YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution	Sree Narayana College, Punalur
• Name of the Head of the institution	Dr Santhosh R
• Designation	Principal- in -Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04752222635
• Mobile no	9446272791
• Registered e-mail	sncpunalur@gmail.com
• Alternate e-mail	iqacsncollegepunalur@gmail.com
• Address	Sree Narayana College, Chemmmanthoor, Punalur, Kollam District, Kerala-691305
• City/Town	Punalur
• State/UT	Kerala
• Pin Code	691305

2.Institutional status

• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **Kerala university**

- Name of the IQAC Coordinator   **Dr Divya Sadasivan**

- Phone No.   **9446358909**

- Alternate phone No.   **9446358909**

- Mobile   **9446272791**

- IQAC e-mail address   **iqacsncollegepunalur@gmail.com**

- Alternate Email address   **divya4908@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   http://sncollegepunalur.in/images/AQAR_2020-21.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://www.sncollegepunalur.in/acacalendar.php

5.Accreditation Details

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**

6.Date of Establishment of IQAC   **01/03/2006**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   [View File](#)

9.No. of IQAC meetings held during the year   7

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

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

Cognizance 2.0(online) was the second edition of the annual multidisciplinary webinar series organized by IQAC in association with various departments. Quality seminars were conducted.

Academic and Administrative Audit.

Preparation of the Academic Calendar

Promoted to join MOOCs offered by Swayam.

Orientation Programme is conducted for freshers.

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
Proposed to conduct online webinars.	Conducted Webinars by all departments -Cognizance 2.0(online)
Orientation for First UG and PG students	Conducted in the month of November 2021
Proposed to execute health audit for teachers and students	Health audit was done in association with Government Taluk Hospital, Punalur in the month of March 2022
Enrich skill orientation among students	Organized various skill development programmes by Entrepreneurship Club
Formal registration of alumni association	Registered alumni association formed
Promote ICT enabled teaching	Strengthened ICT enabled teaching in all departments
Proposed to submit AQAR-2020-21 and SSR	AQAR-2020-21 submitted on 17-03-2022 and Submission work of SSR progressed
Execute health awareness programmes	IQAC organized Health education webinars- July and August 2021

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Council	20/12/2022

14.Whether institutional data submitted to AISHE

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• Location	Rural
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and compliance to the decisions have been uploaded on the institutional website?		
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Name	Date of meeting(s)
College Council	20/12/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	25/02/2022

15.Multidisciplinary / interdisciplinary

The long-term goal behind the introduction of the National Education Policy is to promote quality education in the higher education sector. The college
initiated a discussion in the light of new principles of NEP such as the multidisciplinary approach, different combinations of subjects, changes in curricula and its disbursements. A multi-disciplinary curriculum namely Choice Based Credit and Semester System (CBCSS) was introduced in the year 2010. Students undergoing their fifth semester, have to select a course from other disciplines according to their interests. The faculty members discussed the need for a change in the present fixed curriculum enabling multiple entries without losing the quality and minimum parameters of different courses. The matter had already been discussed in the various forum of BOS and the academic council of the university. The college has a plan of introducing skill-based courses along with different undergraduate programmes and introducing practical exposure to the PG students.MOU has to be signed with practical-oriented institutions for this purpose.

16.Academic bank of credits (ABC):

The Academic Bank of Credit proposed in the draft of NEP facilitates multiple entries and exit points in their academic programmes. This is an innovative
idea to earn and deposit credit through National schemes like SWAYAM, NPTEL etc. It shall also be considered for credit transfer and accumulation in
this provision. This will help the students to earn the required credits and complete the programme. The college has taken initiatives to implement the
Academic Bank of Credits proposed by the NEP 2020. The academic credit acquired by the students from different courses offered by colleges,universities, and national bodies such as NPTEL, Higher Education Council, SWAYAM, etc has to be made available in portals such as nad.digitallocker.gov.in. The centralised database replaces the paper certificates of students and enables quicker verification. The college will also be a part of the Academic Bank of Credits as and when the scheme is introduced by the University of Kerala/government. The College shall abide by thecurriculum and structure prepared by the affiliating university in this regard.

