PG 29-09-2014	NSS & NCC Programmes Club activities for S_3-UG Ozone day - 16-9-14 Farewell S_4 PG
	October	Commencement of classes S_1 PG 1-10-2014 Internal Examination for S_1 UG 1-10-2014 to 10-10-2014 Internal examination for S_5 UG 6-10-2014 to 15-10-2014 Internal examination for S_3 UG 20-10-2014 to 29-10-2014	Celebration-Gandhi Jayanthi Day Club activities for S_3-UG
	November	University examination for S_1 UG 10-11-2014 to 28-11-2014 University examination for S_3 UG and S_5 UG 12-11-2014 to 28-11-2014	Sankar's Day 7-11-2014 Club Extension Activities Internal Auditing-Administration Club Extension Activities WWS Programme with

			external mentor
	December	Commencement of classes S_6 UG 8-12-2014 Commencement of classes S_4 UG 18-12-2014 Commencement of Project/Dissertation work Christmas Holidays 20-12-2014 to 29-12-2014	Observation Aids Day 1/12/14 Christmas celebration 19/12/14 Club Extension Activities NSS 7 days camp Study Tour
THIRD TERM- 30/12/2014- 31/03/2015	**January**	Internal exam for S_6 UG 28-01-2015 WWS Programme with external mentors	Celebration-Republic Day Cultural programme Sports Programme Study Tour
	February	University examination for S_3 PG 06-02-2015 to 23-02-2015 University examination for S_3 PG 09-02-2015 to 18-02-2015 National seminar- chemistry Dept. 12/02/15-13/02/2015 Commencement of classes S_4 PG 19-02-2015 Commencement of classes S_4 PG 24-02-2015 Seminar Series Science day- Science club 27/2/15	Club Extension Activities WWS Programme with external mentor Factory/research centre visit S_4 PG
	March	Internal exam for S_6 UG 2-03-2015 to 10-03-2015 Internal exam for S_6 UG	Women Day- 8/3/15 Class wise PTA meetings

		16-03-2015 to 20-03-2015	College Day
		Submission of Project /Dissertation S_6 UG	PTA annual meeting
		20-03-2015	Farewell S_6 -UG
		External Auditing - Academic	Farewell /Staff General Body meeting
		Mid Summer Vacation	
		1-4-2015 to 31-5-2015	

- ✓ *In each semester, classes are to be engaged for 90 teaching days or for 450 hours. The classes lost due to unforeseen interruptions and holidays are compensated either by conducting classes on holidays/Saturdays or engaging extra classes on working days so that the minimum teaching hours shall be completed.*
- ✓ *If any of the dates, prescribed in the calendar happens to be a holiday, the next working day shall be the prescribed date for theprogramme noted against it.*