Annual Quality Assurance Report

[AQAR]

2016-17

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

2016-17

Academic period JULY 1, 2016 to JUNE 31, 2017.
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 2222635

Name of the Head of the Institution:

Dr.G. Jayasenan

Tel. No. with STD Code:

0475 2222635

Mobile:

09496600940

Name of the IQAC Co-ordinator:

Lt. Dr. Arun. V

9446110741

Mobile:

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.inAQARSNCP17-

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

2016-17

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

AQAR 2014-15 submitted to NAAC on 11/11/2015

1.10 Institutional Status

University ☐ State ☐ Central Deemed ☐ Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☐

Autonomous collegeof 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 StatusGrant-in-aid   ☑ 2(f)   ☑ UGC   ☑ 12B

1.11Type of Faculty/Programme

          Arts ☐   ☑ Science   ☑ Commerce   ☑ Law   ☐ PEI(PhysEdu) ☐

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

1.12Name 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.IQACComposition and Activities

2.1No. of Teachers | 8

2.2No. of Administrative/Technical staff | 01

2.3No. of students | 02

2.4No. of Management representatives | 01

2.5No. of Alumni | 0

2. 6No. of any other stakeholder and | 01

community representatives

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.

4

Faculty

02

Non-Teaching Staff/Students

02

2.12 **Has IQAC received any funding from UGC during the year?** No

2.13 Seminars and Conferences (only quality related)
(i) **No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC:** Nil

2.14 Significant Activities and contributions made by IQAC

During the academic year 2016-17, the IQAC along with the PTA jointly organised a multidisciplinary seminar series ZEST-2016. Eminent resource persons from various disciplines attended and enriched the various technical sessions. Paper presentations by students were also held.

An orientation programme for the newly enrolled students was conducted during this year. A total of five orientation programmes were conducted highlighting various non academic areas such as campus discipline, environmental consciousness, etc. The IQAC also took various steps towards campus automation.

- Introduced mid-day meal Scheme with the support of PTA
- Conducted workshops on MS Word, MS Excel, MS Power Point etc. for students.
- Interactive session on spoken English was conducted in association with the Department of English
- Strengthened student support schemes- WWS, ASAP, SSP
- Motivated planning and implementation of extension activities with the support of various clubs and forums

2.15Plan 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
• Conduct seminar series in connection with college's Golden Jubilee celebrations.	A multidisciplinary seminar series ZEST-2016 was organised with the support of college management, PTA and public in connection with the golden jubilee celebrations. Many eminent resource persons from various disciplines enriched the sessions.
• Spoken English classes to improve communication skills.	Classes for spoken English were conducted by the Department of English in association with ASAP.
• Implement more counselling, career guidance and human rights programme using UGC funds.	Career guidance cell organised workshop and seminars to enhance the career and placement opportunities of the final year students of U.G. and P.G. programs, career aspiration classes, group talks, classes on how to face interviews and so on were organized.
• Adopt measures to enhance teaching-learning process using innovative teaching aids.	Included more power point presentations,classic movies in English and Malayalam were shown to students to enhance their learning and understanding process.
• Strategies to improve the evaluation of teaching-	Monthly based unit tests and internal

learning process using feedback from students as well as parents.	examinations were conducted. The papers were valued and the results were published within a stipulated time. PTA meetings were conducted to discuss the academic progress and other details regarding attendance and general discipline of the students with the parents.
• Activities to make the campus tobacco free, zero tolerance zone devoid of unethical, social intervention and invasion.	Strict security measures were taken to ensure that no tobacco products were used in the campus premises. The installation of CCTV cameras also helped in this regard.
• Tutorial programme to facilitate basic IT and skill oriented software courses of University of Kerala in collaboration with IIT, Mumbai.	A new programme titled spoken tutorial programme for PG students in association with IIT Bombay, the knowledge partner of university of Kerala was started to provide Basic IT and skill oriented IT/software courses to students free of cost.
• More club activities aiming at personality development and social commitment.	As part of the Haritha Kerala Mission, a comprehensive programme of govt. of kerala for effective waste management was organised. Under this unique programme SWAP shops were set at 93 places across the state, where reusable products that are not of use by any family can be conserved and given to another free of cost. Blood donation camps, farming, visit to charitable home were also conducted.
• Ensure eco-friendly and	NSS unit and BhoomithraSena jointly worked

women empowered campus.	towards making the campus ecofriendly and plastic free.
• Internal, External auditing for academic, co-academic excellence.	An internal audit of the main library as well as the departmental libraries was held. An internal audit was also held to access the equipment in various laboratories.
• Promotion of sports and physical fitness.	Maintained impressive track record and retained University Men's athletic championship. Nurtured sporting talents and improved facilities in accordance with national standards
• Apply for research centres	Steps were taken to equip Chemistry and Mathematics department with the required facilities for upgrading it into research centres.

