



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	S N COLLEGE, PUNALUR
Name of the head of the Institution	Dr. Pradeep T
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04752222635
Mobile no.	9447034411
Registered Email	sncpunalur@gmail.com
Alternate Email	dr.tpradip@gmail.com
Address	Sree Narayana College Chemmmanthoor, Punalur-691305
City/Town	punalur
State/UT	Kerala
Pincode	691305

2. Institutional Status																									
Affiliated / Constituent			Affiliated																						
Type of Institution			Co-education																						
Location			Rural																						
Financial Status			state																						
Name of the IQAC co-ordinator/Director			Dr. Gopan Raj																						
Phone no/Alternate Phone no.			04752222635																						
Mobile no.			9496687656																						
Registered Email			iqacsncollegepunalur@gmail.com																						
Alternate Email			sujgop@gmail.com																						
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)			https://sncollegepunalur.in/images/AQAR-17-18.pdf																						
4. Whether Academic Calendar prepared during the year			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			https://sncollegepunalur.in/images/ACADEMIC CALENDER - Final.pdf																						
5. Accreditation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>70.3</td> <td>2006</td> <td>02-Feb-2006</td> <td>01-Feb-2011</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.51</td> <td>2014</td> <td>24-Sep-2014</td> <td>23-Sep-2019</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B+	70.3	2006	02-Feb-2006	01-Feb-2011	2	B	2.51	2014	24-Sep-2014	23-Sep-2019
Cycle	Grade	CGPA	Year of Accreditation	Validity																					
				Period From	Period To																				
1	B+	70.3	2006	02-Feb-2006	01-Feb-2011																				
2	B	2.51	2014	24-Sep-2014	23-Sep-2019																				
6. Date of Establishment of IQAC			01-Mar-2006																						
7. Internal Quality Assurance System																									
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries														
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IQAC		
One day Seminar	24-Nov-2018 1	58
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sree Narayana College Punalur	FIST	DST	2014 1825	900000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

8

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Academic Administrative Auditing 2. Regular meeting of Internal Quality Assurance Cell (IQAC)

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
• Spoken English classes to improve communication skills	. A certificate course under the guidance of Department of English is being conducted successfully.
• Implement more counselling, career	. Orientation programmes for the first

guidance and human rights programme using UGC funds.	year students were conducted by Counselling Cell of the college.
• Adopt measures to enhance teaching-learning process using innovative teaching aids	ICT enabled teaching was enhanced. Academically weak students were selected and they were provided sufficient visual aids to improve their comprehensibility
• Measures to promote more research activities from the part of students and faculty members.	Three of the faculty members were registered for the Ph.D programme and one has awarded the Ph.D guideship. CSIR/UGC/NET classes are being organised for the P.G students by their respective P. G. departments. P.G students and faculty members have participated in the national and international conferences.
• Strategies to improve the evaluation of teaching-learning process using feedback from students as well as parents	Feedback is solicited from the students as well as parents by conducting P.T.A. meetings in each semester regularly. Their suggestions for the improvement of academic and cocurricular activities are taken into consideration.
• Extend surveillance through installation of more CCTV cameras.	Surveillance of CCTV cameras that have been installed are successfully running. Besides, two more CCTV cameras are installed in class rooms.
• Activities to make the campus tobacco free, zero tolerance zone devoid of unethical, social intervention and invasion.	A joint venture of " De-addiction Club" sponsored by the Govt. Of Kerala and the college has conducted seminars on de-addiction and drug abuses and many such socially committed activities are being organised by various organising units in the college.
• More club activities aiming at personality development and social commitment.	Kerala Government's initiatives namely S.S.P., W.W.S., A.S.A.P. have organized various seminars and orientation programs for enriching the personality development. A mini job fair has been conducted in the college where candidates from within and outside the college participated. Career guidance and Counseling Cell have actively played inevitable role in imparting the personality of the students.
• Ensure eco-friendly and women empowered campus	Besides NSS and NCC, Bhoomithrasena, Science club etc have organized awareness programmes for the students regarding the conservation of our environment. Various saplings were also planted all around the campus and efficient efforts were taken to make the campus green campus. Anti Women Harassment Cell, Antiragging Cell, Women Cell etc are functioning in the campus. Women's Day was celebrated by

	various units of the college.				
• Internal, External auditing for academic, coacademic 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.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> <tr> <td>College Council</td><td>24-Dec-2019</td></tr> </table>		Name of Statutory Body	Meeting Date	College Council	24-Dec-2019
Name of Statutory Body	Meeting Date				
College Council	24-Dec-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	17-Mar-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	We have partial Management Information system Admission process of all UG and PG students are enabled through MIS CE marks updation: CE marks of students are entered online Exam registration: Students are enrolled and registered via online Finance: Finance and account functions through online partially Profile: Teaching and non teaching Faculties details are uploaded on website				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. At the beginning of each academic session, college prepares its proposed academic calendar, which is uploaded in the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the academic

calendar of the college notifying the probable teaching days, dates of internal examinations, curricular, extension related and co-curricular activities 2. Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. 3. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department 4. Along with the traditional chalk and talk method, teachers often use power-point projections during the lectures to demonstrate topics 5. Class tests/surprise test and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken 6. Field tours are organized by Science Departments to ensure effective implementation of the prescribed curriculum 7. Post-graduate students are specially trained to handle assignments, open-house seminars and dissertation to prepare themselves for academic research in future 8. Student satisfaction survey is conducted by IQAC to improve the teaching learning process of each department