17.Skill development:

In tune with the National Skills Qualifications Framework, the college has already introduced certificate courses in TALLY ERP,

Communicative English, Microsoft Excel, Health and Fitness and Economics in Everyday Life. In addition to this, the College is entitled to implement skill-based programmes provided by Higher Education department of Kerala Government and Kerala Development and Innovation Strategic Council (KDISC) such as ASAP, YIP etc and NGOs. Thecollege arranges classes and carrier training with the help of Chartered accountants and Bank officers, which will have a positive impact on skill development among students in the Arts and Commerce streams. All these initiatives strengthen vocation-based education and develop soft skills. The college will take tie-up with industries for performing laboratory work in the science discipline. For nurturing and developing humanistic and ethical values among students, the college has National service units, National Cadet Corps along with numerous clubs and cells. Every student should be a member of at least one of these clubs and has to undergo a training programme for 120 hours, 60 hrs and 45 hrs for NSS, NCC and clubs respectively.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Sree Narayana College, Punalur encourages the study of the national language- Hindi by offering it as a second language option to the students. Students have to learn and pass four courses in Hindi in their undergraduate programme. English and Malayalam are the other languages taught as part of the curriculum. Seminars and webinars related to literary works and days in remembrance of Poets and eminent persons are arranged for the students so as to make them aware of their contributions to literature and society. The Department of History arranges seminars that promotes cultural values among the students. Moreover, being a local chapter of SWAYAM – NPTEL project of MHRD, Govt. of India, the college makes sure that Indian knowledge system-oriented courses are available for the students. In doing so, the institution also contributes to India's development towards becoming a knowledge society and economy.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

As the College is affiliated with the University of Kerala, the college conducts only offline regular programmes offered by the University of Kerala. At present, the College has no distance learning study centre. But the institution has adopted the blended learning mechanism to meet the requirements of the fast changes brought about in the field of education. During the

Covid pandemic, the college has managed to switch to online mode of education very
effectively. Both teachers and learners have experienced the online teaching and evaluation process by making use of different ICT tools like Moodle, Google Classroom, Zoom meet etc. effectively.

20.Distance education/online education:

As the College is affiliated with the University of Kerala, the college conducts only offline regular programmes offered by the University of Kerala. At present, the College has no distance learning study centre. But the institution has adopted the blended learning mechanism to meet the requirements of the fast changes brought about in the field of education. During the Covid pandemic, the college has managed to switch to online mode of education very
effectively. Both teachers and learners have experienced the online teaching and evaluation process by making use of different ICT tools like Moodle, Google Classroom, Zoom meet etc. effectively.

Extended Profile

1.Programme

1.1	**12**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	**1400**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	**352**
Number of seats earmarked for reserved category as per GOI/	

State Govt. rule during the year

File Description	Documents
Data Template	No File Uploaded

2.3

Number of outgoing/ final year students during the year | **411**

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1

Number of full time teachers during the year | **51**

File Description	Documents
Data Template	No File Uploaded

3.2

Number of sanctioned posts during the year | **51**

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1

Total number of Classrooms and Seminar halls | **33**

4.2

Total expenditure excluding salary during the year (INR in lakhs) | **83.34542**

4.3

Total number of computers on campus for academic purposes | **105**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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 and Semester System (CBCSS) in all UG and PG programmes as per the regulations of University of Kerala.College, Punalur offers 8 UG and 4 P G programmes with pertinent curricula. At the beginning of each academic year, college prepares an academic calendar, strictly adhering to the notices and circulars received from the affiliating university and the academic calendar is uploaded in the college website. The curricula consist of an academic plan, CLMC, admission process, teacher's diary, tutorial system, open forum etc. 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. Orientation Programmes were organized for the newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. The departments organize Bridge Courses to build confidence for the successful transition to the new curriculum.

Student Seminars are held after completion of a section of the syllabus and a periodic review of performance of students is undertaken. . Question Banks containing model question papers and old university question papers are available in the college website. The college library plays a pivotal role in the curriculum delivery through an open access system and the library is automated with LIBSOFT software. Three kinds of mentoring processes are implemented in our college. i.e., Tutorial System, Mentor & Mentee System and Remedial Coaching. Field trips, visits to research institutes etc.

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. An Academic Calendar is drafted by IQAC on the basis of the University Calendar. The Academic Calendar is approved by the Staff Council, and is distributed among the students at the beginning of each academic year. The calendar plans and schedules various activities such as the commencement of Internal Examinations, submission of assignments, publishing of results, tentative dates of conduct of seminars, arts day, sports day and various other important activities of the college.