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

2.15Whether theAQARwas placed instatutory 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(2016-2017) and AQAR (2016-2017). The

Council also perused the plan of action for 2017-2018 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	08	-	-	-
PG Diploma	-	-	-	-
AdvancedDiploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	**11**	**-**	**0**	**0**

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) **Flexibility of the Curriculum:** Open courses and Elective courses are part of the curriculum

(ii) **Pattern of programmes:**

Pattern	Number of programmes
Semester	UG-06 PG-04

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

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

Attached Faculty evaluation report of the year as Annexure-II.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, Syllabi are timely revised/updated by the respective Board of Studies constituted by the University of Kerala.

1.5 Any new Department/Centre introduced during the year. If yes, give details. No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	34	5	Nil	1 (part time-law)

2.2 No. of permanent faculty with Ph.D. 12

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year: R 0 **V** 2

2.4 No. of Guest and Visiting faculty and Temporary faculty

4 Nil 1

2.5 Faculty participation in conferences and symposia

No. of Faculty	International level	National level	State level
Attended	3	15	2
Presented papers	3	15	
Resource Persons	-	4	1

2.6 Innovative processes adopted by the institution in Teaching and Learning

- Presentation of seminars by students in classroom
- Classic movies in English and Malayalam were shown to students to enhance their learning and understanding process.
- Took initiative to make herbarium.
- Directed for green auditing.
- Included more power point presentations.
- Emphasized the use of Multimedia and ICT enabled classes for P.G. program
- Automation of the College library-installed LIBSOFT
- Students are encouraged to attend seminars, conferences and workshops to update their knowledge and skills
- Project works on contemporary topics.

2.7 Total No. of actual teaching days during this academic year: 1 173

2.8 Examination/ Evaluation Reforms initiated by the Institution(for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, online Multiple ChoiceQuestions)

- Model question papers, soft copies and photocopies of notes were distributed to the students to support their learning process
- At the college level two internal examinations were conducted per semester for both UG and PG.

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	Nil

2.10 Average percentage of attendance of students   97%

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	28	0	10.71	35.71	3.57	50
B.A. History	50	0	16	0	0	16
B.Com.	61	3.27	27.86	11.47	1.63	44.26
B.Sc. Zoology	26	7.69	23.08		30.77	31
B.Sc. Chemistry	38	15.78	15.78	13.15	2.63	47
B.Sc Physics	30	10	33	20	0	63
B.Sc. Mathematics	33	58	24	0	0	82
M.Sc. Mathematics	11	73	0	0	0	73
M.Sc. Physics	12	7	64	0	0	71
M.Sc. Chemistry	13	0	53.85	23.077		76.92

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

- IQAC conducted periodic meetings with tutors, students and parents so as to collect their feed backs and develop new strategies and plans. These policies were properly implemented with the support of the teachers, students and parents.

2.13 Initiativesundertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	4
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	4
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	8		-	-
Technical Staff	8	1	-	-

Criterion – III

3.Research, Consultancy and Extension

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

The research committee meets periodically and takes initiatives for the advance collection of research proposals (minor and major projects) so that a proper review could be done to ensure their suitability

- Took initiative to run the college journal smoothly.
- Encouraged teachers and students to participate and present papers in international, national and state-level seminars, workshops & conferences.
- Provided support for effective utilization of fund granted under DST- FIST.
- Steps were taken to equip Chemistry and Mathematics department with the required facilities for upgrading it into research centres.
- Encouraged faculty members to attend workshops based on new technologies.

- Motivated P.G. students to select research oriented project works and skill oriented short term projects for U.G. students as part of their curriculum.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	01	Nil	01
Outlay in Rs. Lakhs	-	11.2	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	04	0	0
Outlay in Rs. Lakhs	-	5.85		15

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	05	Nil
Non-Peer Review Journals	-	-	-
e-Journals	-	-	
Conference proceedings	4	8	-

3.5 Details on Impact factor of publications

Range 0.5 – 2.0 verage 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	5.8 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	-	-	17.6lakhs	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 -**

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		4	3		14
Sponsoring agencies		KSCSTE	KSCSTE		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**   3

3.15 **Total budget for research for current year in lakhs**

From Funding agency	77,000/-
From Management of University/College	-
Total	77,000/-

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 [03]

3.19 **No. of Ph.D. awarded by faculty from the Institution** [1]

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

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

3.21No. of students Participated in NSS events

University level [2]   State level [ ]

National level [ ]   International level [ ]

3.22No.of students participated in NCC events:

University level [ ]   State level [70]

National level [6]   International level [-]

3.23 No. of Awards won in NSS: Nil

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.24No. of Awards won in NCC

University level [ ]   State level [1]

National level [ ]   International level [ ]

3.25No. of Extension activities organized

University forum [ ]   College forum [ ]

NCC [ ]   NSS [3]   Any other [2]

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

In the sphere of extension activities, our College persisted on its social responsibility by undertaking various programmes and activities in association with N.S.S., N.C.C. and other clubs and forums.