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Fundamentals of financial accounting		22/12/2018	7	Employability	accounting skill
Certificate course in Spoken English		09/07/2018	30	Employability	Communication Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	No new programme introduced	01/06/2018
BCom	No new programme introduced	01/06/2018
BSc	No new programme introduced	01/06/2018
MSc	No new programme introduced	01/06/2018
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	No new course system implemented	01/06/2018
BCom	No new course system implemented	01/06/2018
BSc	No new course system implemented	01/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	32	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga A Self Development	05/11/2018	28
Health and Fitness Science	19/11/2018	35
Gurus Philosophy in Everyday Life	07/12/2018	15
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	zoology	31
MSc	Chemistry	12
MSc	physics	13
BCom	Commerce	20
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Feedback Analysis Report Feedback from students and parents are collected every year for the assessment of the institution and faculty. Students' opinion on various objectives are measured in a five point scale. A random sample of students from all departments of the college was selected with a proportional representation to each programme. The data collected has been analysed, a report is prepared and discussed at the council meetings of the college. During 2018 2019, students were instructed to rate their faculty based on ten attributes on a five point scale (excellent/good/average/below average/poor). 68 of students concurred with the opinion that all teachers are excellent in punctuality and regularity. 94 of students opined that teachers are good in communication skill in terms of articulation and comprehensibility. The rest rated teachers as average in the same parameter. Almost all the students agreed that teachers are sincere and approachable. Analysis also revealed that the majority of teachers encourage student participation in class rooms, but 6 have the opinion that teachers should encourage student participation in classrooms.</p>

Discipline enforcement of teachers is evaluated as excellent and good. Ability of teachers to conduct test and its evaluation for the better understanding of the course was rated excellent and good, but 5 of opinion is that the teachers are yet to be improved in the mentioned criteria. The analysis shows that according to the perception of students they get enough help and guidance from the teachers, but they need more encouragement in extracurricular activities. 90 of students agreed that the discipline enforcement in the campus is excellent. The majority rated the library facility as good, but 30 opined that the library facilities should be improved. All students agreed that they get proper help in career guidance. Sports promotion through the Department of Physical Education is marked as excellent. Students are fully satisfied with the functioning of Parent Teacher Association and all of them agreed that they get enough assistance from the college office. The majority rated the canteen facility and the facilities like toilet and drinking water as above average. The activities of the college union was assessed as excellent. An analysis on feedback from parents for the evaluation of the facilities and services provided by the college was done during 20182019 .Parents were asked to rate college on twelve attributes on a five point scale(very good, good, tolerable, poor, very poor).All parents agreed that discipline is excellently maintained in the campus. All are fully satisfied with the quality of teaching ensured by the faculty. All parents are pleased with the strictly maintained attendance system and well organised internal evaluation. The institution ensures clean and hygienic environment to all students and provide them with various amenities like drinking water and WiFi. Assistance provided by the college office is marked as very good. The library facility and canteen facility can be improved. Parents agreed that the college offers very good opportunity to participate in sports activities. The overall rating of the institution was very good

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English	48	1818	48
BA	Economics	61	2003	61
BA	History	65	1916	65
BCom	Commerce	75	3630	75
BSc	Chemistry	56	1158	52
BSc	Mathematics	45	816	45
BSc	Zoology	35	2020	33
BSc	Physics	42	1204	40
MSc	Chemistry	15	998	15
MSc	Mathematics	15	610	15
MSc	Physics	17	833	17
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers
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	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2018	1185	96	23	0	22

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
46	31	4	5	5	3
No file uploaded.					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In the mentoring process, all necessary information related to the student such as the contact number, email of the student, family income, category, gender etc are initially collected by the department through the student database format provided by the IQAC.. Departmental teachers maintain interaction with students through individual meetings. Teachers discuss with parents during parentteacher meetings and try to identify the problems faced by students and related issues. Time factor is a major constraint of the mentoring system, especially after introduction of the CBCS . To overcome this constraint, teachers sometimes suggest students to provide the list of difficult questions and problems faced by them while preparing for competitive examinations and then the teachers provide solutions to the students. In some departments, tutorial classes are also organized for students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1281	46	1 : 28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
46	34	12	3	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end
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				examination
BA	133,140,150	semester	29/03/2018	24/05/2019
BSc	235,220,230,250	semester	28/03/2018	24/05/2019
BCom	159	semester	28/03/2018	25/05/2019
MSc	620,635,630	semester	14/09/2018	28/01/2019
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

1. Group discussions, PowerPoint presentations, debate competition, dissertations, short term field tours and report preparation, assignments etc.
 2. Monthly test, Projects on different topics related to the subject
 3. Students deliver a short lecture on the taught topic in the same class, subject to availability of time
 4. Gathering questions from students on different topics from the syllabus
 5. Classes where extempore test is conducted
 6. Frequent field visit to college campus and adjoining areas to evaluate the students understanding on local flora and vegetation

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of every academic year an academic is prepared by each department. All departments organize meeting of the teachers to finalize the curricular and extracurricular activities for each semester. On the basis of the action plan inputs from the whole departments, the college prepares the Academic calendar for the current year which includes the dates for internal examination, external activities and the observation of each special day in the calendar. The Principal convenes at monthly meetings of the Academic Council comprising the Heads of each department, to review the monthly progress. Academic calendar which also includes college specific activities like Arts Day, Sports Day, College Day, Founders Day and so on. The University calendar is circulated among teachers and uploaded on the website. The hard copies of the college calendar are provided to all students. The departments submit a half yearly report at the end of the Odd semester and a Yearly report at the end of the academic year. These are reviewed by the Principal and subsequently forwarded to the College Managing Governing Body.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://sncollegepunalur.in/images/Programme_Outcome.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
133	BA	English	33	18	54
140	BA	History	49	18	37
150	BA	Econimics	47	9	20
159	BCom	commerce	65	44	67
220	BSc	Mathematics	35	20	57
230	BSc	Physics	37	20	54