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 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.

The college council appoints a teacher as the in charge to conduct the Internal Examination. The details of internal examination and its pattern are published on the notice board.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.keralauniversity.ac.in/downloads/Academic_Calendar_2021_22.pdf

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	View File
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	View File
Institutional data in prescribed format (Data Template)	View File

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	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

151

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

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

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, necessity of environmental protection and conservation, disaster management etc. The paper enlightens the students about the significance of sustainable development.

Issues related to human values and professional ethics are discussed in courses such as Writings on Contemporary Issues, Reading Poetry, Human Resource Management, Methodology and Perspectives of Sciences and General Informatics, and Complementary Course: Public Administration.

The institution organizes seminars, webinars, awareness programmes, annual observance of prominent days like World Environment Day, International Ozone Day, Wetland Day and World Water Day, and various other competitions to sensitize students about issues relevant to gender, environment, human and professional values.

The Women's Study Unit of the college in collaboration with various organizations and clubs conducted programmes like Transgender Sensitization Programme, Self Defense Training Programme, and seminars on Beti Bechavo Beti Padavo, Women's Rights and Gender Equality to alert students on issues relevant to gender.

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.	<u>View File</u>

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	<u>View File</u>

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

485

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**B. Any 3 of the above**

from the following stakeholders Students Teachers Employers Alumni	

File Description	Documents
URL for stakeholder feedback report	http://www.sncollegepunalur.in/iqacfeedback.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.sncollegepunalur.in/iqacfeedback.php

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

317

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

85

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

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 college implements a constant monitoring system through College Level Monitoring Committee that recognises 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**

After identifying advanced and slow learners the following strategies are used to monitor and augment their learning potential.

- **Orientation /Induction Programme:**
- **Personality Development Class:**
- **Counselling classes organised by Counselling Cell**
- **Quiz Competitions**
- **Peer Teaching:**
- **Programmes like coaching classes for competitive exams organised by Career Guidance cell**
- **programmes organised by Additional Skill Acquisition Programme (ASAP):**
- **Scholarships for deserving students:**
- **Library facility.**

- **Extra-curricular activities:**
- **Tutorial system:**
- **Mentoring:**
- **Online platforms:**

Special Strategies for Advanced Learners:

1. **Intercollegiate Seminars**
2. **UGC NET Coaching**
3. **P.S.C. coaching**
4. **Prizes to University Rank Holders and Class Toppers**

Special Strategies for Slow Learners:

1. **Remedial Coaching Classes**
2. **Assignments**
3. **Distribution of Additional Reference Materials**

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
1400	**51**

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.**
- **Online Platforms: The faculties use online platforms like Google Classroom, Google Meet, Zoom, Telegram, YouTube and WhatsApp.**

- **Library as Resource Facilitator: Library is equipped with an elaborate stock of books and is installed with Libsoft and Inflibnet.**
- **Project Based Learning: UG and PG students do an academic project on the final semester. Students are also encouraged to do short term projects related to their subjects.**
- **ICT Enabled Teaching: Departments cater to the ICT enabled teaching.**
- **Laboratories: Each Science department has Wi-Fi enabled well equipped laboratories. Apart from Science laboratories, the college has well-equipped language lab and IT labs.**
- **Field Visits and Industrial Visits: The Field studies, Industrial and Research Lab visits are organized for students.**
- **Seminars, Webinars and Workshops: All departments organise Seminars and Workshops.**
- **Club Activities: Clubs conduct various cultural, academic and extracurricular activities.**
- **Certificate, Value added and Bridge courses: Five departments conduct certificate course. Bridge course and capability enhancement programmes are also conducted.**

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

ICT plays a significant role in contemporary teaching learning process. Faculties adopt various methods of ICT in teaching-learning process.