National Service Scheme (N.S.S.)

- A seven days residential camp was organized in a remote village at Govt. L.P.S.,Kelankavu. The camp aimed at the overall personality development of the volunteers by initiating them into various activities such as organic farming, cleaning programmes etc. Various classes on consumer rights, legal awareness, human rights, vocational training programmes (such as soap making, candle making,etc), food adulteration and misuse of chemicals were also organised with the objective of instilling in students with social responsibilities, moral ethics and human values.

- Conducted blood donation camps in association with Kerala Aids Control Society.

- A Dress Bank is a new initiative by the NSS unit. On its behalf the students collected dresses and distributed the collected clothes to various organisations and orphanages

- As part of the Haritha Kerala Mission, a comprehensive programme of govt. of kerala, effective waste management methods and cleanliness drives were organised. The programme envisaged setting up SWAP shops at 93 places across the state. Here reusable products that are of no use by any family can be conserved and given to another free of cost.

- In association with the Taluk Hospital, Punalur, a cleanliness programme was conducted in the Hospital premises.

- As part of the general legislative assembly election 2016 (SVEEP), an awareness programme was organised by the NSS Unit and Election Commission. In accordance with the programme, signature collection campaign was organized and saplings were planted.

Clubs and Forums

- Blood group detection and blood donation programme were organized by Red Ribbon Club.

- Conducted a seminar by Human Right Cell on human rights day.

- Theatre Club and Media club jointly organized a seminar cum video presentation

- Bhoomitrasena, Nature club took initiative to make campus green and ecofriendly by planting tree saplings in the premises of the campus.

- Environmental club took initiative to make the campus a " plastic free campus"

- Nature club conducted two video presentations and debates based on presentation.

- All other forums and clubs organized different programmes including seminars and activities for students.

N.C.C.

- Associate NCC officer Lt.Dr. V.arun attended the army attachment Camp at 4Bihar regiment, Pangode military camp, Thiruvananthapuram from 07/11/2016 to 19/11/2016.

- Three NCC cadets participated in PRDC.

- Three cadets participated in AAC and eight cadets participated in NIC camps.

- Many cadets were selected to participate in various state level and national level camps.

- Provided volunteer services at various programmes organized by the college and Governmental organizations.

- One of the candidates won the Best Cadet Award this year

- Six NCC cadets of this college got selection in Indian Army.

Additional Skill Acquisition Program (ASAP)

As part of Additional Skill Acquisition Programme (ASAP)of the college, classes for communication skills, I.T. skills and trade skills were conducted for 30 students who were selected through a face to face interview.

An orientation class for the second batch of ASAP was conducted for the First Year Degree students with Ms.Anjali , the Programme Manager of Keralapuram SDC as the Resource Person on 8/8/2016 in the College Auditorium. Hundreds of students participated in the programme from different UG Courses and application forms were distributed among the interested students. An interview was conducted for the skill allotment to the selected students at Ayoor SDC.

After the selection process a PTA meeting was organised on 11 /10 /16 in the College Auditorium in the presence of the Principal and Ms.Anjali, Programme Manager of Punalur SDC. The classes of ASAP started from 24/11/2016 with Ms.Sruthi as the SDE and Mr.Vineedh Kumar as the Programme Manager in our college. The scheduled time is 9.00 am to 10.00am in the Seminar Hall. The classes for the Skill Course are to be conducted on Saturdays at Punalur SDC. Among the 27 students Blessy L Achankunju and Akshaya Krishna (APL-General) have been sponsored by the District Collector. The Foudation course of 2015-2016 batch has been completed on 23/11/2016 and the classes for the Skill course are undergoing.

An orientation class of Summer Skill Skool 2016-2017 for the Final Year Degree students was organised on 27/01/16 in the College Auditorium. Many students have registered for the classes and attended in their respective venues. On 16/02/2017 an orientation class of CET was conducted under the guidance of Mr.Anoop, the P.M of Ayoor SDC at the College Auditorium for the final year UG &PG students. After soliciting the applications from the interested students an interview was conducted at SG College, Kottarakkara for the selection of students for the 21 days residential training programme from 24/2/17-1/3/17. Six students were selected from our college for the respective training programme which is intended to be held during the vacation period.