235	BSc	Chemistry	44	26	59
250	BSc	Zoology	32	20	63
620	MSc	Mathematics	12	11	92
630	MSc	Physics	14	7	50
635	MSc	chemistry	12	9	75
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://sncollegepunalur.in/images/Students Satisfaction Survey Report 2018-19.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	Nil	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Right	HISTORY	24/09/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	English	4	0
International	Physical Education	1	0
International	Economics	3	0
International	Bcom	5	0
International	Physics	2	0
International	Chemistry	1	1
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Nil	0
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
1. Posets and forbidden induced subgraph of the line graph	Dr S Baiju	Journal of Emerging Technologies and Innovative Research	2018	0	S.N. College Punalur	0
2. Forbidden induced subgraph of the Line Graph and covering preserving subposets	Dr S Baiju	Research review International journal of multidisciplinary	2018	0	S.N. College Punalur	0
3. Posets and forbidden induced subgraph of the Comparability graph	Dr S Baiju	Journal of Emerging Technologies and Innovative Research	2018	0	S.N. College Punalur	0
4. Forbidden induced	Dr S Baiju	Research review International	2018	0	S.N. College Punalur	0

subgraph of the Comparability graph and 3 colored posets		journal of multidisciplinary				
5. Bioassay guided fractionation of <i>Cyclea peltata</i> using in vitro RAW 264.7 cell culture, antioxidant assays and isolation of bioactive compound tetrastandrine	Gopan Raj	Journal of Ayurveda and Integrative Medicine	2018	4	S.N. College Punalur	4
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
1. Bioassay guided fractionation of <i>Cyclea peltata</i> using in vitro RAW 264.7 cell culture, antioxidant assays and isolation of bioactive compound tetrastandrine	Gopan Raj	Journal of Ayurveda and Integrative Medicine	2018	7	4	S.N. College Punalur
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	9	17	0	0
Attended/Seminars/Workshops	3	7	0	0

Resource persons	0	1	1	0
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
CAMEL SAFARI ADVENTURE ACTIVITY (International Cadet YP) (Nov 2018) Jaisalmer, Rajasthan	NCC GROUP JODHPUR	1	1
Celebrated international Yoga day.	COY 4, NCC UNIT, SN COLLEGE, PUNALUR AND 9(k) BN NCC, KOTTARAKKARA	1	38
Independence Day Celebration	COY 4, NCC UNIT, SN COLLEGE, PUNALUR AND 9(k) BN NCC, KOTTARAKKARA	1	95
Participated in the Republic Day Celebrations organised by the Punalur Municipality.	COY 4, NCC UNIT, SN COLLEGE, PUNALUR AND 9(k) BN NCC, KOTTARAKKARA	1	106
Cleanliness rally and Harithayanam Programme of Punalur Municipality under 'Swachh BharatSwasth Bharat' District Suchitwamission, Kollam on the same day	PUNALUR MUNICIPALITY, NCC UNIT SN COLLEGE, PUNALUR 9(K) BN NCC, KOTTARAKKARA	1	85
Cleanliness drive under 'Swachh BharatSwasth Bharat'	PUNALUR MUNICIPALITY, NCC UNIT SN COLLEGE, PUNALUR 9(K) BN NCC, KOTTARAKKARA	1	102
"Zero Waste CampaignPunalur Municipality 2018 as apart of the SwachhataMission Programme2018".	PUNALUR MUNICIPALITY, NCC UNIT SN COLLEGE, PUNALUR 9(K) BN NCC, KOTTARAKKARA	1	85
Anti Drug Day	Excise Department,	2	76

	Government of Kerala, NSS Unit 28a, 28b		
Flood Relief Activities	Government of Kerala, NSS Unit 28a, 28b	2	73
International Peace Day	Old age home Ashraya, kalayapura m,Kollam,NSS Unit 28a, 28b	2	56
Visited Old Age Home	Old age home, Thiruvananthapuram, NSS Unit 28a, 28b	2	76
Blood Donation Camp	Taluk Hospital, Punalur,NSS Unit 28a, 28b	2	140
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NCC	Cleanliness rally and Harithayanam Programme	1	85
Swachhata Mission	NCC	Zero Waste Campaign	1	85
international Yoga day.	NCC and NSS	Yoga practice	4	89
Independence Day Celebration	NCC and NSS	Flag hosting and Rally	4	184
Republic Day	NCC and NSS	Rally	4	170
World Environment Day	NSS	Plantation	2	85
Anti Drug Day	NSS	Quiz and Essay writing Competition	3	76
Personality Development Seminar	NSS	Seminar	8	42
World Literacy Day	NSS	Group Discussion	4	25

Seminar on Health Protection	NSS	Seminar	3	62
International Peace Day	NSS	Oldage Home visit	2	56
Environmental programme Nadiyodoppam	NSS	Training to protect rivers and lakes	1	194
Blood Donation Camp	NSS	Blood Donation Camp	2	140
Youth Day	NSS	Anti Drug Addiction Awareness Class	5	197
Womens Day Celebration	Womens Club/Gen amythrey Police	Women self defence training programme	3	76
Childrens Day	NSS	Play School Visit	2	32
Deaddiction awareness	De addiction Club/Govt of Kerala	Deaddiction awareness	1	85
Essay writing	Radio Club	Essay writing	1	25
Essay writing	De addiction Club/Govt of Kerala	Essay writing	1	10
National Science Day Celebarations, 2019	Department of chemistry/ KSCSTEDST	Essay Writing, Pencil drawing, seminar, group discussion	1	80
Inter Collegiate Quiz competition	Department of M athematics/KSCS TE	Quiz competition on Logical reasoning and analatycal methods	2	10
NSS Day	NSS	Motivation Speech and Cleaning Programme	2	160
Gandhi Jayanthi	NSS	Essay writing competition	2	120
Visited Old Age Home	NSS	Collection and Delivery of Cloths and Materials	2	76
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	0
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No linkage	Nil	Nil	01/06/2018	03/06/2019	Nil
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10924280	5924280

