



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Sree Narayana College, Punalur
• Name of the Head of the institution	Dr. Vijumon T.P.
• Designation	Principal-in-Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04752222635
• Mobile no	9447593153
• Registered e-mail	sncpunalur@gmail.com
• Alternate e-mail	iqacsncollegepunalur@gmail.com
• Address	Sree Narayana College, Chemmanthoor, Punalur, Kollam District, Kerala-691305
• City/Town	Punalur
• State/UT	Kerala
• Pin Code	691305
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	University of Kerala				
• Name of the IQAC Coordinator	Dr. Santhosh R				
• Phone No.	04752222635				
• Alternate phone No.	9447593153				
• Mobile	9446272791				
• IQAC e-mail address	iqacsncollegepunalur@gmail.com				
• Alternate Email address	sncpunalur@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://sncollegepunalur.in/images/AQAR_2019-20.pdf">https://sncollegepunalur.in/images/AQAR_2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.sncollegepunalur.in/images/Academic_Calendar_2020-21.pdf">https://www.sncollegepunalur.in/images/Academic_Calendar_2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.3	2006	02/02/2006	01/02/2011
Cycle 2	B+	2.51	2014	24/09/2014	23/09/2019
<b>6.Date of Establishment of IQAC</b>			01/03/2006		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>6</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	<b>107600</b>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. Academic Action Plan: In the beginning of the academic year, IQAC has chalked out plan of action with respect to academic and administrative activities. An orientation programme for the first semester UG and PG students were conducted in the beginning of the academic year. Continuous assessment including internal examinations were conducted as per the academic calendar. The IQAC has promoted and ensured the research performance and participation in seminars and conferences of teachers. IQAC ensures the uploading of AQAR regularly. It also tried to pursue orientation and refresher courses for the teachers. The functioning of office were also been monitored by IQAC to improve their performance in administrative and fund management activities. They conduct webinars in various subjects.</p>		
<p>2. Covid cell: Covid cell has been formed and conducted sanitiser preparation and distribution in the pandemic situations of Covid -19. The students and teachers and the stake holders were benefited by activities of the cell.</p>		
<p>3. Conduction of Webinars and Seminars: "IQAC conducted a seminar on the "Effective documentation for Revised NAAC accreditation". IQAC has also conducted a seminar series in all the departments.</p>		
<p>4. Conducted Merit Day: Institutional Merit Scholarships and Endowments were distributed in UG and PG levels.</p>		
<p>5. Updating ICT infrastructure: IQAC ensure the various ICT enabled facilities among teachers for online teaching and learning.</p>		

6. Academic and Administrative Auditing: Internal and External Academic and Administrative auditing were conducted.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> <li>To enhance teaching-learning process using innovative and ICT enabled teaching learning.</li> </ul>	<ul style="list-style-type: none"> <li>Teaching faculty of all departments utilized Online platforms like Google Meet, Google Classroom, Telegram, Zoom etc. for the smooth functioning of teaching learning process in the pandemic period. Assignments and Tests were given and assessments to the same were done by the teachers via online mode.</li> </ul>
<ul style="list-style-type: none"> <li>To promote more research activities from the part of students and faculty members.</li> </ul>	<ul style="list-style-type: none"> <li>In order to enhance the teaching quality of the faculty, they are encouraged to attend Online Orientation and Refresher courses and to attend webinars and online workshops. They have presented research papers in webinars and e-conferences and published their research articles in journals. Various Departmental webinars were organised for the students to enrich their knowledge in various discipline.</li> </ul>
<ul style="list-style-type: none"> <li>Academic motivation to backward students</li> </ul>	<ul style="list-style-type: none"> <li>Remedial Coaching classes for the slow learners are conducted regularly by all the departments. Printed study materials were distributed to the students and test papers were conducted by the teaching faculty of the concerned departments.</li> </ul>
<ul style="list-style-type: none"> <li>To improve communication skills</li> <li>A certificate Course on</li> </ul>	<ul style="list-style-type: none"> <li>A certificate Course on Communicative English is being</li> </ul>

Communicative English is being successfully conducted by the Department of English.	successfully conducted by the Department of English. Remedial and Bridge training were conducted.
<ul style="list-style-type: none"> <li>Improving students participation in teaching-learning programme and cocurricular programmes.</li> </ul>	<ul style="list-style-type: none"> <li>Students partook in paper presentations and seminars in classrooms. They also participated in peer teaching programmes.</li> </ul>
<ul style="list-style-type: none"> <li>More activities aiming at personality development and social commitment.</li> </ul>	<ul style="list-style-type: none"> <li>NSS units of the college have organised various online programmes that enhance social consciousness and human values among the students.</li> </ul>
<ul style="list-style-type: none"> <li>To support the students in Pandemic situation</li> </ul>	<ul style="list-style-type: none"> <li>Funds were raised with the help of teachers and alumni and donated smartphones to the economically backward students to meet the necessity of Online learning in Pandemic period. Various awareness programmes on Covid-19 were conducted by NSS units of the college</li> </ul>
<ul style="list-style-type: none"> <li>Effective participation of alumni</li> </ul>	<ul style="list-style-type: none"> <li>College alumni has extended its support to the college during the pandemic period. It took efforts for the benefit of student progression like recognition of merit, instituting scholarships etc.</li> </ul>
<ul style="list-style-type: none"> <li>Initiatives of IQAC</li> </ul>	<ul style="list-style-type: none"> <li>IQAC organised a webinar series in association with all departments as part of Institutional Quality Empowerment Programme. Also IQAC organised an online induction programme for first year degree students.</li> </ul>
<ul style="list-style-type: none"> <li>College plan to conduct various audits.</li> </ul>	<ul style="list-style-type: none"> <li>College has organized audits like health audit, Academic and Administrative Audit, Green and Ecological Audit etc.</li> </ul>

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <tr> <td>Name</td> <td>Date of meeting(s)</td> </tr> <tr> <td>College Council</td> <td>11/03/2022</td> </tr> </table>		Name	Date of meeting(s)	College Council	11/03/2022
Name	Date of meeting(s)				
College Council	11/03/2022				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td>2020</td> <td>23/02/2020</td> </tr> </table>		Year	Date of Submission	2020	23/02/2020
Year	Date of Submission				
2020	23/02/2020				
<b>Extended Profile</b>					
<b>1. Programme</b>					
1.1 Number of courses offered by the institution across all programs during the year	<b>360</b>				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Data Template</td> <td style="text-align: center;">No File Uploaded</td> </tr> </table>		File Description	Documents	Data Template	No File Uploaded
File Description	Documents				
Data Template	No File Uploaded				
<b>2. Student</b>					
2.1 Number of students during the year	<b>1360</b>				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Institutional Data in Prescribed Format</td> <td style="text-align: center;">No File Uploaded</td> </tr> </table>		File Description	Documents	Institutional Data in Prescribed Format	No File Uploaded
File Description	Documents				
Institutional Data in Prescribed Format	No File Uploaded				
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>113</b>				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Data Template</td> <td style="text-align: center;">No File Uploaded</td> </tr> </table>		File Description	Documents	Data Template	No File Uploaded
File Description	Documents				
Data Template	No File Uploaded				

2.3	399
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	No File Uploaded
<b>3.Academic</b>	
3.1	52
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	45
Number of sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1	34
Total number of Classrooms and Seminar halls	
4.2	77.7247072
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	120
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
Sree Narayana College Punalur has implemented Choice Based Credit	

System (CBCS) in all UG and PG programmes as per the regulations of University of Kerala, Kerala. At the beginning of academic year 2020-21 college prepared an academic calendar strictly adhering to the notices and circulars received from the affiliating university (University of Kerala) which is uploaded in the college website. Orientation programmes were organized for the newly admitted students to make them aware the mechanism for curriculum delivery and implementation. The IQAC of the college has proper procedures to ensure that the curriculum delivery process includes teaching & learning support, mentoring, collaborative learning, participative learning and student activities. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Due to Covid -19 pandemic situation most of the theory classes were conducted via online platforms such as google meet, ZOOM, YouTube, MOOC, MOODLE, Google Class room, telegram, whatsapp etc. As a part of MIS, new strategies were developed and executed for the conduct of online internal examinations for both PG and UG courses. Student seminars were held after completion of a section of the syllabus and periodic review of performance of students is undertaken. Post-graduate students were specially trained to handle assignments, open-house seminars and dissertation so as to prepare themselves for academic research in future. Teachers provided remedial coaching classes for slow learners. Student satisfaction survey was conducted by the IQAC to improve the teaching learning process of each department. National and international webinars and seminars were conducted by various departments.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college is affiliated to University of Kerala and the curriculum and syllabi for all programmes are designed and prescribed by the Board of Studies constituted for the respective subjects. The College Level Monitoring Committee (CLMC) monitorise the proper implementation of the plan. The Department Level Monitoring Committee (DMLC) monitorise the scheduled activity within the department. All UG programmes follow CBCSS system and PG programmes follow elective system. The weightage of the continuous evaluation



for each course is 20 marks for UG programmes and 25 marks for PG programmes. The continuous evaluation system for P.G. comprises internal examinations, seminar/assignments and attendance in the case of theory courses and 25 marks each for test paper, punctuality and regularity in the laboratory, performance of the experiments and record, respectively in the case of practical courses. The students are inducted into the semester system through bridge course conducted by the concerned teachers of the Department.