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	-	-	34
Laboratories	07	Computer lab	DST-FIST	08
Seminar Halls	01	-	-	01
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-		-

4.2 **Computerization of administration and library**

- Automation of library-installed LIBSOFT

- Facilitated e-governance for treasury transactions through (SPARK, Kerala Government), Provident fund (GAIN PF) and Income Tax

- Admission process, examination registration and fee payment had been made online.

- Reporting internal marks to the university and generation of hall tickets had been computerized.

- Steps were taken to provide Wi-Fi facility in the administration and Library and CCTV Cameras were installed at various sites inside the college campus

4.3 **Library services**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19861	15.22	180	0.65969 lakh	20041	15.87969 lakhs
Reference Books	524	0.90 lakh	28	0.11200 Lakh	552	1.012 lakh
e-Books	-		-	-		
Journals	18	2 lakh	-	-		
e-Journals	-		-	-		
Digital Database	-		-	-		

CD & Video	-		-	-	
Others (specify)	News paper-7 Periodicals-32		Periodicals - 2		Periodicals 34

4.4 **Technology upgradation** (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	41	27	6	-	-	5	**8**	1
Added	40	30	10			2	8	IQAC-1
Total	81	57	16			7	16	2

4.5 **Computer, Internet access, training to teachersandstudents and any other programmefortechnologyupgradation (Networking, e-Governance etc.)**

- —ICT facility has been enhanced by introducing computer labs in all the P.G. Departments under the DST FIST Program.
- —Internet facilities are made available to teachers and students in the computer labs.

4.6 **Amount spent on maintenance in lakhs**

i) ICT

Nil

ii)Campus Infrastructure and facilities

22577.5

iii) Equipment

25000.00

iv) Others

15000

Total :

62577.5

Criterion – V

5. Student Support and Progression
5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The students were given necessary guidance, motivation and necessary mental support to identify appropriate areas for higher studies.
- The college website was upgraded and it is provided with all the details relating to the college.

- Orientation programme was given to all first year degree students to introduce them to the various student support services available to them at different stages of their academics.

- Ensured the functioning of various cells and forums like Grievance redressal cell, Counselling cell, Career Guidance Cell, Anti ragging Cell, Discipline and Ethics Committee, Human Rights Forum for the wellbeing and awareness of students.

- The students were provided with the College Calendar. It included course details, contact details of all teaching and nonteaching staff and all the necessary details pertaining to the college.

- The mentoring scheme is open to all students entering the first year of the undergraduate programme of study, and its benefit will cover throughout their academic programme.

5.2 Efforts made by the institution for tracking the progression

- Monthly based unit tests and internal examinations were conducted. Valuation of answer scripts and publishing of results were done within a stipulated time. PTA meetings were conducted to discuss the academic progress and other details regarding attendance and general discipline of students with the parents.

- Coaching classes and remedial classes were arranged for students.

- In this academic year, a new programme titled spoken tutorial programme for PG students in association with IIT Bombay, the knowledge partner of university of Kerala was started to provide Basic IT and skill oriented IT/software courses to students for free of cost.

- Institution concentrates on the timely completion of the portions and ensures that the student gets enough time for preparation.

- Career guidance cell organized various career oriented programmes to help students choose their right higher studies options as well as career options.

- Institution ensured a healthy relation between teachers and students.

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

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

UG	PG	Ph. D.	Others
1027	77	-	-

Nil

	No	%			No	%
Men	386	34.9	Women		641	58.06

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
499	144	3	408	3	1057	355	129	4	616		1104

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

- The student mentoring programme Walk with a Scholar is a comprehensive programme that provides academic and other mentoring support for the holistic growth of the students.
- Department of English offered training for developing communication skills in order to excel in competitive examinations.
- Faculties of P.G. Departments provide advice and assistance to students to crack competitive exams like NET & GATE.
- Relevant books and periodicals useful for competitive examinations were made available in the library.
- Career aspiration classes, group talks, classes on how to face interviews and so on were organized by career guidance cell. Coaching Classes for Bank, PSC, and other competitive Exams in association with the Walk with a Scholar programme were conducted.

5.5 No. of students qualified in these examinations

NET 3   SET/SLET   GATE   -   AT

IAS/IPS etc   State PSC 7   UPSC   thers   231

5.6 Details of student counselling and career guidance

The Career Guidance and Placement Cell plays a vital role in enhancing the career opportunities of our students. The cell lays emphasis on acquisition and development of transferable skills which equip students with more employment prospects. The major activities of the Career Guidance and Placement Cell:

- Career aspiration classes, group talks, classes on how to face interviews and so on were organized by career guidance cell .

- Various job fests inside and outside campus was organised for final year degree and PG students with the Support of ASAP.