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
library automation in progress	Partially	Nil	2019

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
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Text Books	20534	1766170	190	89145	20724	1855315
Reference Books	552	101200	0	0	552	101200
Journals	18	200000	0	0	18	200000
Others (specify)	44	20400	0	0	44	20400
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	81	3	16	3	3	2	10	0	0
Added	2	0	0	0	0	0	0	0	0
Total	83	3	16	3	3	2	10	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	No link

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
335000	336593	600000	604187

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has established policy guidelines for the maintenance and utilization of library, computers, classrooms, gymnasium, laboratory resources and other infrastructural facilities. For the optimal allocation and utilization of resources regular meetings of various committees constituted for this purpose is held. The grants received along with other financial resources
--

are utilized for the upkeep and maintenance of different facilities as per the requirements and interest of the students. For this Building and Infrastructure of the college plays important role. The committee reviews the requirements of infrastructure and the same will be discussed in the College Council meetings.. The policy guidelines are intended to: 1. Promote coordination between facility allocation and utilization ensures the optimal usage of resources like laboratories, sports gymnasium, library and classrooms inside the campus. 2. Establish standard procedures for the use of physical and academic facilities. Detailed information is available in our institutional Website.

https://sncollegepunalur.in/images/Utilization_and_Maintenance_Policy_Manual.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Merit Scholarship, Veena endowment	14	14000
Financial Support from Other Sources			
a) National	SNEHAPOORVAM (SOCIAL SECURITY MISSION)MUSLIM NADAR GIRLS SCHOLARSHIP, CENTRAL SECTOR SCHOLARSHIP FRESH, MERIT SCHOLARSHIP OF CHILDREN OF SCHOOL TEACHERS,etc	108	1312100
b)International	NIL	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	09/07/2018	335	Sree Narayana College Punalur
Counselling	13/11/2018	148	Counselling Cell, S.N.Collge Punalur, Janamaithry Police station Punalur
Mentoring, Walk With Scholar (WWS)	13/06/2018	60	WWS, S.N.Collge Punalur
Mentoring, Scholar Support Programme (SSP)	13/06/2018	40	SSP, S.N.Collge Punalur
Mentoring, Additional Skill Acquisition Programme (ASAP)	13/06/2018	28	ASAP, S.N.Collge Punalur

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	CSIRUGCNET coaching in Physics	9	9	0	0
2018	CSIR-UGC-NET coaching in Chemistry	10	10	0	0
2018	CSIRUGCNET Coaching In Mathematics	8	8	0	0
2018	PSC Coaching	63	51	3	3

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ASAP. General and Higher Education Departments, Government of Kerala	50	2		0	0

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	23	B.Com	Commerce	University of Kerala, IGNOU	M.Com, MBA, CMA
2018	16	BSc.	Mathematics	University	MSc

		Mathematics		of Kerala,	
2018	11	B.Sc.Chemistry	Chemistry	University of Kerala, CUSAT, Amrita Vishwa Vidya peetham, Coimbatore, M.G. University, Central University of Kerala, Kasaragod	M.Sc.
2018	9	B.A. English	English	University of Kerala, IGNOU	M.A.
2018	7	B.A.History	History	University of Kerala,	M.A., BEd.
2018	7	B.A.Economics	Economics	University of Kerala, IGNOU	M.A
2018	10	B.Sc Physics	Physics	University of Kerala,	M.Sc. , B. Ed.
2018	2	B.Sc. Zoology	Zoology	University of Kerala, M G University	M.Sc.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Independence day	College level	35
Teachers Day	College level	150
Ozone day celebration	College level	52
Typical Malayalee Girl (malayalee Manka) Competition	College level	22
Best manager Contest in Association with GIIMS Kochi	College level	45
Constitutional day celebration	College level	80
Christmas Crib competition	College level	80
Best Santa Competition	College level	8

Essay Writing Competition Radio club	College level	12
Quiz competition as a part of National Science day	College level	12
Painting/ Pencil drawing (topic : Science for coming Future)	College level	6
Group discussion and Essay writing competition on the topic InternetAn information super high way	College level	10
Republic day celebration	College level	110
Review competition	College level	10
Badminton and Carroms competition	College level	80
County Cricket competition	College level	90
Chess, Kabadi	College level	80
Sevens football tournament	College level	65
Painting/ Drawing/ Essay writing Competition	College level	30
Arts Fest and competitions on Recitation, Oppana, Thiruvathira, Group song etc	College level	300
College Day	College level	1000
Essay Writing Competition Deaddition club	College level	10
Mehendi Competition Radio club	College level	10
Debate Competition	College level	54
Essay Writing Competition	College level	43
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	I Prize shooting c ompetition	National	1	0	34052	Akshai S
2019	Gold Medal TSC Inter	National	1	0	34052	Akshai S