1. **Google Work Space: The College uses Google Work Space for online classes. Google Workspace admin console allows to manage, record and track everything in the institution.**
2. **Zoom Meeting. Faculties use Zoom to conduct online classes.**
3. **Google Classroom: Most of the teachers used Google Classroom to upload notes, videos, audios, and to conduct internal examinations and to give assignments.**
4. **MOOCs: Some of the teachers and a few students use MOOC platform to undergo short term courses.**
5. **YouTube: A countable number of teachers used YouTube**

   platform.
6. Smart Classroom: The college has 11 smart classrooms.
7. Pentab: Teachers of science subjects use Pentab for the effective practical learning instead of black board.
8. Chemdraw and Latex: For effective teaching, softwares such as Chemdraw and Latex used by Chemistry, 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

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

51

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
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

24

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)	View File

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

307

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 observations 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 handover 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 approved by the Head of the Department and the 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 has 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 by the university.
- The university also organises orientation workshops for teachers to discuss the aims and objectives of the revised syllabus.
- CLMC conducts meeting and 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).
- The softcopies of COs and POs are uploaded in the college website, in the department pages of the college website, and also pasted in the notice board.
- The soft copies of COs and POs are 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 by eminent academicians. On a later occasion the concerned programme tutors give an outline of the course and programme outcomes to the students.

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

126

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
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)

http://www.sncollegepunalur.in/iqac/SSS%20F.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

3

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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: Seminars, motivational classes, discussions, etc. were conducted to encourage young entrepreneurs of the college. Awareness programmes on various skill developments were arranged. Aspiring women entrepreneurs were given training in fancy ornament making and jewel handicraft making.

Field Study: Students were motivated by the field visits.

Inculcating Social Responsibility in Students:

Programmes conducted by NSS and NCC including Blood Donation camps and Palliative care aimed to inculcate social responsibility in students and mould students into better citizens.

Campus Radio: Cappuccino - A new initiative was started in the institution to provide RJ skills to the students. The radio aired important news, songs and entertainment.

Moulding Young Administrators and Scientists: College joined hands with Vedic IAS Academy and provides scholarship for civil service examinations and help the students to continue their studies for a secured future.

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

18

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

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)	[View File](#)
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

9

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

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 among students through various extension activities in and outside of the college.

The following are some of the major extension activities under taken by the college:-

NSS unit of the college has a palliative care unit, Snehasparsham and the members frequently attend training programmes related to palliative care.

On behalf of world literacy day NSS volunteers assisted the students of various anganvaadis. They also engaged in propagating

the importance of being literate among adults.

Palliative club conducted a Survey in Thumbod Ward in Punalur Muncipaliy. In accordence with the survey the Palliative unit members visited patients along with Mrs. Suja , Staff Nurse ,Punalur Taluk Hospital with her team. The club provide medicine kits to the Palliative patients.

NSS palliative units frequently provide food kits to patients.The needy people were identified with the help of Mrs.Suja(Palliative Coordinator & Staff nurse punalur hospital)Naseela, Biju and Rejith (Ward councellors.

The NSS volunteer of SN College, Punalur engaged in district level war room duty during COVID. Jyothish of II BA English, Surya S R of II Bsc Zoology and Jeeva Nanadan of II B Com received appreciation for the war room duty.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

5

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

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

37

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)	View File

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

1973

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)	View File

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

5

File Description	Documents
e-copies of related Document	[View File](#)
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

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 offers 12 programmes consisting8 under graduate and 4 post graduate programmes. Suffient number of classrooms and other required facilities are available in the college. We have 32 class rooms, 11 ICT enabled smart classrooms, 8 science laboratories and 4 computer labs. The college has a well funished seminar hall with 100 chairs, which is used for conducting seminars and workshops. The college auditorium is a valuable one conducting general meetings, assemblies and art competions, etc. The auditorum is useful for conducting yoga classess and many other important programmes. Sciencelaboratories are indeed useful for practical exposures in learning as well as for conducting internal and university examinations. The college has 4 computer labs, which

are using for practical classes in BA Communicative English, B.Com, BSc Mathematics and BSc Physics. We have fulfledged facilities for internal and university examinations in addition to the college office. Students can avail facilities for phtocoying, library and internet from the college.The institution's library is fully automated and installed LIBSOFT software, OPAC Mobile app. N-List facility is also enabled in the library. Students are encouraged to utilise the library in which the 21412 books of all disciplines, journals, magazines and newspapers of various languages are included. A Women's Amenity Centre with fully furnished rest room and incinerator functions in the college. A cafeteria with a stationary store is also functions in the campus. Separate rooms are allotted for IQAC, NCC, NSS, FSA, university examination and internal examination, management officials, PTA, Counseling Cell and Grievance & Redressal Cell.