The faculties are assigned for handling different courses of each programme and are assigned to evaluate the students through the whole semester. The theory test papers are conducted according to the time table issued by the college in each semester. The students are directed to submit assignments based on the topics significant in each course of the semester. The marks for the attendance are given as per the university regulations. The CE marks are consolidated by the faculties assigned and the same is published in the department after approval by the Head of the department and Principal. The grievances, if any, are redressed in the manner prescribed by the regulations. The published CE marks are uploaded in the University website as per the notifications from the university.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="http://www.sncollegepunalur.in/images/Academic_Calendar_2020-21.pdf">http://www.sncollegepunalur.in/images/Academic_Calendar_2020-21.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

12

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

131

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution was established on devote memory of Sree Narayana Guru and tries to uphold his vision of "Enlightenment through Education". The college aims to inculcate social and moral consciousness in the students and mould them to be socially committed responsible citizens.

The college follows the university designed syllabi which incorporates topics relevant to gender, environment sustainability, human values and professional ethics. Writings on Contemporary Issues, a paper common for B.A. and B.Sc. students addresses the issues of gender bias and human values. Malayala Kavitha and Gadhya Sahithyam, second language courses play a significant role in sensitizing the students about gender-based discrimination.

The environmental studies and Disaster Management paper which is compulsory subject for B.A. and B.Sc. students discuss topics of environmental degradation, natural and anthropogenic disasters and the necessity of environmental protection and conservation

Issues related to human values and professional ethics are discussed in first language courses such as Writings on Contemporary Issues, Reading Poetry, Human Resource Management etc.

In addition to teaching these university syllabi the institution organizes numerous seminars, webinars, awareness programmes, annual observance of prominent days, invited talks and numerous competitions to sensitize students about issues relevant to gender, environment, human and professional values.

Women's study unit in collaboration with various organizations and clubs have conducted numerous programmes likes Transgender Sensitization Programme, Self Defense Training Programme, and seminars on "Beti Bechavo Beti Padavo", and "Women's Rights and Gender Equality" to alert students on issues relevant to gender.

Department of English conducted webinars on 'Protecting the Dignity of Women: Constitutional Perspectives and Role of Judiciary', Indian Feminism: Movements, Politics and Undercurrents. Various departments and clubs have also conducted many training programmes in crafts, jewellery making, paper bag making and organic farming to help students especially girls to generate an income along with their studies.

The college guarantees equal opportunity to all students irrespective of their gender in college union and student's club activities.

World Environment Day, International Ozone Day, Wetland Day and World Water Day are celebrated by the College by organizing invited talks and various competitions. The institution has also conducted an energy conservation awareness campaign entitled Urja Kiran. Bhoomithra Sena, Nature Club and various departments have conducted various seminars, webinars and various competitions to make students aware about the degradation of the environment due to anthropogenic activities and the need for sustainable development.

Teachers promote ethics in research and provide awareness on plagiarism and ethical citation in the preparation UG and PG projects. Department of Economics conducted a Workshop on Research Methodology to improve the competence of students interest on Research.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

429

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.sncollegepunalur.in/images/FEEDBACK_ANALYSIS_2020-2021.pdf">https://www.sncollegepunalur.in/images/FEEDBACK_ANALYSIS_2020-2021.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://www.sncollegepunalur.in/images/FEEDBACK_ANALYSIS_2020-2021.pdf">https://www.sncollegepunalur.in/images/FEEDBACK_ANALYSIS_2020-2021.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

513

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

114

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The admission process is done through the Centralised Allotment Process (CAP) of the University of Kerala on merit basis. After the

admission processes, the college implements a constant monitoring system through College Level Monitoring Committee that identifies the advanced and slow learners and ensures the implementation of effective strategies in honing their knowledge skills.

The categorisation of advanced learners and slow learners is primarily done through:

- Group discussions
- Post admission tests
- Analysis of students' data sheet
- First internal test
- Quiz on subject related topics, G.K and Current Affairs.
- Performance in assignments
- Involvement in practical and lab experiments
- Analysis of overall performance in classroom
- Tutorial system

The students who exhibit an exceptional flair for academic progress and authentic research are identified as Advanced Learners. The profile of Slow Learners is set after identifying their learning potential evinced in the qualifying exam, economic standing, and competence in English language and computer deftness. The intellectual competence of the students enrolled in the under graduate and post graduate programmes is evaluated persistently to augment their learning potential.

Strategies for Advanced Learners and Slow Learners.

#### 1.Orientation /Induction Programme:

An Orientation /Induction Programme is conducted for the First Year Degree students annually with the objective of inculcating their interests and mainstreaming their interest and concentration in their specialised subjects.

#### 2.Personality Development Class:

Personality development sessions are carried out by life skill trainers and personality development trainers. The sessions focus on etiquette grooming, enhancing group discussion skills etc. Personality development classes focus on both advanced and slow learners.It also increase the self esteem and self confidence among the students.

### 3.Counselling Cell:

The college organises counselling sessions for the students in general and individual sessions are provided according to the students' need. The cell focuses on students' stress and strain, their constraints and weaknesses and imparts selfconfidence to overcome them.

### 4.Quiz Competitions:

Quiz Competitions are regularly organised on literary, scientific and social topics. The students are encouraged to participate in the same.

### 5.Peer Teaching:

Students are encouraged to involve in peer teaching through which both the students, who teach and the students who are being taught are equally benefitted. The subject expertise as well as the vocabulary and comprehensibility are also enriched. Peer learning is encouraged through group discussions and presentations. This aids in building a culture of team work and helps to develop leadership as well as interpersonal skills. Group study is encouraged so that weaker students can be assisted by their peers who are advanced learners.

### 6.Career Guidance cell

Career Guidance Cell in association with other initiatives had organised programmes like coaching classes for competitive exams targeting the advanced learners.

### 7. Additional Skill Acquisition Programme (ASAP) :

ASAP, a government sponsored programme preferably addresses the latent and efficient skills of students, and aims at augmenting these aptitudes to enhance their life skills and employability skills. Soft skill development, building communicative skills in English and computer deftness are enriched to hone their competence and accelerate their placements.

### 8.Scholarships:

Many advanced learners of different departments receive State and Central government sponsored scholarships such as suvarna Jubily merit scholarship, CH Muhammad Koya scholarship, prof. Joseph



Mundassery scholarship, post metric scholarship for students with disabilities and for minorities, Higher Education scholarship, Snehapoorvam scholarship, central sector scholarship, PG Indiragandhi scholarship for single girl child etc.

#### 9. Funds from KSCSTE:

Funds from KSCSTE are utilised for conducting seminars for the Science students that help to enrich students knowledge. Seminars and workshops are organized effectively for imparting exposure in subjects.

#### 10. Library facility:

The College library is installed with the softwares namely the Inlibnet and Libsoft through which the students and teachers are provided with the accessibility to e-resources. The library offers an array of resources to equip the students for facing competitive exams.

#### 11. Extra-curricular activities:

Participation in various activities during College Week, Inter-College Youth Festivals, and various competitions within and outside the college.

#### 12. Tutorial system

Truant or irregular students are identified, and if the need arises, their guardians are contacted to convey the issue so that it may be resolved. Advanced learners are identified from their performance in internal assessment activities and from the semester examinations. They are encouraged to participate in competitive exams.

#### 13. Counselling Cell

Counselling sessions are provided to slow learners specially focusing on their academic improvement and self confidence.

#### 14. Mentoring:

Each tutors select a group of students who need special attention to overcome the stress and strain of their hectic life. Their personal, social issues are perceived by the tutor and help them to overcome the issues. They are enabled to cope up with other students of the class.

## 15. Online platforms:

Students are encouraged to enroll in different online courses in MOOC and NPTEL platforms that enrich the knowledge of the students. The faculties of the college extensively use online platforms like Google Classroom, Google Meet, Zoom, Telegram etc. to deliver the course content in an effective. The college has been established as a SWAYAM NPTEL local chapter since 01.02.20

### Special Strategies for Advanced Learners:

#### 1. Walk With a Scholar(WWS):

WWS, a government sponsored programme is an academic initiative to address advanced learners that equips them to meet the global competence in their respective disciplines and professions, they aspire through regular mentoring, exposure through invited lectures, field visits and workshops.

#### 2. Intercollegiate Seminars

The students are encouraged to participate in college level and intercollegiate seminars so that they can widen their knowledge in concerned subjects.

#### 3. UGC NET Coaching:

UGC NET Coaching classes are conducted weekly for the advanced learners. They are encouraged to use e-resource by giving them assignments on their concerned subjects. Coaching classes are executed in P.G. Departments.

#### 4. P.S.C coaching

P.S.C. Coaching classes are taken by teachers of different departments for the interested students. Previous PSC questions of LDC, LGS, Secretariate Assistant etc. are discussed in the class.

#### 5.Prizes to University Rank Holders and Class Toppers:

Students who secure University rank or score highest mark in the class are given cash prize on Merit Day annually. Students are also given recognition for their achievements in terms of appreciation certificates and scholarships. They are also motivated to secure rank and distinction in University examinations.