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has an elected College Union which organises some major programmes in the college. The Union comprises 9 executive members headed by the Chairman. Representatives from the union are also members in various academic and administrative bodies and committees like IQAC. The college union coordinates the participation of students in the cultural events and various extension activities organised by the college and University levels.. The College Union is also a platform for the students to engage creatively in their campus life and learn to develop responsibility and leadership skills. They also share ideas, interests, and concerns with lecturers and principal. They often also help raise funds for wide activities, including social events, community projects, helping people in need and college reform. The major activities pursued by the Students' Union in 2018/19 are Cultural Activities ? Observed Teachers' Day on 5th September 2018. ? Celebrated Holy on 19 October 2018 as a message of National Integration. ? Celebrated 'Kerala Piravi Dinam', the day which commemorates the formation of Kerala State on linguistic basis on 01/11/2018. In connection with this 'Malayali Manka' (typical Malayali girl) competition was conducted. ? Celebrated Christmas with great enthusiasm and conducted Christmas Crib competition on 21/12/2018. ? Celebrated Valentine's Day on February 14. ? Conducted 'Kelikottu 2K19' an art fest of the College on 12^{amp}13 March 2019. Competitions were conducted in various art forms like Thiruvathira Kali, Oppana Kali, Light Music, Group Song, Painting, Photography, Essay Writing, Recitation etc. ? College Annual Day was celebrated in a colourful manner on 14/03/2019. Sports Activities ? Participated in the Inter Collegiate Football tournament held on 13^{amp}14 September 2018 at N S S College, Panthalam. ? Celebrated Annual Sports Day and conducted competitions for students and teachers on Department basis. ? Badminton and Caroms on 18/02/2019. ? County Cricket Tournament on 19/02/2019. ? Chess and Kabbadi on 20/02/2019. ? Seven's Football Tournament on 21/02/2019. Other Activities ? Observed Constitution Day on 26/11/2019 and conducted talk on the subject by Adv. Anees Thangal Kunju. ? College Union had been offering 'Pothichoru' (noon meal) to the Patients of Punalur Taluk Head Quarters Hospital as a best Practice.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Report of Former Students' Association 2018/19 Sree Narayana College, the very epitome of excellence, stands like an iron pillar in the heart of Punalur, a place enriched with historical, political and cultural heritage. This college has become an icon by nurturing not only good students but also good citizens. Former Student's Association (FSA). Former Students' Association was started in the year 1983. Like almost all success stories, our college's road to success has also been full of ups and downs, and the Alumni Association of this college, has always been with this college like the hanging stilts of a Banyan tree, giving allaround support and providing refreshing nourishments. Through rigorous hard work of the F.S.A has become the central point of connection for all the people associated with the College and looks forward to continue it. It unites both the old and the young generation. It bridges the gap between the new and the old, providing a mutually beneficial environment. It rejuvenates

the very roots of the institution, ensuring a beautiful future, through interactions between the past and the present. The association is very much efficient in all the departments and the get together is continuing with various batch. The association has a body of administration consisting of President, Vice President, Secretary, Joint Secretary, Treasurer (all are from alumnus) and all HODs of the college as members. The office bearers of FSA during 201819 were Sri. Adoor Jayaprasad (President), Sri. Piravanthoor Gopalakrishnan (Secretary) and Prof. P. Krishnan Kutty (Treasurer). All the alumni activities in the college are coordinated by the FSA. FSA has an enrollment of more than 1500 former students. FSA coordinated two important alumni meets of two batches of former students in the college. One was "Oruma 2018" the gathering of 19982001 degree batch of B. A. History students 28 May 2018. The gettogether was marvelously organized with various cultural activities. Retired teachers were venerated by the alumni. In order to mark the gettogether in the history of the college, former students sponsored an almira to the Department of History. "Punarjani 2018" was an alumni meet of BA Communicative English Department. Many former teachers and students attended the function and saplings were planted in memory of the function. Report of Former Students' Association 201819 Sree Narayana College, the very epitome of excellence, stands like an iron pillar in the heart of Punalur, a place enriched with historical, political and cultural heritage. This college has become an icon by nurturing not only good students but also good citizens. Former Student's Association (FSA). Former Students' Association was started in the year 1983. Like almost all success stories, our college's road to success has also been full of ups and downs, and the Alumni Association of this college, has always been with this college like the hanging stilts of a Banyan tree, giving all around support and providing refreshing nourishment. Through rigorous hard work of the F.S.A has become the central point of connection for all the people associated with the

5.4.2 – No. of enrolled Alumni:

300

5.4.3 – Alumni contribution during the year (in Rupees) :

10000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni of various Departments organised Alumni meeting during the year 201819. Department of English organised an Alumni meet named Punarjani on 29th September ,2018. Hundreds of former students of the Department participated in the gathering. Department of History also organised an alumni meet during the period. FSA (Former Students Association) secretary Sri Piravanthoor Gopalakrishnan extended warm support for the organisation of the programme. The Alumni contributed an almira to the Department of History.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization : Sree Narayana College Punalur has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized system. 1. Principal Level: Principal is the central point of the governing body and chairperson of the IQAC. The Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related committee. All academic and operational policies are based on the unanimous

decision of the governing body, the IQAC and the teachers council. 2. Faculty level : Faculty members are given representation in various committees/cells nominated by the Teachers council. Council includes principal and HOD's of all the departments. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different subcommittees which have been nominated by Teachers' Council (201819): • Admission committee • internal examination subcommittees (Separately for Sem I to Sem VI) • all clubs • Student Union Election subCommittee • Student disciplinary subcommittee • academic programme committee etc. Following committees are constituted accordance to government guidelines: • RUSA unit • Counselling and Career Guidance and Placement Unit • Grievance Redressal Cell • Website committee • NAAC Steering committee • Anti Ragging Committee 3. Student level: General Secretary of the students union is the member of governing body. Students are empowered to play important role in different activities. 4. Nonteaching staff level: Suggestions of nonteaching staff are considered while framing policies or taking important decisions. Participative management The institution promotes the culture of participative management at the strategic level, functional level and operational level. Strategic level: The Principal, Teachers council and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee. Principal and faculty members are involved in research and have published papers. Operational level: The Principal interacts with government and external agencies faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co and extracurricular activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college follow the the schemes and syllabus prescribed by the University of Kerala as we are affiliated to it and hence there is no provision for curriculum development within the syllabus. But as many of the faculties are the members of the syllabus revision and Board of studies, they contribute much for the revision process in University. We have implemented the inclusion of field work, industrial visit and educational excursion in both Undergraduate and Post graduate levels. We have send many of our post graduate students to the various institute across Kerala and Karnataka to get exposure. Executing traditional written examination, Project work with seminar presentation based evaluation.