File Description	Documents
Upload any additional information	View File
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 amble facilities for the nurturing the cultural aptitude of the students. We have training programmes for cultural activities under the supervision of a faculty. They train students for college and university level competitions. We have Physical Education Department and is glorious one for its achievements. We are consecutevelly placed in second or third in the intercollegiate level competions for athletics and games for the last ten years. We also bagged medals in interuniversity competitions. The Department has a modern Multi- Gymnasium and Health club.The gymnasium is equipped with cardio equipment like treadmill, stationary-bike, strength-equipment like Smith-machine, Abdominal-crunch, Squat-machine, Functional trainer machine etc. The department also has an Open Gymnasium which is actively used by both students and faculty. The college has a playground designed in 1965 and has an area of 4000 sq.m with a 200 meters Athletic track. Athletics, football and cricket tournaments are conducted in the playground. The fitness centre, established in 2006 caters to providing fitness training to students and it covers an area of 110 sq.m. We have indoor badminton court. The college auditorum is used as yoga training centre. We are

regularly conducting yoga courses.Sidharth Jayan had won the title of Mr. Kerala University for two consecutive years. Weight lifting and Powerlifting teams also emerged victorious in Kerala University Championship. Many of the athletes have been participating in All-India Inter-University Championships all through these years. In addition to these, Football, Cricket, Shuttle, Badminton, Wrestling, and Taekwondo teams participate in various intercollegiate tournaments.

File Description	Documents
Upload any additional information	View File
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.

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

8.32738

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

The college library is fully automated usingILMS withLIBSOFT software. It functions on all working days from 9.30a.m to 4.30p.m.The library occupies a total carpet area of about 4000 square feet with a reading room, a stack room and a reference room. It has seating capacity of 80 students. The library is bestowed with 21,412 printed books including reference books, 19 Magazines, 7 Newspapers ,10 journals etc. Membership is provided to the students, teaching and non teaching staff of the college. Students and staff are also provided with 10 internet connected systems so that they could easily utilize N-LIST and INFLIBNET facilities. Individual login/passwords are provided to users for accessing INFLIBNETand N-LIST facilities. In order to have data security and to provide access to the required files on aselective basis, LIBSOFT has been organized into two modules namely System Administrator Module and User Module.Each module is protected with different passwords and restricts user access. Library facilitates Web and Android-OPAC, which provides remote access to the users. The automated Gate Register facilities of the software manage the daily visits to the library and provide usage statistics on all categoriesof visitors.

File Description	Documents
Upload any additional information	[View File](#)
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	C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

2.47253

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

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

13

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college offers internet facilities to all departments, office and library. Students are free to use wi-fi facilities and browsing for N-list. All the four computer labs are internet conneted and is available from 9.30 am to 4.30pm. Ten computers are available in the library with internet facilities.Thewi-fi

facility provided by BSNL. The students those who are residing in the college women's hostelcan access the internet facility 24*7 which helps them to gain knowledge and information available on the internet anytime. Faculties adopt diverse techniques of ICT in the teaching-learning method to boost teaching measures and to help the students to achieve knowledge very effectively. Faculties provide various platforms like google classroom, WhatsApp, Youtube, telegram, google meet, etc which facilitate students to experience new ways of teaching and learning. ICT tools such as LCD projectors, interactive boards, video cameras, and LED TVs are available on campus.Faculties have google workspace accounts and can avail of the services through the college domain id. Faculties effectively took advantage of E-Resources and techniques such as MOOCs, LMS, LaTeX, PowerPoint Presentations, Pentab, Chemdraw, etc.The college library provides N-list, Libsoft, and INFLIBNET for students to use the library more effectively. The college has IT facilities such as computers, smart boards, projectors, laptops, printers, scanners, barcode readers, photocopiers/scanner (high Speed) UPS with batteries, Inbuilt Podium, wifi modem, Wifi router, amplifiers, speakers, digital cameras, CCTV cameras, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

108

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

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	View File

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)

12.16236

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 a systematic arrangement for the maintenance of campus facilities.