## Special Strategies for Slow Learners:

### 1.Scholar Support Programme(SSP):

SSP, a government sponsored programme is an academic initiative that targets the slow learners. Through the programme each student of the category is given special attention in each subject and given special classes by the teachers concerned.Regular monitoring in terms of testpapers, question and answer sessions etc.are done.

### 2.Remedial Coaching Classes:

Remedial Coaching Classes are provided to the slow learners by the teachers to enhance their learning capacity.Besides lecture classes, ICT enabled classes are taken to make difficult topics more comprehensive to the students. The students are provided with extra classes on the portions they need and they are supplied with Previous Year Questions, Model Questions and extra study materials. Bilingual explanations and discussions are done in the class with the aim of reaching out to the slow learners so that they can be brought at par with the rest of the class.They are suggested advanced readings in the relevant topics to enhance their understanding of the subject.

### 3.Assignments:

Assignments are given to the students in order to increase their comprehensibility in their subjects.It also targets the inculcation of interest in using e-resources among the students. Written assignments help to improve their writing skills as well as comprehension.

### 4. Distribution of Extra reference materials:

Students of the category are provided with extra reference materials for the subjects that they find difficult.

### 5. Mentoring:

Each tutors select a group of students who need special attention to overcome the stress and strain of their hectic life. Their personal, social issues are perceived by the tutor and help them to overcome the issues. They are enabled to cope up with other students of the class.

### Online platforms for Students:

Students are encouraged to enroll in different online courses in MOOC and NPTEL platforms that enrich the knowledge of the students. The faculties of the college extensively use online platforms like Google Classroom, Google Meet, Zoom, Telegram etc. to deliver the course content in an effective. The college has been established as a SWAYAM NPTEL local chapter since 01.02.20

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1360	53

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Innovative and creative practices are implemented into the teaching learning process by the faculty members of the college. These practices have helped and motivated the students in their advanced studies.

#### a) Online platforms:

The faculties of the college extensively use online platforms like Google Classroom, Google Meet, Zoom, Telegram etc. to deliver the course content in an effective manner. During the pandemic period, assignments and internal exams were held through these online platforms. Online creative thinking is also promoted by forming WhatsApp groups through which the students exchange their educational videos and other related works. Teachers share reading materials and notes through online media like Google Classroom, Telegram etc.

#### b) Library as Resource facilitator

Library is equipped with an elaborate stock of books. Besides, the library is installed with the softwares namely Libsoft and Inflibnet through which the students and teachers are provided with the accessibility to e-resources. E-books and e- journals available anywhere in the world is made available to the students.

c) Project based learning

All final year students of both UG and PG have to do an academic project at the end of their semester which helps to instill research acumen and creative/ critical thinking among the students. Besides the final semester projects, the students are encouraged to do short term projects in relation to their subjects .

d) ICT enabled teaching

The college is bestowed with Wi-Fi which promotes the easy updation of information among the students and teachers. Departments are provided with Desktops, Projectors which caters to the ICT enabled teaching methodology . Microphone connected speakers are frequently used by teachers to reach all the students effectively in the classrooms. Lecture method, PowerPoint presentations, Interactive method, Group discussions based on syllabus are commonly used teaching learning methods in the college. During the pandemic period, the assignments and tests were organized through online mode.

e) Laboratories

Each Science department is provided with well furnished Wi-Fi enabled laboratories. The science labs are equipped with equipment and instruments that help the students to do their project works effectively. Science departments are funded with DST supported by FIST. The labs are well equipped and furnished enough to get it upgraded to research centres. Apart from these Science oriented laboratories, the college has a well equipped language lab and IT lab. These labs are furnished with computers and other related equipment for their smooth functioning. The software namely, Learn English is installed in the computers.

f) Field visits and industrial visits

The Field studies are conducted by taking students for campus tours and other nature study tours. Industrial and Research Lab visits are organized to provide students with a better exposure. All the science departments of the college organize industrial visits for the students concerned which helps them to get acquainted with the

working environment of organisations.

g) Seminars , Webinars and Workshops

All departments organise Seminars and Workshops which brings great exposure to the students. The students are encouraged to attend the seminars organised by other colleges also. The students are encouraged to be participative agents in these activities. This helps in promoting creative learning among the students. Inorder to equip the students during the pandemic period, online webinar series were organized in which the participation of students were extended to its maximum.

h)Club activities

Clubs in the college paves a significant role in creating creative base among the students. Various cultural, academic and extracurricular activities are done by the clubs annually.

i)Certificate, Value added and Bridge courses:

Departments of English, Commerce, Economics, Maths and Physical Education conduct certificate course.Bridge course and capability enhancement programmes are also conducted for students. Though the academic year 2020-2021 was a pandemic period , the classes were conducted effectively through online mode.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Information and Communication Technology (ICT) is relevant in modern days of the teaching learning process especially in the pandemic situation like Covid-19. Faculties adopt various methods of ICT in teaching- learning process to raise the academic standards as well as to help the students to achieve academically.ICT- enabled teaching is effective and productive.

1. Google Work Space: The College has a common learning Management System namely Google Work Space which is very easy to access to the teachers and students for the online classes. The features of work space include automated attendance system which gives the time involved by the students with attendance, can be kept in teacher's email. Also work space is fast and reliable and consumes less data. Google Workspace admin console allows to manage, record and track everything in the institution.
2. Zoom Meeting: Another platform we used during the pandemic is Zoom Meeting, which is fast, reliable and available to most of the students.
3. Google Classroom: Most of the teachers used Google Classroom to upload notes, videos and audios for the students. In addition to this platform is used to conduct internal examinations and to give assignments. The major advantage of the Google Classroom is that students can refer notes and study materials at any time.
4. Moocs: Some of the teachers and a few students use mooc platform to undergo short term courses. The platform is highly advantages to the learners for self-learning with plenty of courses and study materials.
5. YouTube: A countable number of teachers used YouTube platform for uploading class videos, which is available 24x7, user friendly and available for long time.
6. Smart Classroom: The college has 5 class room including the seminar hall, used by most of the teachers, which makes learning process more effective and live one. The use of ICT enabled teaching increase the effectiveness of learning and reduced the boredom of learning.
7. Pentab: Teachers of science subjects especially mathematics, physics etc used pentab for the effective practical learning instead of black board. Pentab is a useful media for teaching and learning for the problem solution subjects through showing the steps in problem solving to the students.
8. Chemdraw and Latex: To the effective teaching, softwares such as chemdraw(Used by Chemistry teachers) and Latex used by mathematics and physics teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

22

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

52

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

22



File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

293

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

An academic action plan is prepared by CLMC (College Level Monitoring Committee) at the beginning of the academic year. The Academic calendar includes the dates for internal examinations, extension activities and the observances of each special days. Based on the Departmental routine DLMC (Departmental Level Monitoring Committee) conducts meetings for allotment of classes and syllabus distribution among the teachers. Due to Covid-19 pandemic situation internal evaluation process were performed both online and offline mode. Continuous Evaluation for all the semesters of both UG and PG programmes are conducted in accordance with the University academic calendar. The college council functions as the Internal Examination Committee and appoint an internal examination coordinator to monitor the entire internal examination process. The details of internal examination and its pattern are published on the notice board. Each department hand over the question papers to the Internal Examination Committee. Duly signed copy of the consolidated CE marks hand over to the CLMC and finally forward to the University.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college adheres to the rules of the University of Kerala while conducting Continuous Internal Evaluation. A three tier Grievance Redressal mechanism functions and addresses the grievances of the students regarding Continuous Internal Evaluation like HoD, DLMC and CLMC. Department Level Monitoring Committee and a College Level Monitoring Committee function at the lower level of grievance redressal and a University Level Monitoring Committee function at the higher level. The CE marks are consolidated by the faculties assigned and the same is published in the department after approval by the Head of the department and Principal. The grievances, if any, are redressed in the manner prescribed by the regulations and retests are conducted for the students who are unable to attend the internal examination. The college Level Monitoring Committee includes one of the senior faculty as the coordinator.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Sree Narayana College, Punalur, affiliated to the University of Kerala follows the syllabus approved by the University. The University in consultation with the Board of Studies members makes timely revision of the syllabus so as to make the students highly potential, competent and prepare them meet the growing demands of the changing times.