Teaching and Learning	<p>? The College organises orientation and counselling programmes for the freshers in U.G and P.G level. ? Mentoring, tutoring, counselling, remedial classes, and coaching classes are provided to students from disadvantaged sections, those who are differentlyabledor those with special needs. ? Improvement of ITC enabled methods of teaching and learning ? Enhancement of learning skills of the Students through participation in different seminars. ? Learning through Field Work, Industrial visit etc ? Field tours organized by all the eight departments to different parts of India ? Laboratory renovation, upgradation and purchase of equipment for science practical classes. ? The Teacher?s Handbook is checked by the HODs and the Principal to monitor and evaluate faculty members in connection with the teaching learning process. ? Collegealso takes student and parent feedback separately to evaluate the teaching learning process at the institutional level and suggest measures for improvement.</p>
Examination and Evaluation	<p>? We follow the exam patters prescribed by the University of Kerala ? College conducts internal assessment of students according to the university guidelines. ? Class tests/surprise tests, assignments, student seminars, interactive sessions, practical examinations, debates etc are conducted and evaluated by departments to evaluate the students. ? Examination subcommittees and tabulation subcommittees have been formed by the Teachers Council for effective implementation of the evaluation reforms of the university. ? The end semester exams are conducted by the university and the faculties are participated in the invigilation and evaluation process and subsequently results will declared in the university website.</p>
Research and Development	<p>? College explores various funding agencies for sponsoring major / minor projects. (DST,UGC, KCSTE etc.) ? Motivates the faculty members and the students to organise, attend and present papers various seminars workshops at Institutional / State / National / International levels. ? The</p>

college has encouraged the use of ICT based techniques of study by each departments ? The college road maintenance was done by PWD, Govt of Kerala by the continuous recommendation. ? Renovation and upgradation of laboratories, purchase of new computers, printers, photocopy machine for online examination, physical facilities in class rooms have been carried out by various funds. ? We have around 20 publications every year.

Library, ICT and Physical Infrastructure / Instrumentation

? Provision for wifi facility by Jio company in the campuses for use of the elearning resources. ? The College council monitors the regular updating of library resources. The new comers, both staff and students were given an orientation on effective use of library resources. Ample support facilities are made available for the library. We have a library which holds nearly thirty thousand books. Feedback was taken from students and staff and suggestions were put forward to improve library services. ? The new books are procured based on recommendations from all the departments with a fair distribution across all specialties. ? Computer centre enabled campus ? Fully equipped sports centre and renovated gymnasium. ? Four ICT enabled PG and science UG class rooms ? Wellequipped laboratories. ? Internet facilities in all departments.

Human Resource Management

? Students are encouraged to participate in various seminars, internships, project works, field tours, quiz, debate etc to increase their skill and experience. ? College seminars and lectures special lecture to enrich students and staff in the academic year 20182019. IQAC organized the one day programme for the awareness of new format of NAAC for staff. ? Faculty members are motivated and encouraged to participate in in Refresher Orientation courses, trainings, workshops. ? Arrangement of computer training programmes related to Tally and MS office for Nonteaching staff ? Selfappraisal of the teachers through maintenance of Academic Diary. ? Maintenance of Grievance Redressal Cell, AntiRagging Committee, Sexual Harassment Committee. ? Institution has effective welfare measures for teaching

and administrative staff members. • Orientation programmes were given to newly inducted staff. Training and development programmes were conducted for the upgradation of skills and abilities of the nonteaching and ministerial staff, to motivate them and equip them for enhanced performance. There are Staff Associations for the teaching and nonteaching staff, under the aegis of which cultural programmes, celebration of festivals, valedictory functions, annual staff picnic, etc., were conducted to build a family/community feeling and foster love for and loyalty to the institution.

Industry Interaction / Collaboration

? Industry Interaction / Collaboration
? Industry visits are mandatory for some courses and internship programmes are part of the curriculum in several departments such as Chemistry, Physics, Zoology and Commerce. ? Department of chemistry allowed their P.G students to done their project work in Various institution like Centre for nano and Material Science (CNMS), Bangalore, Vikram Sarabhai Space Centre (TVM), NCESS, Aakullam, Thiruvanthapuram and industries like Travancore Titanium Products limites, Thiruvnathapuram. ? Department of Zoology also let their U.G. students to do their project ouside.