The college management, PTA and college council are responsible for all the maintenance and support of all facilities available in the college. College Auditorium, Seminar Hall, Classrooms, Laboratories, women's rest rooms, washrooms, Computer labs and language lab are maintained by the Regional Development Committee appointed by college management. College Hostel- A permanent teacher is appointed as in-charge of the hostel and monitors the functioning and maintenance of the hostel . Cleaning of classrooms, laboratories and related places is done by supporting staff appointed by the college. Laboratory facilities are upkeeped by concerned departments.Computer labs are provided with adequate computers. Antivirus software is properly installed and software update is carried out at regular intervals. UPS are installed in

all Computer labs to prevent voltage fluctuations and related power failure problems. In-house maintenance, warranties, AMCs etc. ensure smooth functioning of sophisticated instruments, equipment and computers. Women's Amenity Centre-includes a rest room and three toilets. College has separate photocopiers in the office, examination room and for the students. The maintenance of them is done under the supervision of the college office.Language labis maintained by the Department of English.The library maintenance is done under the supervision of the Librarian and the Library Committee. The Department of Physical Education manages the sports and games facilities of the college. College canteen is maintained by the canteen committee in consultation with the principal and management.

File Description	Documents
Upload any additional information	[View File](#)
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

103

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)	[View File](#)

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

17

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)	[View File](#)

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	**B. 3 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)	[View File](#)

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

231

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

231

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	**No File Uploaded**
Upload any additional information	View File
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

12

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)	View File

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

76

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	View File

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

16

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)	View File

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.

25

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 unive rsity/state/national/international level (During the year) (Data Template)	[View File](#)

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)

The college has 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. The Principal and Staff advisor help the Student Council in its activities and also guide and supervise the functioning of the College Union.

Students Council functions for the benefits of the students and the College. Under the guidance of the staff advisor, they conduct co- curricular activities throughout the year using the Union fund collected from the students at the time of admission. The Union Inauguration, Fresher's Day, Arts festival, Onam and X'mas celebration; Awareness programmes, Seminars/Workshops , Observance of National / International Days, Annual Sports Meet etc. are the activities conducted by the union.

Apart from these, it works for students in need. Social works are undertaken to nurture social responsibility among the students.

Members of the Students Council are represented in the Academic and Administrative Bodies like IQAC, RUSA, Library Committee, Anti- Ragging Committee, Hostel Committee, Student Grievance Redressal Committee are the most important committees in which students are members.

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

18

File Description	Documents
Report of the event	No File Uploaded
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)	View File

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 an active alumni which functions for the overall development of the college. 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 Former Students Association has various chapters in the US, Canada, Australia and in the Middle East. Various chapters of

alumni are functioning at the college.

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 reputed Alumni and former teachers share their experiences with students. The alumni association also support meritorious students by providing awards and scholarships. Ramachandran Memorial Scholarship was given to the toppers of science batches. Various endowments are given to the meritorious students by reputed alumni. The students of 1978-81 Chemistry Batch constituted an endowment in memory of Prof. G. Santha Devi, HOD Chemistry (1978-81). They have made generous contributions for the development of the college and supports some of the extension activities that involve social responsibilities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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 is established to uplift marginalised society in rural area, following the philosophy of Sree Narayana Guru, the legendary saint and pioneer of the renaissance movement in Kerala. Our vision aims at the academic excellence with upholding the universal brotherhood and integrity. The mission of the institution endeavours to nurture young generation through instilling the progress of knowledge achieving in different academic disciplines. The institution strives to accommodate the needs of everyone irrespective of caste and creed.

The College is owned and run by Sree Narayana Trusts, Kollam founded by the former Chief Minister Sri R Sankar in 1952. The Secretary of the Trusts who is the Manager of the college and the Executive Committee along with Regional Development Committee (RDC) frame the policies of governance and execution. The Principal is the ex-officio member in the RDC, which supports academic and infrastructure development through a participative system of governance. The College Council comprises of Principal, Head of the departments, representatives of teachers and the Office Superintendent, imparts timely instructions through council meetings and staff meetings for the proper governance. The college has constituted statutory bodies including IQAC, ICC, RUSA-PMC, CLMC, Anti-Ragging Cell, PTA, etc in tune with the requirement of UGC and Government. They implement the vision and mission of the college effectively with the participation of all stakeholder.

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.

The institution comes under the administration of Sree Narayana Trusts. The institution promotes the culture of participative management at the functional level.