- The syllabus revision is communicated to the teachers of colleges by the university by sending the soft copies of the syllabus to the college mail.
- The university also organises orientation workshops for

teachers to discuss the aims and objectives of the revised syllabus

- The College Level Monitoring Committee (CLMC) conducts meeting with the teachers when and where it is necessary and discusses the revisions made in the syllabus. It also instructs the members to hold department meetings to discuss the curriculum revisions and structure the Course Outcomes (COs), Programme Outcomes (POs) and Programme Specific outcomes (PSOs)
- Department meetings are held on a regular basis to discuss the changes and revisions in the curricula and develop the course outcomes and programme outcomes
- The Course Outcomes and Programme Outcomes are well planned and charted by the teachers in the department meetings
- The COs and POs are communicated to the students by the concerned teacher who handles the paper. The teachers in their introductory lecture to the students give an insight into the main aims and objectives of the course stressing the Programme Outcome and Course Outcome
- The softcopies of COs and POs are uploaded to the college website so that it is accessible to all
- Apart from this the COs and POs are also displayed in the department pages of the college website
- A hard copy of the COs and POs are displayed in the notice board of all the departments for the easy perusal of the students
- The soft copies of COs and POs are also sent to the students through Google Classroom
- Induction Programmes for the students
- Every year the newly admitted students are given an induction class on the syllabus and academic structure. Eminent academicians from various disciplines attend these sessions and interact with the students. These classes are quite helpful in the sense that they help in boosting the students' confidence and prepare them mentally and physically for their academic pursuits at college. DLMC members along with the teachers in charge give a detail account of the CBCSS (Choice Based Credit and Semester System) followed by the university. The students attend these sessions along with their parents and are encouraged to raise any doubt regarding the programme and course they are enrolled with. On a later occasion the concerned programme tutors give an outline of the course and programme outcomes to the students which enable the students to understand the possibilities and opportunities of the course to which they are admitted in a better way.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.sncollegepunalur.in/images/2.6.1_link_1-POs,PSOs,COs.pdf">http://www.sncollegepunalur.in/images/2.6.1_link_1-POs,PSOs,COs.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

### 2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The College adopts effective measures to check whether the students in each programme have attained their respective COs, POs and PSOs. The Choice Based Credit and Semester System (CBCSS) followed by the university as per the UGC order strictly involves a combination of both internal evaluation (Continuous Evaluation CE) and external evaluation (End Semester Evaluation ESE) system. In addition to the End Semester Examination (ESE) conducted by the University the college conducts internal examinations in order to prepare the students for the University exams. Regular test papers, assignments and seminar sessions are also given to enable the students to attain the desired Course and Programme outcome.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

426

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://www.sncollegepunalur.in/images/SSS.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

6

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**Entrepreneurs for Future :** Several programmes including seminars, motivational classes, discussions, etc. were conducted to encourage budding young entrepreneurs of the college. Awareness programmes on areas such as goods and service tax, intellectual property rights were organised. Various other activities like panel discussions on relevant topics, experience sharing sessions by successful entrepreneurs from the nearby locality were conducted. Aspiring women entrepreneurs are encouraged and proper guidance were given. Training on fancy ornament making and jewel handicraft making were also provided.

**Field Study:** Students were motivated by the field visits. They were motivated to do organic farming and small household vegetable gardens especially during the lockdown period. Workshops on organic farming were also conducted in the college.

**Self Job Training Sessions:** Several sessions on self- job training

were conducted by the NSS unit of the college. Students were given training to make paper bags. The bags made by the students were distributed both within and outside the campus. Demonstration classes for candle making were also conducted. Students utilised the opportunity as it was an asset to their future.

**Ecosystem Conservation Efforts:** Field orientation activities of wetland conservation and nature education camp were conducted to create an awareness about ecosystem and natural habitat. The NSS unit of the college joined hands with a comprehensive programme of Government of Kerala in effective waste management. Students actively participated in the setting up of 'swap shop' around the college locality to collect reusable products.

**Leadership, Personality and Skill Development:** Students voluntarily and actively participated in Residential Leadership Training Programme which helped them to develop their leadership skills.

Several personality skill development programmes were conducted by the college in association with ASAP. It conducted several skill development courses provided internship to the students. This session provided wide opportunity to the students as it provided both the theoretical and practical knowledge. Spoken tutorial programme for PG students were also conducted by the college in association with IIT Bombay. It provided the basic IT and skill oriented IT or software courses to the students.

The NCC unit of the college contributed many cadets to Indian Army. Many were awarded with B certificates and C certificates. Many students participated in the PRDC, AAC and various NIC camps conducted by NCC.

**Inculcating Social Responsibility in Students:**

**'Break the Chain' Activities:** PG department of Chemistry prepared hand sanitizer and supplied it to Taluk Hospital Punalur and AKMAS Punalur during covid pandemic to join hands with 'Break the Chain' initiative of Government of Kerala. Students considered this as an opportunity to serve the society during the pandemic.

**Campus Radio: Cappuchino** - A new initiative was started in the institution to cultivate and develop Radio Jockey skills to the students. College radio was started and it imparted the students with relevant news and entertainment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

21



File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

3

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college encourages social and communal responsibility in students through various extension activities in and outside the college. These extension activities function with the aim of inculcating social responsibility and commitment among the students which further helps in the holistic development. NSS, NCC, clubs, cells, forums and other initiatives from the part of various departments provide ample opportunities to the students to partake in various extension activities. Due to Covid-19 Pandemic, last year witnessed a few activities from the part of the students and faculty members towards society and community. The following are some of the major extension activities undertaken by the college:-

The NSS unit adopted Punalur railway station premises and made it a plastic and litter free zone as part of the Sramadhan programme

Campaign that focused on prevention and mitigation of Covid 19 was organised in the college. Along with that, sanitizers and facemasks were distributed to the public by the students under the guidance of NSS and NCC units and Covid Cell of the college.

On behalf of Poshan Pakhwada, students of the college created awareness videos and posters on the concerns of malnutrition. These videos and posters were exhibited in the streets.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

61

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1009

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

84

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College was established in 1965 in the devout memory of Sree Narayana Guru, a Saint, a poet, philosopher and one of the greatest social reformers Kerala has ever produced. Ever since it's inception, the college has catered to the educational and intellectual needs of the youth, uplifting the society in the Eastern alcove of Kollam district.

The College offers degree courses in Chemistry, Physics, Zoology, Mathematics, Commerce, Economics, History and English & Communicative English. At the post graduate level, the college offers M.Sc. in Chemistry, Physics, Mathematic and MA in History.

There are nine teaching departments, 34 classrooms, eight laboratories, three department computer labs, one language lab, IT lab, a record room, one museum, one fully automated central library, one fully furnished seminar hall, one canteen, one student's store, one indoor and one open auditorium.

All classrooms are well ventilated, spacious, furnished with black/green/white board, adequate furniture and public address system. Four classrooms are ICT enabled. Classrooms with CCTV functioned as examination hall.

All departments have separate faculty room and each of these rooms

are equipped with computer, printer, and Wi-Fi connection. INFLIBNET facility is provided to all students and faculties.

A healthy mind resides only in a healthy body, The college has a multi- gymnasium, an indoor court, and a playground. They play a vital role in the physical fitness of the students and the staffs and in nurturing friendships among students.

The women's amenity centre and the health center are equally helpful for the students and the staffs. The college has a women's hostel for students hailing from various districts of Kerala.

Seperate rooms are allotted for IQAC, NCC, NSS, FSA, Chief Examiner's Office, Management officials, College Guests, and PTA. Two rooms are allotted for security staffs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- The college has a 12 stationed modern multi-gym and fitness centre. The gymnasium is supported with modern fitness equipment like tread mill, stationary bike, Smith machine, Squat rack, weight lifting items etc. These facilities are open to both the students and staff of the college.
- A 200mts Athletic field offers the athletes with ample space for practice and work out sessions
- The department has a football ground and acricricket playfield for the players to do practice sessions and conduct matches.
- The multipurpose indoor hall within the college auditorium is a space for multitude of sports and life skill activities. It offers the space to conduct shuttle badminton matches. Yoga training sessions and aerobic dance sessions are conducted inside its premises.
- Our college has a fully functional well-equipped auditorium with a comfortable seating capacity of over 500 people. The stage of auditorium has been specially built for cultural programmes. There are 15 ceiling fans, 10 wall fans, a good

sound system, a Lecture stand with mike, speaker. and spot lights are also available.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

15

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

7772470.72

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

#### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

College library is the heart of the institution. It act as a helping source of learning through providing adequate learning resources (Print + Electronic) to the user and opens the doors to the wide world of books which encourages reading for knowledge and pleasure. College library is also used for recreation and leisure as it provides light reading materials like magazines, novels etc. Library of Sree Narayana College, Punalur has a long history of more than 50 Years in parallel with the history of the college which was established on 15th July 1965. The collections of total books are 21623 including Text and reference Books plus covering at presently 8 UG subjects and 4 PG courses.

Objectives of library:

1. Extends support to teaching, learning and research initiatives of the college
2. Provides access to digital source of information
3. Creates a suitable learning environment inside the library for the optimum usage of library resources.
4. Provides training for how to effectively preserve the library resources

LIBRARY AUTOMATION: - The college library automation was completed by the Installation of licensed software - LIBSOFT

\*.Name of ILMS software: LIBSOFT

\*. Nature of automation: Fully

\*. Version: 4.

\* Year of Automation: 2013

The newly installed LIBSOFT having the following advantages

1. Integrated:- The same set of data is used to perform several functions. For instance, the same record we enter at the time of acquisition of books, Journals and Membership details must be used for the other library housekeeping operations like Issue, Return, Renewal, Reservation, and Cataloguing and also for Information Retrieval process. However, depending on the functions the contents

may vary.

2. Security:- In order to have data security and to provide access to the required files on a selective basis, LIBSOFT has been organized into two modules namely System Administrator Module and User Module. Each module has different password and restricts user access.

3. Storage Capacity:- LIBSOFT can accommodate more than 10 lakh of books & Journals.

4. Information Retrieval (OPAC):- Performing search, both for simple queries and queries containing Boolean operators, using all field names. The search result can be sorted in the ascending or descending order by any field and can also be printed in different formats. The query facilities available in the package are excellent, upto date and will enable the personnel to serve the users of the library with more accurate information in a short-time. The search expression can be made by selection and the search is quick. It provides effective inter-linking of different functions.