Admission of Students

? The admission procedure is planned and executed by the Admission Committee in keeping with the rules and regulations for the college as stipulated by the Kerala University. ? Fair, transparent and merit based online application is executed for admissions

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	a) All plans and discussions regarding the development of the institution are electronically recorded and maintained. b) Official Whats app groups were formed at different levels to facilitate an informal yet effective mode of planning of activities.
Administration	a) The administrative procedure is partially computerized . b) Letter communication was shifted to the

	regional language of Malayalam following the instructions from the government.
Finance and Accounts	3. Finance and Accounts a) Etender is notified as per the government guidelines for purchase of items. b) Receipt of admission fees is partially online c). Salary of faculty members and staff is transferred directly to the bank account d) Partially computerized office and accounts section .
Student Admission and Support	a) The college admits students through the common Admission Procedure of the University of Kerala. The entire process is done online . b) Merit list is prepared and uploaded by fully computerized system c) The support measures for scholarships and examinations are also done online.
Examination	a) Faculty members of the college perform their evaluation duties as examiner, chief examiner, scrutinizer, reviewer as and when appointed by the university. b) The registration of students for University exams is done online. The results are likewise declared online.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Nil	Nil	Nil	0
2019	Nil	Nil	Nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	One day seminar on NAAC accreditation in New Formats by		24/11/2018	24/11/2018	58	0

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme organised by the UGC - HRDC, University of Kerala	1	19/09/2018	10/10/2018	21
NCC Refresher Course at NCC OFFICERS TRAINING ACADEMY, KAMPTEE, NAGPUR, MAHARASHTRA	1	01/03/2019	30/03/2019	30
Refresher Course in Higher Education and Women managers organised by the UGC - HRDC, University of Kerala	1	26/06/2018	16/07/2018	21
Refresher Course - Summer School (multidisciplinary) organised by the UGC - HRDC, University of Kerala	1	01/12/2018	21/12/2018	21
Refresher Course - Women studies and women empowerment conducted by the UGC Human Resource Development Centre, University of Kerala	2	24/01/2019	14/02/2019	21
Three day orientation for business	3	15/01/2019	17/01/2019	3

mathematics				
Refresher Courses in English Language and Literature conducted by the UGC Human Resource Development Centre, University of Kerala	1	05/10/2018	25/10/2018	21
Refresher Courses in Library and Information Science and Mass Communication Journalism by the UGC Human Resource Development Centre, University of Kerala	1	13/02/2019	05/03/2019	21
Online course FDP in stress Management by MOOC/Swayam	1	01/08/2018	30/09/2018	60
FDP in Literature, Culture and Media by MOOC/Swayam	1	01/01/2019	30/04/2019	120
Refresher Course Summer School Conducted by UGCHRD, University of Kerala	1	23/07/2018	13/08/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	0	3	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
SLI, GIS, GAIN PF, FBS, MEDICLAIM, LIC	SLI, GIS, GAIN PF, FBS, MEDICLAIM, LIC	Scholarships, egrants, midday meal, student aid

fund, national
scholarships, endowments

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audit is done by the management through its representatives. They are supported by the administrative section of the institution especially the Superintendent and the Head Accountant. All the bills and vouchers are audited by them Annual financial audit is statutory as per the regulations of the university and UGC. Accordingly, every year the same is conducted by a competent reliable and established external agency.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management / Individuals	6582000	Infrastructure development/flood relief/midday meal
View File		

6.4.3 – Total corpus fund generated

500000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Management, Coll ege Council and IQAC
Administrative	Yes	Govt of Kerala	Yes	management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

PTA is very active in giving all kinds of support and assistance towards the development of the College. 1. Each year an appreciable amount is collected for the PTA Fund and it is utilized for improving both academic and physical facilities provided to the Students. 2. Regular parent teacher meetings of different departments and feedback collected from the parents are conducted to analyze the performance of each student in the curricular and co curricular activities. 3. PTA also provided financial assistance to annual meritorious performance of students

6.5.3 – Development programmes for support staff (at least three)

1.Training in Software to operate Management Information System 2. Gurus Philosophy in Everyday Life 3. Deaddiction awareness

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Started construction of new building by management ICT facilities for teaching learning process had been established in all P.G. Classes. Special classes have been provided to enhance communicating skill of students. Improved physical facilities provided to Students

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	One day seminar on NAAC accreditation in New Formats by IQAC	24/11/2018	24/11/2018	24/11/2018	58
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Poster Workshop on: Kerala stree innale, Innu, Naale in association with ICDS Cell, kollam, Kerala.	31/01/2019	31/01/2019	55	20
Women self defence training programme in association with Janamaithrey Police, Government of Kerala and Career Guidance Cell, SNC Punalur	02/03/2019	02/03/2019	76	0
Seminar on " Sthree Saakhthe ekaranam Swayam paryapthathayil um, Sthree Purusha Samathwathilum" in association	08/03/2019	08/03/2019	100	20

with Kollam Rural district police and ICDS cell, kollam, Kerala				
Awareness class on role of women in the society in association with Janamaithrey Police, Government of Kerala	08/03/2019	08/03/2019	80	30

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Environmental Consciousness created among students and all staffs by celebrating Enviromental day, Ozone day and conducted plantaion drive by NSS,NCC,Nature Club and cell for Environmental activiies. Giving continous awareness on enrgy saving measures to all students and staffs. Giving continous awareness to students on practising safe waste disposal and maintain carbon nuetrality in the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	3
Scribes for examination	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	1	02/10/2018	1	Cleanline ss rally and Harit hayanam Programme of Punalur Municipality under 'Swachh BharatSwasth Bharat'	Giving the message to all about the need for cleanline ss	85
2018	1	1	02/10/2018	1	Cleanline ss drive under	Cleaned Municipallity area	103