- Training in different value added courses such as ornamental fish culturing, aquarium making etc were conducted with the support of the Zoology department.

- Interactive classes with veterans with the cooperation of BMC for farming were conducted

- Training in Ornamental flower making and jewellery making for girls students were organised in association with the Women's Study Unit of the college.

The Counselling cell plays a vital role in students wellbeing. Different sessions on counselling and individual counselling were organised by the counselling cell in order to address the mounting stress and strain problems found among student at both UG and PG levels.

No. of students benefitted   65

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

- To ensure the safety and security of women in the campus, Women's Study Unit of the college organised gender sensitization sessions. As part of International Women's day, the Women Study Unit of our college hosted a seminar on Women Empowerment in India. On behalf of Women Study Unit an interactive session with an eminent gynaecologist was also arranged to girl students on the topic ' Necessity of Health and Hygiene in Women'.

5.9 Students Activities

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

University level   31   State level   National level   7

No. of students participated in cultural events

-

University level   National level   International level

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

Sports:University level | 17 | State level | 04 | National level | 10 |

Cultural: University level [ ] National level [ ] ternational level [ ]

5.10Scholarships and Financial Support

	Number of Students	Amount (Rs.)
Financial support from institution	0	-
Financial support from government	162	1,31,000
Financial support from other sources	0	
Number of students who received International/ National recognitions	0	0

5.11**Student organised / initiatives**

- The students of our college constituted a blood donation forum in association with NSS and Red Ribbon Club. A blood group directory was published and it catered to those in need.

5.12**No. of social initiatives undertaken by the students**: 15

5.13 **Major grievances of students (if any) redressed**: Grievance of girl students demanding the introduction of uniform at college were properly addressed by introducing uniforms to girl students from this academic year. This is essential as majority of the students hail from socially and economically backward conditions.

Criterion – VI

6. Governance, Leadership and Management

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

The college steadfastly observes the ideals and visions of the great saint, seer, and philosopher Sree Narayana Guru.

Visions

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

Mission

- The institution aims to impart knowledge which includes sound learning, building of character, the spread of truth and the knowledge of God to develop individuals of high calibre and integrity.

6.2 Does the Institution have a management Information System

Yes, the institution has an effective Management information system

Administrative procedures

- Training was given to the Non- teaching staff for operating the 'SPARK', Government of Kerala.
- Training was given to office staff in operating computer.
- Daily administrative feedback from the office was collected by Office Superintendent and Principal.
- Treasury transactions, Provident fund (GAIN PF) and Income Tax related operations had become online and were carried out through the SPARK online system. Updating activities and achievements in the College website are in progress. Feasibility studies are in progress to digitalize the administrative management, admission management, library management and Internal Exam procedures.

For Students

- PTA meetings had been held and feedbacks from parents were collected with regard to academics and other functioning of the college.
- Tutors in charge of each UG and PG programmes monitor the academic progress and other activities of their respective classes
- **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 the students to make their choices. Open courses based on future development are available to students irrespective of their main subjects.

6.3.2 Teaching and Learning

Apart from conventional lectures and taught lessons,

- Teachers attended Orientation courses /refresher courses /summer/winter schools etc to update their knowledge on their subjects and to get in touch with the recent developments in their area of study.
- The faculty made use of every opportunity to enhance their knowledge by participating in seminars/symposia and through paper presentations.
- Special sessions had been given to students for seminar presentations.
- Encouraged the use of online resources such as e-journals and e-mail.
- Cooperative learning/group learning through project work for final year UG Students.

6.3.3 Examination and Evaluation

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

- At the college level two internal examinations are conducted per semester for both UG and PG
- The teachers make an analysis of the performance of students after every internal test and external examination in departmental meetings.
- Periodical assignments and Presentations are assigned to PG students.
- Internal examination and its evaluation are carried out in a transparent manner. The students are allowed to check the evaluated answer scripts to ensure transparency and fairness.
- Internal marks are given fully based on performance.

6.3.4 Research and Development

Research Promotion Cell has been established with the objective of facilitating, recording, and regulating all the academic and collaborative research projects in the college.

- Gave timely intimation to teachers so as to enable them to apply for research projects in UGC, DST etc.
- Department of Chemistry and Mathematics are planning to upgrade into research centres.
- Facilitated participation of faculties in seminars, conferences, publication of articles, books and research work.
- Proposals were submitted for four minor projects.
- Compulsory project works were done in established research institutes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Procured more new books and journals

- Language lab and Computer lab were renovated.

- Library Automation works are in progress.

- Ensured Internet access in all the Departments.

- Introduced new gymnasium equipment.

6.3.6 Human Resource Management

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

- Faculties were encouraged to attend refresher courses, orientation courses, short term courses and workshops.