5. More User-friendly:- The User can operate LIBSOFT in Three different ways:- By Using mouse, By Using Pull-down menus (Alt + Underlined character), By Using Shortcut Keys (Control Key + Underlined character). It Provides Graphical User Interface in all functions.

6. Data Import & Export:- Data conversion from other software packages into LIBSOFT is possible. LIBSOFT is built using library standards and protocols such as MARC 21, z39.50 ensuring interoperability between Libsoft and other systems and technologies, while supporting existing workflows and tools

7. Data validation facility: - In the data entry section, Correct data will be accepted.

8. Printing facility: - It provides different print formats.

9. Stock verification: Stock verification can be conducted very easily

10. Report generation:- LIBSOFT supports various Report generation

11. Multi-user Facility & Network Implementation.

12. Software consistency.



## 13. Bar-coding Facility

## 14. RFID Facility

## 15. Web OPAC

## 16. Digital Library

## NLIST

Our library provides, the NLIST the Project entitled "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)", jointly executed by the e-ShodhSindhu Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium, IIT Delhi provides for i) cross-subscription to e-resources subscribed by the two Consortia, i.e. subscription to INDEST-AICTE resources for universities and e-ShodhSindhu resources for technical institutions; and ii) access to selected e-resources to colleges. The N-LIST project provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre. The authorized users from colleges can now access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIBNET Centre.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1,89512

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

15

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Sree Narayana college Punalur has a well functioning IT infrastructure over all the departments, administrative sections, library, Principal's chamber, IQAC room, IT labs, Examination room, seminar and conference halls. These facilities are well managed and updated in accordance with the requirements of the students, teachers and administrative sections. The college implemented the 100mpbs bandwidth from time to time, upgrades hardware and service providers. The College has incorporated IT facilities including Wi-Fi for enhancing the quality of teaching, learning and evaluation processes, and also for rendering the administrative processes more user friendly, efficient and transparent.

The campus has a Wi-Fi facility of BSNL Communication that allows faculty, staff, and students to log on to the Internet at any time.

The Internet lab powered by dedicated leased lines (up to 100 Mbps) is open for students to help them use the abundant information available on the Internet.

Service provider

No.of Connections

bandwidth

Department

year of purchase

BSNL

4

100 MBPS/ GBPS

Office

2019-2020

BSNL

2

100 MBPS/ GBPS

Mathematics

2020-2021

BSNL

2

100 MBPS/ GBPS

Library

2020-2021

The following ICT Tools and resources are available in our campus.

- LCD projector
- Interactive board
- Visual presenter
- Video camera
- LED TV

In this period of pandemic Covid-19, the college has utilized many ICT facilities like Google Workspace, Google meet, Zoom, Google Classroom, You-Tube Channels.

Newly admitted students were given an orientation on the effective use of automated library resources. Ample support facilities including computerization are available for the library. The library council monitors the regular updating of library resources.

#### List of IT Facilities

##### No. of Equipment

##### Computers

126

##### Laptops

4

##### Servers Machine

3

##### UPS with Battery

8

##### Printers

12

##### Printers with Scanner

12

##### Scanners

4

Barcode Readers

1

Photocopier/Duplicator (High Speed)

5

Projectors

1

Smartboard with Projectors

11

TV

1

Internet Connections (BSNL)

3

Amplifiers

4

Speakers

20

Mike

2

Microphone

1

Inbuilt Podium

1

Wi-Fi Router

4

CCTV with 5 camera

1

Digital camera

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

126

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

776314.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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 from management and PTA 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 an 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:

- Promote coordination between facility allocation and utilization ensures the optimal usage of resources like laboratories, sports complex, library and classrooms inside the campus.
- Establish standard procedures for the use of physical and academic facilities in Laboratory, Library, Sports facilities, Computers, ICT facility, Classrooms, Office, College Auditorium and Seminar Hall, Golden Jubilee Building etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

509

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

16

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

A. All of the above



File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

211

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

211

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

30

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

94

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

7

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

19

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Sree Narayana College Punalur has a well- organized and democratically elected Student Council elected through the parliamentary mode of election as stipulated in the report of the

Lyngdoh Commission and guidelines laid down by University of Kerala every year. An Election Committee is formed for conducting the election under the close monitoring of the Discipline Committee. Two class representatives from each class, wherein one Female is mandatory, are elected and they form the Electoral College. From the members of the Electoral College 9 Students Council office bearers- The Chairman, Vice-Chairman, General Secretary, Arts Club Secretary, Student editor, 2 University Union Councilors, Lady representative and secretary. The Principal, Staff advisor and advisor to the arts and staff editor to the College Magazine helps the Student Council in its activities and also guide and supervise the functioning of the College Union.

#### Regular Activities:

Students Council functions for the benefits of the entire students and the general welfare of the College. Under the guidance of the staff advisor, they conduct the co- curricular activities throughout the year using the Union fund collected from the students at the time of admission. If necessary, they can avail special financial assistance from the P.T.A. All requests for financial assistance are to be given to the Principal through the Staff Advisor.

- The Union Inauguration
- Fresher's Day
- Arts festival and Cultural Programmes
- Onam and X'mas celebration
- Awareness programmes
- Seminars/Workshops
- Celebration / Observance of National / International Days
- Annual Sports Meet
- Prepare students for University level competitions
- College Day
- Printing and Publishing of College Calendar and College Magazine
- Farewell functions

#### Voluntary activities:

Apart from the mandatory activities, the Students Union works for Social causes:

- Assist the public to recover from natural disaster such as flood distress relief
- Muster help for students in need
- Social and Charity works are undertaken to nurture social

responsibility among the students

- Campaigns against gender discrimination, exploitation of nature, waste management etc.
- Inform the authorities about the problems faced on the Campus

#### Student Representation in Administrative and Academic Bodies

Student participation in the academic and administrative bodies empowers them and helps to acquire leadership qualities and executive skills. Members of the Students Council represent the Student Community in Academic and Administrative Bodies. IQAC, RUSA, Library Committee, Anti- Ragging Committee, Hostel Committee, Student Grievance Redressal Committee, Canteen Committee are the most important committees in which students are members. Students use these platforms for expressing their opinions and suggestions.

These are several Clubs and Associations too where students play active roles. Tourism club, Science Club, Nature Club, Bhumithrasena, Media Club, Debate Club, Theatre Club and Literary Club have active participation of students in them. The Students Council works in tandem with the NSS and NCC in matters of social importance. Students generally like to shoulder the responsibilities that are entrusted to them.

Presence of an active Student Council and representation of students on Academic and Administrative Bodies/Committees of the institution, 2020-2021

The year 2020-2021 witnessed a few activities at college owing to the Covid-19 indeed lock down. Curricular and extra curricular sections were conducted via online mode. There was no college union as college election did not take place due to the pandemic situation. Meanwhile, the students extend their active support in implementing various online programmes there by continuing the normal flow of webinars and other activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Sree Narayana College, Punalur has a rich legacy of an admirable alumni. Various chapters of alumni are functioning at the college. PUNARJANI is an English alumni association of the department of English. HILLTOP is another alumni group of pre-Degree 1979-1981 batch. KARTHIK SPARSHAM is the Alumni association of 1995-1997 Pre-Degree batch. Another chapter of the Alumni of the college is ORUMA, the former student association of 1996-1998 pre-Degree batch. Alumni groups of different departments are functioning in the college and they meet at frequent intervals and they support the activities of the department.

The Former Students Association of Sree Narayana College, Punalur was started in the year 1983, with a view to keep the silken threads of attachments between the old students and their alma mater. The executive committee of FSA consists of Sri Adoor Jayaprasad (President), Sri. Sreekumar.B (Vice President), Sri Piravanthoor Gopalakrishnan (Secretary), Sri Daniel John ( Joint Secretary) and Prof. Krishnankutty( Treasurer) . All the departments in the college have active alumni meetings every year.

Various chapters of the college meet periodically and contribute appreciably for the development of the alma mater. The alumni contribute academically and provides support for infrastructure development. The reputed Alumni and former teachers share their

experiences with students. The alumni association also support meritorious students by providing awards and scholarships. Endowments are also given to meritorious students.

Ramachandran Memorial Scholarship was distributed in 2020-2021 among the meritorious UG students. The 1978-81 Chemistry Batch Students constituted an endowment in memory of Prof. G. Santha Devi, HOD Chemistry (1978-81). They donated Rs. 207000/, the interest of which is given to the first two toppers of the final year B.Sc. chemistry examination.

Department of Physical Education conducted an online meeting of the Alumni on 25 July 2021. Forty alumni were presented in the meeting. Sri Anu R, one of the alumni welcomed all participants. Sri Nibin M Babu, an alumnus presided over the function. Sri Santhosh R, HoD, Department of Physical Education addressed the participants. The alumni selected Hari M G as the President, Manu Mohan as Vice President, Suresh B as Secretary, Binu Baby as joint secretary and Nibin M Babu as treasurer.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Sree Narayana College, Punalur has a clearly stated vision and mission which are reflected in its academic and administrative governance.

**Vision:**

We envisage to inculcate the universal brotherhood among our students by nurturing the great philosophy "One Caste, One Religion, and One God for man" and to uphold the spirit of Innovation. Enlightenment through education, empowerment of the under privileged, brotherhood of all.