Decentralisation

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized system. Decentralisation is practiced at all levels for the efficacy in management. The democratic style of leadership has generated a sense of collective responsibility in the functioning of the institution. The administration of the college involves the Principal, the Head of the Departments, teaching and non-teaching faculty, students, parents, management and alumni. Principal is the central point of the governing body. The College Council oversees the day-to-day activities of the college and implements the decisions of the RDC with the financial support of various agencies. The Principal in consultation with the Teachers' Council nominates different committees and teachers are nominated as convenors and members of these committees for the planning and

implementation of the different academic and non-academic activities in the institution. General staff meetings are organised regularly to analyse the total functioning of the college. The College Union Chairman is also included as the member of governing body empowering them to play important roles in different activities. Various cultural and sports programmes under the guidance of the staff advisor are hosted by the College Union. The college office takes care of all the administrative duties pertaining to the teachers and students. All the overall activities of the college are monitored by the IQAC.

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

The college has effectively charted out and implemented a plan of action by giving due focus on the sustainable development of thrust areas like teaching and learning, research and development, extension activities, mobilization of funds and infrastructural facilities. In the area of teaching and learning numerous certificate courses, bridge courses and ICT-enabled teaching have been started by various departments. Online teaching platforms such as Google meet, Zoom, YouTube, MOOC etc were extensively used during the lockdown period. The college is a local chapter for SWAYAM (LC ID-3710) and has ensured the participation of students in online certificate courses offered by MHRD, NPTEL, AICTE etc.. Faculty members and students are encouraged to publish research papers in UGC-listed journals. Faculty members are encouraged to participate in Refresher and Orientation programmes to update and enrich their knowledge in various disciplines. College library has been automated with LIBSOFT software. Barcoding and LIBSOFT OPAC mobile app have been enabled. Science laboratories have been refurbished and classrooms were modernised through funds instituted and mobilized by RUSA. PTA fund has been used for installation of incinerators in ladies' toilets. On-grid 5KWH solar system and biogas plant have been installed with the help of alumni and teachers. A ramp for differently-abled students was constructed with the support of PTA. The language laboratory of the English department has been upgraded with new computers and language learning software. New sports equipment was purchased

with the aid of PD account for the benefit of sports students.

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 comprises of the Management, Governing body, the Principal, teaching and non-teaching staff and students. The Sree Narayana Trusts manages and regulates the functioning of the institution. The RDC handles the local management, sees to the efficient working and provides financial support for its functioning. The College Council monitor, evaluate and resolve issues related to the overall development of the college. IQAC plays an important role in 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. College Union conducts meetings to address the student-related issues and organizes extracurricular activities in the college. RTI Cell constituted as per the Right to Information Act, 2005 promote transparency and accountability in the functioning of the college. The alumni and Parent Teachers Association of the College contribute to the development of the institution through generously supporting the various activities of the institution.

The posts of Assistant Professor and office staff are filled strictly based on merit. Institution abides by the UGC Regulations on Minimum Qualifications and Kerala University Regulations on appointment for the maintenance of standards in teaching. The institution maintains backward community reservation as per the Government rules in recruitment

All the staff in the college is bound to abide by the Kerala Service Rules (KSR), Government of Kerala. The Kerala University Statutes are also binding on all the employees of the institution on all matters pertaining to their service and conduct.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://www.sncollegepunalur.in/downloads/organogram.pdf
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)	View File

6.3 - Faculty Empowerment Strategies

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

A. Statutory Welfare Benefits-

1. GPF, CPF, NPS, GIS, SLI, Statutory Pension and Contributory Pension schemes are implemented among the employees.

2. Leave Benefits, Medical Benefits and Loan Benefits are available to all the permanent employees as per the Government rules.

B. Non- Statutory Welfare Benefits.

1. Institutional Welfare Schemes: Adequate and sufficient wages are given to guest faculty on an advance payment basis. The cleaning staff and security staff are also given adequate wages on daily basis.

2. Teaching and non-teaching staff are encouraged to attend Training Courses for departmental tests and their professional development.

3. All the staff are facilitated with Counselling programmes, Yoga and a multi -gymnasium for their recreational activities.