- Non teaching staffs were encouraged to undergo periodic training in computer handling.

- Distributing additional administrative work to the teachers.

- Technical sessions with experts who shared their knowledge and expertise

- Organized Staff tour.

- Shortage in manpower is regularly intimated by the management and vacancies were filled at the earliest

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 the type of post created strictly by following the rules and regulations laid down by the government, university and UGC. Qualification, eligibility criteria, 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 are recruited for one year, at the institutional level.

6.3.8 Industry Interaction / Collaboration

All the Departments of the college have excellent links with the neighboring industries,

As a part of syllabus BSc students visited Sangrose Pharmaceutical Limited, Mavelikara. A few alumni of the college are in touch with these industries. As part of the curriculum, fourth semester MSc. students did their projects at KMML Chavara, NIIST Thiruvananthapuram etc. Final year degree students of the Department of Chemistry and Department of Zoology visited The Fertilizers and Chemicals Travancore LTD, (FACT), Kochi, Ernakulam, Kerala, CAReKeralam Ltd, KINFRA Park, Thrissur, Kerala. Matsyafed Prawn Hatchery & Research Centre, Kollam, Kerala, Botanical gardens in Ooty and Mysore etc. Forest Department and Kerala Police have organized various programmes for the students and local people.
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6.3.9 Admission of Students

Admission to PG and UG Program 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.

6.4Welfare schemes for Teaching and non-teaching

Welfare schemes available for the teaching and non-teaching like festival advance, GPF Loan, Housing Loan, PF, EPF, ESI, GIS etc. In case of medical emergency, funds will be raised from the staff 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, Grievance redressal Cell, Language lab, free internet access, Rest room for girls, Fee concessions for economically and socially backward students, Medical attention to the students in case of emergency, First-Aid treatment, Canteen,Mid day meal scheme sponsored by Teaching Staff association are some of the welfare schemes benefitted by the students

6.5Total 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	Management
Administrative	-	A.G. &Directorate of Collegiate Education	Yes	Management

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?

As an affiliated institution, the college strictly adheres to the rules and regulations made by the University. Examination reforms are made only at the university level .

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

6.11 Activities and support from the Alumni Association

The college has a long list of eminent alumina. They have made generous contributions for the development of the college and support some of the extension activities that involve social responsibilities.

6.12 Activities and support from the Parent Teacher Association

- Regular Departmental Parent-Teacher meetings and Annual meetings were organized with the aim of communicating with the parents the academic progress and general discipline of their children. The PTA Executive Committee conducted regular meetings and gives valuable suggestions for the improvement. Fund collected by the PTA is utilized for the following activities.
- Welfare of students - financial support is provided by the PTA for honouring meritorious performance in academic, sports and cultural activities, mid day meals for needy students.

- Remuneration for Guest Faculties (non-Govt)in various subjects

- Supports the infrastructural development of the college

- Electricity, Water and Stationary charges

- Financial support for conducting internal examinations and regional level Seminars.

6.13 Development programmes for support staff

The support staff is given timely training sessions for managing the e-governance system adopted in the areas of finance section and online admission process. They are also provided with beneficiary measures such as advance payment, loan assistance, etc. that ensures their welfare.

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

- College is located in a hilly area and is naturally covered with numerous varieties of trees and herbs. Maintaining an Eco-friendly and clean campus has been one of the main policies of the college.

- A medicinal garden had been set and green auditing were carried out .

- Motivated various clubs and cells to organize programmes to make the campus eco-friendly. Special mention needed to be made of the contributions made by the Environmental club and the NSS. They had cleaned and renovated the polluted and environmentally degraded areas by planting and maintaining trees.

- Approach roads had been lined with trees and shrubs.

- With the support of NSS the campus has been made a plastic free zone.

- Initiated the construction of rainwater harvesting system in the college.

- Took initiative for vermin compost plant.

Criterion – VII

7. Innovations and Best Practices

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

- In order to make social awareness of students regular interactions with charitable trusts, hospitals were carried out.

- Coaching classes and remedial classes were arranged for students. Financial assistance was granted to economically weak students.

- Memorial lecture was conducted in chemistry department and endowment was distributed to the top scorer.
- ICT and Campus Network have been strengthened.
- Conducted an awareness programme "urjakiran" as a part of energy conservation campaign Govt of Kerala.
- ASAP, WWS and SSP of the Dept. of Higher Education & the Govt. of Kerala have been functioning effectively at college.

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

- Expanded the facilities of the laboratories
- Teaching performance assessment by students.
- Orientation programmes conducted for the new PG and UG students
- Heightened the visibility of the institution through media and various community service programmes.
- Efficient functioning of the various clubs.