**Mission:**

To transform the students into knowledgeable, competent, honest and socially committed citizens by inculcating scientific knowledge among them with the help of different academic programmes. To develop spirit of innovation and inherent talents among young generations and ensuring to disseminate the updates of disciplines. Sree Narayana College, Punalur, is a higher education aided college located in the rural area of Kollam District in Kerala, India established in 1964. The college is named after the internationally renowned social reformer, philosopher and saint, Sree Narayana Guru (1856-1928) and managed by Sree Narayana Trusts, Kollam, which has a very long history in running various educational agencies for the upliftment of the youth especially from the socially deprived sections. The Secretary of the Trusts is the Manager of the college. The Regional Development Committee (RDC) which represents the Management, participates in the governance of the college. The Principal is the Ex-Officio member of the RDC. The Principal, the management representative and the IQAC coordinator participate in the government level meetings of higher educational institutions and the recommendations are implemented in the institution in consultation with the college council. All major decisions regarding the administrative and academic matters relating to the institution are taken by the College Council which is presided over by the Principal. The functioning of the major committees in the college such as IQAC, CLMC, RUSA are entrusted with experienced faculty members and all-important decisions on academic and administrative affairs are taken in consultation with college council.

The institution is a pedestal of learning endeavours to spread the light of and life skills among the students to ensure an all-inclusive and sustainable development. The college is committed to address the needs of the society and the students in particular and fervently desires to protect the distinct culture and tradition of the local environment. The institution has constituted various committees and governing bodies for academic and administrative purposes. The management, Head of the institution and various other committees work in tandem to chalk out various strategies attaining excellence in all aspects of governance. The various activities of College are aimed at stimulating the discursive, creative and



aesthetic potential of the students by inculcating a sense of integrity, social commitment and responsibility. They are motivated to become self-reliant and equipped to fall in life situations. The significant contribution of the teaching and non-teaching staff on this regard is commendable. The management and the various institutional bodies usher in novel and significant methods to ensure systematic and efficient governance. Academic and administrative processes are always improvised to ensure the nature of the contemporary educational scenario. This is accomplished with the collective effort of the various agencies operating within the system. The institution as a whole aim at creating a broader and progressive outlook in education, health and environment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

**Decentralization:** The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized system.

**Principal Level:** Principal is the central point of the governing body. 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 teachers council. Suggestions of nonteaching staff are considered while framing policies or taking important decisions.

**Faculty level:** Faculty members are given representation in various committees/cells nominated by the Teachers council. Every year, the composition of different committees are changed to ensure a uniform exposure of duties of faculty members. Admission committee, academic programme committee, Student disciplinary committee, Grievance Redressal Cell, etc are constituted in accordance with government guidelines.

**Student level:** General Secretary of the Student's union is the member of governing body. Students are empowered to play important role in different activities.

**Participative management:** The institution promotes the culture of participative management at the functional level. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co and extracurricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Admission of Students-** Admission to the UG and PG programmes has been done online through the admission portal of University of Kerala. College has successfully completed the UG and PG admissions following the guidelines of university of Kerala and the Dept. of Collegiate Education. Being an aided College, admissions are fully merit based and all reservation rules has strictly been followed. In the year 2020-21, marginal increase of 10 has been requested by college to enhance the enrolment number and most of which were sanctioned by the university. The government decision on enhancing the number of seats of some programmes also were followed. With respect to the online allotments by university the admissions were done in college as scheduled. Spot admission was also made online unlike in the case of previous years. This ensured the transparency of the spot admission process and enabled the students to get admission based on merit. College office, PTA and the students union of the college have joined hands to help the parents and students who have come to the campus for the admission. The differently abled candidates have been given special support and assistance during the admission process and thereafter.

**Curriculum Development-** The college follows the schemes and syllabus prescribed by the University of Kerala as we are an affiliated college. Hence there is no provision for curriculum development within the syllabus. But we have enriched the curriculum by organising bridge course and certificate courses to cope up with the life skill and employability of students. As the faculty members are part of the syllabus revision and Board of studies, they contribute much for the syllabus revision process in university. We have implemented the inclusion of field work, industrial visit and educational excursion in both Under graduate and Post graduate

levels. We have sent many of our post graduate students to the various institute across Kerala and Karnataka to get exposure. Along with traditional written examination, Project work and seminar presentations were also been adopted to evaluate the students.

Teaching and Learning- The College organises orientation and counselling programmes for the freshers in U.G and P.G level. Mentoring, counselling, remedial coaching and coaching for NET/SET and entry into service are provided to students from under privileged category. Measures were taken to enhance ICT enabled methods of teaching and learning. Enhancement of learning skills of the Students has been achieved through the participation in subject oriented seminars, Field Work, Industrial visit etc. Field tours were organized by all the eight departments to different parts of India to enable them to understand the cultural heritage, development and fraternity of the country. Laboratory renovation, upgradation and purchase of equipment for science practical classes have been done. The Teachers' Handbook is regularly checked by the HODs and the Principal to monitor and evaluate faculty members in connection with the teaching learning process. College also takes into account student and parent feedback separately to evaluate the teaching learning process at the institutional level and suggest measures for improvement.

Library, ICT and Physical Infrastructure / Instrumentation- Wi-Fi facility installed in the campus helped to strengthen the use of internet facility for learning process. Library council monitors the regular updating of library resources. Newly admitted students were given an orientation on effective use of library resources. Ample support facilities including computerisation are available for them in the library. We have an automated library with nearly twenty five books. Feedback was taken from students and staff and suggestions were put forward to improve library services. Initiatives were taken to procure new books on recommendations from all the departments with a fair distribution of PD fund across all disciplines. Computer centre enabled campus, fully equipped sports centre and renovated gymnasium are also available in the college. The College has ICT enabled PG and two UG class rooms, which strengthened the ICT enabled teaching learning process. Well-equipped laboratories are also a merit to strengthen the knowledge base of science Students.

Research and Development- College motivates the faculty members and the students to organise, attend and present papers in various seminars workshops at Institutional / State / National / International levels. The college has encouraged the use of ICT

based techniques of study by each department. The college road maintenance was done by PWD, Govt of Kerala after continuous initiatives and steps taken by the college authority. 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 also been conducting coaching classes for CSIR/NET/SET examinations in all the three P.G. departments which ignites research aptitude among students. We have around 20 publications every year.

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 special lecture were conducted to enrich and update knowledge of students and staff in the academic year 2019-2020. IQAC organized two orientation programmes for the staff to make them aware of new NAAC format. Faculty members are motivated and encouraged to participate in Refresher and Orientation courses, trainings, workshops etc. Computer training programmes related to Tally and MS office were arranged for Nonteaching staff.

Maintenance of Grievance Redressal Cell, Anti-Ragging Committee, Sexual Harassment Committee. Institution has effective welfare measures for teaching and administrative staff members. Training and development programmes were conducted for the upgradation of skills and abilities of the teaching and non-teaching staff so as to 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 visits are mandatory for some courses such as Chemistry, Physics and Zoology as part of their curriculum. Department of Zoology and Commerce also let their U.G. students to do their project outside. Department of chemistry visited CUSAT and Milma Dairy, Kollam as per industrial visit of P.G. and U.G students respectively.

Examination and Evaluation- Faculty members of the college perform their evaluation duties as examiner, chief examiner, scrutinizer, reviewer as and when appointed by the university. The registration of students for university exams are done online. Regular internal examinations have been conducted and assignments and/or seminars were given for fulfilling the requirements of continuous evaluation. End semester examinations have been conducted as per the schedule of

the University of Kerala. The question paper setting, valuation and declaration of results have been done by University itself. The college has offered wholehearted

support in conducting the examinations. The college authority has taken due vigilance in the conduct of examination and declaration of results from the capacity of the institution. College is also working as a centre for external exams from University of Kerala.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Organizational Structure of the College consists of the Management, Governing body, the Principal, the teaching staff, the non-teaching staff and the students.

The Sree Narayana Trusts manages and regulates the functioning of the institution. The management plays a pivotal role in appointing of all the staff including the Principal in strict accordance with service or appointment rules and merit. The Regional Development Council, the local handle of management, sees to the efficient working and provides financial support for its functioning.

The College Council comprising of the Principal, Heads of various departments, elected representatives of teaching staffs, office Superintendent, meets frequently to discuss issues relating to finance, infrastructure and monitor, evaluate and resolve issues and the matters related to the overall development of the College.

Internal Quality Assurance Cell (IQAC) works towards realisation of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution. Various College Committees are constituted for the planning, preparation and execution of academic, administrative and extra-curricular purposes.

Student Council meetings are held regularly to address the student related issues and organizing extracurricular activities through various Cultural Societies.

#### Recruitment Procedure

The vacancies may arise from retirement, transfer or under circumstances of availing leave of existing staff. The Directorate of Collegiate Education, Government of Kerala is intimated of vacant posts and on receiving concurrence, notifications are published in local as well as national print media. The posts of Assistant Professor are filled strictly on the basis of merit. An interview board is constituted with experts in the relevant field, a Government nominee, and a management representative. The Institution strictly abides by the UGC Regulations on Minimum Qualifications and Kerala University Regulations on appointment for maintenance of standards in teaching. The institution maintains backward community reservation as per the Government rules in recruitment. The office staff are appointed in strict accordance with Kerala Service Rules.