					'Swachh Bharat Swasth Bharat'	Punalur, Kollam, Kerala	
2018	0	2	14/08/2018	25	Relief measures by giving food and dress materials in Flood relief camp	loss of amenities on flood	73
2018	0	1	20/09/2018	2	Postflood cleanliness	Social service	51
2018	0	1	03/12/2018	1	Blood Donation Camp	Social service	142
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Calendar Handbook	13/08/2018	Establishes codes of conduct for students and gives them information about the services provided by the college through the clubs and committees like Discipline Ethics committee, Anti ragging cell squad, Committee for complaints against sexual harassment and Grievance Redressal cell.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Tree Plantation Drive on World Environment Day	05/06/2018	21/09/2018	87
Yoga Day celebration	21/06/2018	21/06/2018	93
Flood relief activities	14/08/2018	19/09/2018	75
Celebration of Independence Day	15/08/2018	15/08/2018	88
International peace day	15/09/2018	15/09/2018	58
Post flood clean drive	20/09/2018	21/09/2018	51
Founders Day	07/11/2018	07/11/2018	85

observed Death anniversary of Sri R. Sankar, founder manager of S.N. Colleges			
Blood Donation Camp	03/12/2018	03/12/2018	142
Programme to ensure holistic development of students through disseminating the ideals of our saint Sree Narayana Guru	21/11/2018	21/11/2018	80
Womens day programme	08/03/2019	08/03/2019	90
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Implemented a programme "Nadiyodoppam" by N.S.S unit of our College to inculcate in students a novel outlook towards environment by giving special preference to clean up rivers across the state. 2. Regular plantation programmes are carried out followed by proper maintenance 3. Continued the efforts of making plastic free campus 4. Initiated Environmental awareness campaign for the identification and preservation of the natural resources present in the college campus 5. A marked safe disposal of biodegradable and chemical waste generated from Zoology and chemistry laboratories.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Sree Narayana College, Punalur has been always at the forefront in displaying the best institutional values and practices. The institution is committed to following its guiding spirit Sree Narayana Guru whose words of wisdom "Acts that one does for own sake should also aim to help others" has been a strong inspiration behind the various social and environmental causes pioneered by the college. Several programs have been conducted towards the benefit of the surrounding community. Two main such programs are Kanivu and Thelima. Kanivu is a program intended to be an aid to the underprivileged. Under Kanivu a Midday meal program and several aid programs such as flood relief programs were organized. Thelima is another program organized by the college with the aim of promoting cleanliness and green practices both inside and outside the campus. Kanivu is a program that was charted out to give support to the underprivileged in our society. The program has overseen several activities that give relief to those require aid financially and otherwise. Under the program a midday meal scheme had been launched which has been successfully running for several years. Apart from this the program has also involved with the NSS Unit of the college to conduct several disaster relief schemes especially during the time of flood. Thelima is an innovative venture started by SN College Punalur to inculcate the habit of environmental consciousness and cleanliness amongst college going students and to promote awareness regarding the need and methods of keeping our surroundings clean. As part of the program, students have conducted cleaning drives in the campus premises as well as in nearby locations such as bus stands and other neighboring public spaces. The program works synchronously with various organizations such as the NSS and NCC and it can be rightly said that it has made a significant impact in the aspect of cleanliness especially within the campus premises.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://sncollegepunalur.in/images/Best_Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Sree Narayana College, Punalur established by the S. N. Trusts, Kollam in reverential memory of the saint, philosopher and social reformer, Sree Narayana Guru effectively serves the educational and intellectual needs of the society ensconced in the eastern niche of Kollam district. Footed firmly on its glorious tradition, the college is now looking forward for higher accomplishments in the years ahead. In this endeavour we stand committed to the realization of the noble vision of Sree Narayana Guru, ONE CASTE, ONE RELIGION, ONE GOD FOR MAN, and to regain a world in which man lives with no castebased or religionbased prejudice. We are obliged to utilise the philosophical vision of nonduality as a weapon against all social evils. Our college continuously involves in the process of removing the disparities based on race, religion and caste through greater participation of the minorities and the backward in the mainstream of formal education. For the last fifty years of its legacy, the college transforms 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. The college intends to provide competitive and quality education and to inspire scholastic and aesthetic talents of the students for empowering them to seek gainful employment. The Sree Narayana Study centre of our college is vibrant with activities to ensure holistic development of students through disseminating the ideals of Guru. As part of the activity seminars are being conducted on the life and teachings of Guru to make our students honour values, justice and universal brotherhood. Sree Narayana Guru perceived drinking as a great social evil which struck at the roots of society. He raised his voice against the use of alcohol in all its aspects brewing, selling and drinking. Sree Narayana College, Punalur organized different programmes distinctive to its vision "De Addiction awareness programmes" in the year 201819 with the collaboration of the Excise Department, Government of Kerala. The programme focused on the harmful effects of alcohol and tobacco. The awareness campaign enabled campus to create a strong ecosystem against the drug menace. The club conducted an essay writing competition on the topic "Jeevitham Thanne Lahari''. The future activities of the club involve conducting rallies, poster campaign, essay writing competition, identification of addicts and providing them with counselling.

Provide the weblink of the institution

https://sncollegepunalur.in/images/Institutional_Distinctiveness_2018-19.pdf

8.Future Plans of Actions for Next Academic Year

1. Preparation and Uploading of AQAR in New online format and then beginning of NAAC Reaccreditation Cycle 3 process 2. Strengthen Curricular aspects includes familiarizing new method of educational curriculum outcome based learning. 3. Develop Effective and Innovative Teaching Learning and Evaluation includes online courses, create awareness of MOOC and Moodle amongst students and encourage student participation. 4. Promote Research, Innovations and Extension includes encourage students to publish their project work as paper or presentations in seminars. 5. Enforce Infrastructure and Learning Resources includes utilizing RUSA fund for infrastructure development and functioning new block to mark Golden Jubilee Celebration of our College . 6. Enhance Student Support and Progression

include create a Student Data Base, start Fitness Club and strengthen Student Aid Fund. 7. Encourage Governance, Leadership and Management includes extending Management Information System (MIS), Periodical academic and administrative auditing and Make the teachers acquainted with the importance of institutional accreditation and national ranking system and new method of international, national and state leve institutional accreditation. 8. To Identify Best Practices and Institutional values includes encouraging student participation in social welfare programs such as Palliative care unit, Disaster management, etc.