7.3 Give two Best Practices of the institution *(please see the format in theNAACSelf-studyManuals)*

1. Outreach programmes–
   - Energy conservation programme"urjakiran"
   - Plastic free campus initiated by NSS.
2. Organised Multidisciplinary seminar series ZEST-2016 in connection with Golden Jubilee Celebrations.
3. Introduced uniform for girl students.

7.4 Contribution to environmental awareness/protection.

- Cleaning of nearby ponds, rivers etc
- Rare medicinal trees were planted in the campus as part of World Environment Day Celebrations.
- Took initiative to decrease the use of mobile phones, vehicles etc
- Efforts were taken to increase awareness on conserving energy and resources.

- Students have been made aware of proper waste management techniques and methods to minimize plastic usage.
- Rain water harvesting
- Vermi compost plants.
- Took initiative to resist forest fire.

7.5Whether environmental audit was conducted?   No

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

SWOC Analysis

Strength
- Imbibing the teachings of Sree Narayana Guru our institution aims to achieve the vision of moulding the younger generation in excellence by imparting quality education tempered with concern for the welfare of fellow beings.
- Effective support from PTA and local bodies.
- Dedicated teaching and Non teaching staff
- Participation of teachers in administrative work to ensure quality
- The Teacher-student relation is extremely congenial, co-operative and supportive to each other.
- Women's Study Unit and NSS unit, Staff Associations
- Productive extension activities
- Ragging free campus
- Women empowered campus.
- College administration is quite transparent.
- Through series of environmental awareness programmes, students are moulded to live and love nature which instils in the students a balance 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.

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 unique placement of the campus provides a lot of room for infrastructural development

Challenges

- Vast syllabus and limited time make teaching learning a strenuous task.

- Lack of sufficient class rooms.

- 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

- Spoken English classes to improve communication skills

- Implement more counselling, career guidance and human rights programme using UGC funds.

- Adopt measures to enhance teaching-learning process using innovative teaching aids

- Measures to promote more research activities from the part of students and faculty members

- Strategies to improve the evaluation of teaching-learning process using feedback from students as well as parents

- Extend surveillance through installation of more CCTV cameras

- Activities to make the campus tobacco free, zero tolerance zone devoid of unethical, social intervention and invasion.

- Tutorial programme to facilitate basic IT and skill oriented software courses of University of Kerala in collaboration with IIT, Mumbai.

- More club activities aiming at personality development and social commitment

- Ensure eco-friendly and women empowered campus

- Internal, External auditing for academic, co-academic excellence

- Promotion of sports and physical fitness

- Apply for research centres

Annexure- I

ACADEMIC CALENDAR-2016-2017

SL NO:	MONTH	ACTIVITIES- PROPOSED DATE	
		Academic	**External**
1.	June	**2-6-2016-** Classes begin -S_2& S_4 PG(Ongoing) Classes begin S_2& S_4 UG(Ongoing) Project Work S_4 PG (Ongoing) **Second week** Workshop on Career guidance/research/ project work (3hrs) S_4 P.G. (Research Promotion Council, Publication committee, Career guidance Cell) I internal exams for S_4 P.G **13-6-16 to 17-06-16** University exams for S_4 U.G **20-6-16 -30-6-16**	Environment Day Observed on **5-6-16,** NSS & NCC Programmes, activities of BhoomithraSena, Youth day celebrations.

		Admission for I U.G Publishing internal exams results S$_4$ P.G	
2.	**July**	**First week** Classes begin S$_1$& S$_5$ U.G *Orientation Programme-1 for* U.G ICEBREAKING/CURRICULUM (IQAC, Academic Program committee)-**second week** University exams for S$_2$ UG **20/7/2016**	**First week** Welcome for I U.G **Second week** New enrolments in NSS & NCC
3	**August**	8-8-16-University exams begins S$_4$ PG **18-8-16**-University exams begins S$_2$ PG **second week** Classes begin S$_3$ UG Onam holidays-**20-8-16 to 30-8-16**	NSS & NCC activities Class wise PTA meetings **Second week** National women's day celebration *Orientation Programme-2 for* I UG SOCIAL INTEGRITY-ethics/work culture (Discipline committee, Anti ragging cell, RTI) Independence Day celebration Sadbhavana Day observation Onam celebration-**19/8/16**
4	**September**	**2-9-16**-Classes begin S$_3$-PG	NSS & NCC Programmes