#### Procedure for Promotion/Career Advancement

The University has established a Performance Based Appraisal System (PBAS) for promotion purposes of teaching staff. The institution promotes academic achievements of teachers and encourages them to attend Faculty Development Programmes.

#### Adherence to Service Rules

All the staff in the college are bound to abide by the Kerala Service Rules (KSR), formulated and published by the Finance Department, Government of Kerala. The Kerala University Statutes are also followed by the employees of the institution on all matters pertaining to their service and conduct. In addition, employees have to comply with the regulations of University of Kerala in matters with respect to university examination, valuation, curriculum revision, etc

#### Grievance Redressal Mechanism

There is a grievance Redressal mechanism in the college for all matters or complaints of students and staff in the college, The employees are free to raise any issues before the committee.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

#### Leave Benefits (As per University rules)

15 days of casual leave and 20 half-pay leave are provided in every year to teaching staff. While 20days of casual leave and 20 half-pay leaves are provided for non-teaching staff. Commuted leave is also granted on medical ground. Duty leaves to a maximum of 30 days are granted to teaching staff to attend various Orientation/Refresher/Seminar/workshops/Training Programs as per the Government rules. The non-teaching staff are also granted duty leave. Female teaching and non-teaching staff can avail Maternity Leave for 180 days as per Government rules. Male teaching and non-teaching staff can avail Paternity Leave for 15 days.

#### Retirement Benefits (As per the University Rules)

GPF (General Provident Fund) which allows Pension to employees after

superannuation. CPF: In accordance with the University guidelines, the College has offered the option of Contributory Provident Scheme whereby the Management contributes its share equal to the share of the employee every month. Gratuity NPS (National Pension Scheme for employees who joined services after 01.01.2004) Encashment of Earned Leave is also implemented. State life insurance - state life insurance contribution is mandatory to all staff members. It provides insurance coverage to the insured at low cost and provides death benefit to nominees in case of loss of life of the staff member. Group insurance scheme -GIS is another welfare scheme provided to the staff of the college as per the service rules or benefits binding on all Kerala government staff. It covers all staff under a single insurance policy and is a mandatory contribution made by the staff member as per Kerala statute.

#### Medical Benefits

Health Check-up Camps are regularly organized by the College in tie-ups with hospitals. Medical insurance is implemented for all the permanent staff by Govt. of Kerala from 01.01.2022 onwards.

#### Loan Benefits

Both the teaching and non-teaching staff can avail Loan facilities as per Government rules.

Quick Provident Fund Loan Facility - 100% of those who applied have availed the benefit.

#### Faculty Development Programmes

Faculty Development programmes for skill upgradation and training are organized for both teaching and non-teaching staff. Permission is readily granted to participate in Refresher Courses/ Orientation Programmes/ Short- Term Courses to the teaching staff for professional development. Computer Training Courses are provided for nonteaching staff to help them hone their e-skills. An orientation on Revised NAAC accreditation process and ICT were organised for the teaching faculties.

#### Support Facilities

Cafeteria, Grievance Redressal cell, Internal Complaints Committee, Parking facilities for both teaching and non-teaching staff, Clean drinking water facilities, separate wash rooms for staff, Women amenity centre, Fitness centre, incinerator at girl's toilet are



some of the facilities available at college.

### ICT Facilities

Three full-fledged Computer labs and a Language Lab are running for both students and faculty. Laptop/Desktop facilities are provided in the library and staff room.

### Recreational Activities for Physical and Emotional Wellbeing

One-day annual excursion for both teaching and non-teaching staff. Separate department rooms are provided to the teaching staff. Indoor Gymnasium facilities for all. Shuttle Badminton facility, Yoga and counselling programmes are organised.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

50

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

#### Teachers Self Appraisal

Every teacher has to furnish the self-appraisal form (Academic Performance Indicator) which gives a glimpse of the annual performance of teachers. The major components of self-appraisal are general information, academic performance indicators, curricular,

extension, professional development related activities, research and academic proficiency. Departments collect the data for appraisal of teaching-learning activities of teachers in the form of departmental reports which are then forwarded to the Principal. The annual reports are prepared by the Institution which contain all activities organized in the college including invited lectures, seminars, as well as the major achievements of the students and the faculty members. The completion of the syllabus by the teachers prior to the internal examination were ensured by the principal. The governing body has a subcommittee for academic affairs, which review academic activities in the campus, every year.

Teacher's Evaluation by Students- Students are given the opportunity to provide their feedback of the teachers. The feedback is collected from students and alumni by the IQAC. The questionnaire is structured to elicit responses for parameters like sincerity, communication skills, subject knowledge, Punctuality and regularity, coverage of topics, encouraging student participation in class, approachability, discipline enforcement, personal help, curriculum to provide effective mentoring and career guidance to students and grade the teacher's ability in creating an interactive, discussion-oriented and democratic classroom. After proper analyses and evaluation, the IQAC prepares an Action Taken Report thereby taking correcting measures to enhance the quality of each faculty

#### Non-Teaching Appraisal

The management has introduced an assessment mechanism to make the administrative staff competent and responsible.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college is an aided institution, funded by the government. Any expenditures involving payment from the grants received from the

state government, UGC, RUSA and management are subject to be audited. The tuition fee for various academic programmes, as fixed by the government are collected and remitted in the respective heads of account of the government. Use of financial resources are coordinated and monitored by the respective Committees. The College Council, IQAC, UGC cell, Purchase and Planning Committee, RUSA Monitoring Committee and sub-committees monitor and manage the financial resources received. Formal discussions and recording are held at given intervals and the decisions made are communicated. Thus, the institution safeguards transparency by following the sourcing of funds, planning by respective committees, filing of expenditure statements, utilization and finally a submission of the procedure for getting it monitored. Accounts of PTA are maintained and audited every year. Auditing of stock registers, College Library, department libraries and all plan expenditures of the college are conducted without fail. An independent accounts section functions in the college, which prepares the accounts, get it approved and make it available for audit. The institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. The accounts are maintained regularly and in accordance with the prescribed act and rules. Steps are taken to ensure that the receipts and disbursements match. All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under various heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found after an internal audit, audit objection pertaining to individual departments will be circulated for clarification. The explanations received from the concerned departments are scrutinized and the income and expenditure details and the compliance report of internal audit are submitted to the principal. An external audit is conducted once in every year to check whether the transactions have been done in conformity with the established standards. The final reports are sent to the concerned audit heads (Director of Collegiate Education, Kerala and the Office of the Accounts General) for settlement. The audit notes which were not dropped are communicated to the concerned department for compliance and corrective action. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid misappropriation of funds or properties of the institution at all levels.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

2412186

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Our college maintains & follows a well-planned process for the mobilization of funds and resources. Funds are mobilized from College management, alumni, PTA, faculties and the Government. The College has a planning and purchase committee headed by the Principal with senior faculties and Head Accountant. Different committees of Faculty are appointed by the Principal for utilizing every fund received by the college. The committees prepare a budget by considering the expenditure needed for the coming year and try to collect funds for the same. The committees are assisted by the Superintendent and the Head Accountant of the college to utilize the fund suitably through proper channels including PFMS. Funds utilized by the college are audited. The Institution has designed some specific rules for the fund usage and resource utilization. The optimal utilization is ensured through encouraging innovative teaching-learning practices. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, project and research activities, co-curricular activities/extra-curricular activities, parent teacher meetings etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The college constantly reinvents and innovates itself to comply with the need to maintain high quality education. It strives to be the best so that it can provide the best to its students. Keeping in mind the pandemic situations some notable activities were organized by IQAC last year.

Online programmes were conducted on healthy life styles including yoga and administrative quality enhancement. IQAC further suggested that the students should be counselled through the mentors to reduce the stress in students during the pandemic.

Students Orientation Programme: At the beginning of every academic session, Students' Orientation Programme is held for freshers. Students are given information about vision and mission of the college, code of conduct, examination system and internal marks, Program outcomes, library, various Cells of the College, NCC, NSS, sports, their activities and achievements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Due to the covid pandemic situation over the last academic year, IQAC has taken necessary steps to continue teaching-learning process more effectively through various online platforms. Various webinars related to faculty development, overall development of students and their well being were organised by IQAC. These webinars help in the regular updation of knowledge and improve the teaching learning

process.

IQAC suggested for Academic-Administrative Audits in all the departments to be made mandatory for overall improvement of teaching-learning process.

IQAC has encouraged and supported mentor-mentee relations so as to handle student related problems, carrier counseling, grievances etc. This helps in improving structures and learning outcomes. IQAC ensures the conduct of PTA meetings in all the departments and each semester for the effective interactions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute promotes gender sensitivity through various initiatives and actions for creating safe, secure and healthy atmosphere in the campus.

Initiatives relating to gender equity promotion are carried out in the campus as follows.

1. A lady faculty is directly taken as warden in the ladies' hostel for the smooth functioning of the hostel. The college hostel and campus is guarded by 24x7 security.

2. CCTV cameras have been fixed in the prominent places like hostel, campus corridors, main campus building and common places.

3. Statutory committees like Anti-Sexual harassment committee, Women study unit, Grievance Redressal committee comprising of female faculty members is constituted as per the AICTE/University guidelines and is working effectively.

4. Anti-ragging committee takes in stake of ragging incidents, if any regularly.

5. Suggestion/complaint boxes are made available at the campus for the students and faculties to drop in their cause of concern in the form of a written complaint.

6. The college has a well-defined student mentoring and tutor system. Each student is allotted with a particular faculty member who will be his/her counsel till the end of his/her course. For stress related mentoring each faculty has 15 to 20 students. This improves the relationship between student and the mentor and helps the mentor to know the overall personality of each student. Students meet their mentors for any grievances- regarding gender related issues if any, personal problems, general issues, lack of facilities, academics etc.

7. A counselling cell is constituted to monitor the student counselling process with women faculty members as coordinator.

8. A women amenity centre is provided for girls in the college. All are provided in the room. Sanitary pad vending machines are placed in girl's washroom.

9. All the committees are constituted with ladies' representatives and make sure their participation in all the activities.



10. Student council are acting according to the University rule and it sure the representation from each class with at least one lady representative.

11. Female participation in all extracurricular activities are ensured and gender specific events in various sports and games are organised to find out their hidden talents and make them fit mentally and physically.

12. The Women's Study Centre and NSS plays a critical role in fostering gender sensitivity on campus. Programmes in the form of lectures, conferences, and workshops are organised throughout the year that aim to provide an intersectional approach in creating awareness amongst students about the inequalities confronting all genders.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**1: Solid waste management**

The institution has an effective solid waste management system. Waste materials are primarily segregated into biodegradable and non-bio degradable waste. The college has a biogas plant to treat biodegradable waste which is converted into biogas and biofertilizer. Biogas is used for cooking in the college hostel and canteen. Biofertilizer is used as manure for trees and plants in college garden.

Non-biodegradable waste materials including plastic is collected and is given to cooperation for proper disposal. Sanitary napkins incinerators are instilled in the college and in women's hostel for the scientific disposal of sanitary napkins.

## 2. Liquid waste management

The campus has a underground drainage systems and leach pits to treat liquid waste generated in the campus from hostel, canteen, wash area and restrooms. The Department of Chemistry keenly ensures that liquid waste water generated in the laboratories will not pave way to chemical hazards.

## 3. E- Waste management

E-waste generated in the institution is collected from various departments and is stored securely until an agreement is made with an e- waste recycling agency.

## 4. Biomedical waste

Biomedical waste is not generated in the campus.

Waste bins are placed in all classrooms, laboratories, staff rooms, hostel rooms and office. Students are sensitized about the significance of proper waste disposal and their participation is ensured in all levels of waste management processes.

## 5. Hazardous chemicals and radioactive waste management

Chemistry Department promptly ensures that chemical waste is treated in the proper manner. In addition to this, random use of chemicals is discouraged in laboratories and use of radioactive substances is prohibited.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>	<b>B. Any 3 of the above</b>
<ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of bicycles/ Battery-powered vehicles</li> <li>3. Pedestrian-friendly pathways</li> <li>4. Ban on use of plastic</li> <li>5. Landscaping</li> </ol>	

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the</b>	<b>A. Any 4 or all of the above</b>

**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**The college strictly adheres to Sree Narayana Guru's philosophy "One**

Religion, One God for Man” The institute provides an eminent inclusive environment for both students and faculties.

- During COVID 19 pandemic, the departments took effort to prepare and distribute sanitizer to bank and hospitals and within the campus as part of ensuring the protocol in University examination.
- We celebrate and protect cultural, regional, linguistic, communal, socio-economic diversities. All festivals like Diwali, Onam, Christmas, Holi etc. are celebrated with equal fervour.
- Celebrates regional festivals with certain cultural programmes to endure symbols of cultural things and preserve the unique tradition of unity among students.
- Due to pandemic situation of Covid-19, most of the programmes were conducted via online. Mother’s Day, Nurse’s day, heart Day, World Tobacco day, Covid awareness programme, Aids awareness day, Poshan Pakhwada, Autism awareness day, Forest Day were celebrated in the year. India Pulvama attack black day we payed homage to all those martyrs. Some regional programmes like “Ente Malyalam ambassadors”, Distribution of face mask to Punalur municipality, Free Vaccine Registration Campaign were also conducted.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

#### Election Awareness Drive

The NSS unit of the college conducted an election awareness drive on behalf of Systematic Voters’ Education and Electoral Participation(SVEEP) on 15 March 2020. The main objective of the programme was to sensitize the students towards fulfilling the rights and duties of a citizen. The class was conducted keeping in view of the impending Assembly Elections. The technical session led by Sri. John (Assistant Professor St. Stephen’s College, Pathanapuram), motivated and encouraged the students to cast their vote and partake in the nation building process. He also gave

directions to the students to obtain Voters ID card and other relevant documents that enable them to cast their vote.

#### Covid Awareness Programme

The NSS Unit of the college conducted a Covid awareness programme for the students from 16/04 2021 to 18/04/2021. The programme aimed at making the students to realize the gravity of the pandemic and the need of precautions to be followed to prevent the spread of the Corona virus. The volunteers created posters and videos pertaining to this and posted in the NSS official website. They also created awareness about the requirement of vaccinations to prevent the spread of Covid-19. The volunteers also helped the students to register for the vaccination.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

#### 7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College has taken initiatives in commemorating the national and international days that mark the important aspects in sense of patriotism and to promote nationalism among student community. Due to the Covid-19 pandemic situation we have celebrated most of the national and international events via online mode.

For the academic year 2020-21, the following days were celebrated

- Yoga Day
- Remembrance Day of Dr APJ Abdul Kalam
- Ozone Day
- World Heart Day
- Gandhi Jayanthi
- International Day of the Girl Child
- Founder's Day
- World Cancer Awareness Day
- World Aids Day
- Energy Conservation Day
- Human Rights Day
- Human Solidarity Day
- National Mathematics Day
- Independence Day
- Republic Day
- Cancer Day
- World Social Work Day
- National Science Day
- World Wildlife Day
- International Women's Day
- International Pi Day

- World Social Work Day
- Forest Day
- Tuberculosis Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice I: Nyrmaryam-Extending Empathy and Social Consciousness

Under the title "Nyrmaryam" the college continues the best practices Kanivu and Thelima with the aim of inculcating the spirit of social consciousness, and spreading the message of cleanliness among the students respectively. Various initiatives were carried out during the year under the banner of Kanivu and Thelima. Visiting the poor and elderly in orphanages and old age homes, distributing food for the poor and destitute, visiting palliative cares, distributing dress materials to the poor students, carrying out cleanliness drives at various locations inside and outside the campus were some of the activities done during the year 2020-21. In addition to this, the programme titled "Kanivinte Kaithangu" distributed food and essentials to numerous households in the Punalur Municipality who were struggling hard to meet their ends owing to the Covid 19 pandemic.

### Best Practice II: GURUDARSHANAM

Holding on to the great saint Sree Narayana Guru's words'



"Enlightenment through Education", the college acts as a reforming institution in the rural setting. In 2020-2021, substantiating to the ideals of Guru, the college organised Webinar series entitled Cognizance 2.0 and conducted programmes through online mode under De-addiction Club that highlights the grievous consequences of addiction to drugs and intoxicants in the youth. The departments of various disciplines conducted webinar series in association with IQAC. Sree Narayana Study Centre in association with the Department of Malayalam conducted a Life Skill Programme on "Guru's Philosophy in Everyday Life" during the year 2020-2021. Besides these initiatives, a day in the college starts with the prayer extracted from "Daiva Dasakam".

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college strives to ensure that the students study and grow up in a healthy environment, giving out the best of their physical and intellectual contributions to the society. During the academic year 2020-2021, under the supervision of the Medical officers from the Govt: Taluk Hospital, the college conducted an One week Health Audit in which the students enthusiastically participated. In the audit, health of all the students were ensured by using the parameters like RBS, pulse rate, BP, oxygen levels in the blood, BMI, Blood group detection etc. Availability of medical assistance and sickroom were also inspected during the audit. The achievements of students in sports and games, especially in inter-collegiate and inter-university contests were assessed as they indicate the persistence of healthy mind and body of the youth.

Besides conducting Health Audit, the college regularly conducts a capacity building programme namely Yoga and Self Development which promotes a healthy life style among the students. Counselling sessions are provided to the students individually who are in need and regular interactions are carried out by the students' mentors. The college has always given utmost priority to the physical and mental strengthening of the students besides their moral, social and

academic enrichment.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- Start uploading of AQAR, IIQA, SSR, NIRF and AISHE.
- Conduct training programme for the accreditation of NAAC 3rd Cycle.
- Sanitizer preparation and distribution
- Organise Departmental Seminars/Webinars
- Allocate more funds for the maintenance of infrastructure and ICT.
- Starting up college co-operative store
- Strengthening extension activities.
- Organise placement drive for outgoing students
- Encourage activities and programmes sponsored by Alumni (FSA)
- Provide pro-active training regarding disaster management.
- Conduct Programmes for legal awareness regarding laws related with women.
- Create more facilities in women's Hostel.
- Encouraging students and teachers to enrol MOOC courses in related areas of their programme.
- Continue Energy audit and create awareness for the minimum and effective use of energy.