		7-9-16- Celebrated Teachers Day - Open forum Student-teachers interaction	second week
			Club activities for S_3-UG
			16-9-16-Golden Jubilee Inauguration
		30-9-16-Admission for S_1 PG	Ozone day-Environmental/Nature club programme, Debate club programme
		26-9-16 to 03-10-16	
		Internal exams for S_5 UG	BYE MASTERS, Farewell S_4 PG
			(Departments)
			Fourth week
5	October	10-10-16 to 20-11-16	
		-Internal exams for S_3 UG	Club activities for S3-UG
		19-10-16 to 7-11-16	First week
		-University exams for S_5 UG Courses	Gandhi Jayanthi celebration
			Orientation Programme- 3 for I UG
			SELF ESTEEM
		12-10 -16 to o 17-10-16	(Physical–health/aerobics, Mental-yoga/philosophy-
		-Internal exam-1 S_3 P.G.	Programmes by Sree Narayana study centre, Counseling cell, Health Club)
		24/10/2016	
		-Display of CE Marks S_5 UG	Last week
		27-10-16- University Exam S_1 UG	WELCOME MASTERS- S_1 PG
6	November	Internal auditing- academic (IQAC)	Sankar's Day-7-11-2016

		First –second week Computer awareness programme-1st UG(I.T/E-Learning Cell) **First week** Workshop on computer/E-learning (3hrs) S_1 P.G. **9-11-2016**-Classes begin S_6 UG **16-11-16 to 21-11-16**- Internal exam -2-S_3 P.G. WWS Programme with external mentor **24-11-2016**-CE Marks Display S_3 UG	**Second week-third week** Club Extension Activities Internal Auditing-Administration & Extension Activities. **Last week** Programmes by Women's Study Unit and Human rights forum
7	**December**	**7/12/2016** -University Exam S_3 UG Study Tour- S_6 U.G. Project for S_6U.G WWS Program with external mentor	**1/12/16** AIDS Day (red ribbon club, NSS, Health club) **First week** *Orientation Program*- 4- Ist UG RECREATIONAL PROGRAMME-quiz, Group discussion etc. (Literary club, media and theatre club, Planning forum) **Second week-Third week** National seminar-Physics Dept. ***ZEST-2016 Multidisciplinary Seminar Series***

		First Week Second week 22-12-16 to 31-2-16- Christmas vacation	Last week 21/12/16-Christmas celebration NSS 7 days camp
8	**January**	**09-01-2017-** Internal Exam S_6UG Display of CA marks in notice board-**13-1-17** WWS Programme with external mentor- **Second week** **16-1-2017 to 23-1-2017-** University exams for S_3 PG **23-1-2017-**Display of CE marks S_1 UG **27-1-17-**Classes/Project work begin S_4 PG	**First week**-Stress management/Office management Counselling cell programme for all staff **Second week** Cultural programme-students union Sports Programme (Sports club) **Third week** Republic day
		First week *Orientation Programme-5*- Ist UG Down to earth-	Programme for Honouring personalities

		Environmental/Science/ Entrepreneurship program	Counselling cell program
9	**February**	**Second week** WWS Program with external mentor	University Youth Festival
			Science exhibition
		22/2/2016 Display of CE Marks S_6-UG	
		27-2-17 SEMINAR SERIES (Departments, Research Promotion Council)	
		Science day- Science club	
10	**MARCH**	**First week** External Auditing- Academic (IQAC with external expert) **Second week**	**Second –Third week** External Auditing-Administration & Extension Activities.
		Internal Exam-S_4 PG **Third week**	PTA meeting-**Second week**
			College Day-**Third week**
		Orientation Programme-S_5 UG **3-4-2017 to 31-5-2017-** Mid Summer Vacation	PTA annual-**Third week**

			Farewell S$_6$-UG**Fourth week** Farewell -Staff (General Body)-**Fourth week**

Annexure-II

Faculty Evaluation Report

(2016-17)

During the academic year 2016-17, a faculty evaluation form has been prepared by the IQAC and circulated among the students with the objective of collecting feedback from the students regarding the various aspects of teaching such as knowledge of the subject, approachability, teaching performance, method of teaching etc. The questionnaire was prepared and distributed to all the departments. Each faculty was supposed to distribute it to the various classes they engage and collect a minimum of 30 feedback reports. In each class a random number of students had been approached and were asked to fill up the feedback form on a grade scale ranging from A to D. These feedbacks were properly analysed and a feedback report has been prepared based on this.

The following are some of the major findings of the faculty evaluation report

- Nearly 95% of students are content with the method of teaching process imparted to them
- Students are also satisfied with the skill and subject knowledge of the faculties

- Students are happy about the way of interaction, approachability and friendliness of the teachers
- Some of the students expressed their concern at the time constrain to cover the vast syllabus
- They are pleased at the manner by which internal examinations are conducted and the way by which results are announced
- Students demanded more ICT enabled teaching methods as it is more comprehensible to them
- Feedbacks from parents were also properly analysed and proper steps and initiatives were taken to address those shortcoming.