C. Institutional amenities:

a. Grievance Redressal cell, Internal Complaints Committee etc are constituted for the staffs and students.

b. Institution offers 24 hours security for the campus and hostel.

c. Women amenity centre: A well-furnished rest rooms with incinerators are provided for ladies' staff and students.

d. Fire & Lab Safety: Adequate fire and safety measures are installed in practical laboratories of science departments.

e. A well-furnished canteen with a store functions in the college. Water purifiers are installed in the campus that provides purified water.

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)	No File Uploaded

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

0

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)	**No File Uploaded**

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

3

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)	[View File](#)

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

An effective self-appraisal system has been implemented and followed for rating the faculty performance and the performance of non-teaching staff. It functions in the following ways.

Teacher Performance Record (TPR)

College follows the appraisal system - annual Performance Based Appraisal System [PBAS]) implemented by UGC and used for the promotion of faculty members. All details pertaining to curricular, co-curricular and extracurricular activities by the teachers are recorded. The details are finally evaluated by a screening committee constituted by the University during the promotion process of the faculty.

Teacher's Diary:

All teachers are provided with a Teacher's Diary in which they have to record details of the daily academic activities including the extra hours engaged, remedial coaching and exam invigilation duties.

Students' Feedback:

A 'Student Feedback Form' is distributed among students for faculty evaluation. The parameters contained in the questionnaire cover different aspects regarding performance of the faculties. Then the feedbacks are processed by the IQAC and a report is submitted to the Principal. After analysing the report, the Principal makes necessary suggestions for improving effective

teaching.

Non-teaching Evaluation Report:

Evaluation of Non- teaching staffs are done through a self-analysis report. Every non-teaching staff needs to fill this self-Appraisal form every year and is forwarded to the principal. Principal enters a report on the form and keep it confidentially.. The Nonteaching staffs are supposed to write departmental tests conducted by the Public Service Commission, Government of Kerala, which improves the professional performance of staff.

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

Three types of financial audits are followed in the college for ensuring the genuineness of the utilization of funds.

1. Audit by Directorate of Collegiate Education:

Annual audit of accounts is conducted by the audit wing of the Directorate of Collegiate Education. They thoroughly examine and scrutinize all types of funds received by the college with source documents and vouchers to verify the correctness of utilization of all government funds. They submit an audit report to the college stating the disparities that are to berectified and suggestions to be made in the future.

2. Accountant General, Kerala: The Accountant General, Kerala periodically conducts audits of accounts with respect to all the government funds received and utilized by the institution. They submit the audited report of the same to the college. The guidelines and suggestions contained in the report are strictly followed so as to ensure the effective utilization of funds.

3. Audit by Chartered Accountant: Central government agencies such as UGC, RUSA and DST insist to perform audits by a practising

Chartered Accountant. Funds received from management and PTA are also audited by a Chartered Accountant and presented before the general body.

4. Internal Audit: Every year, a committee of teachers are authorized to perform the verification of files and equipment in all departments. They submit a verification report to the principal after a careful physical verification process.

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)

0

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)	No File Uploaded

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

College maintains a well-planned process for the mobilization of funds and resources. Funds are mobilized from College management, alumni, PTA, faculties and the Government. Funds are also mobilized by contributions from teaching faculties for mid-day meal programme of the college, support during pandemic situations, flood relief activities and other calamities.

Resource Mobilization Policy and Procedure

Before the beginning of financial year, Principal and Heads of Departments prepare the college budget. The Principal, Planning

and purchase committee along with the accounts section of the college ensure that the expenditure lies within the allotted budget. Statutory auditors appointed by the Government certify the financial statements during every financial year.

Utilization of Funds

A Planning and Purchase committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. The quotations are then scrutinized by the committee before a final decision is made based on parameters like pricing, quality, terms of service, etc. The intervention of the management is sought in case the expenditure exceeds the budget.

Optimal utilization of resources

The available physical infrastructure is optimally utilized for conducting remedial classes, project works, co-curricular activities, parent teacher meetings. The college infrastructure is also utilized for the Examinations conducted by University and Government agencies. The faculty who takes initiatives and receive grants for Research and Development works for strengthening the infrastructure in the institute would be encouraged.

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

- Cognizance 2.0(online) was the second edition of the annual multidisciplinary webinar series organized by IQAC in association with various departments. The theme of the webinar series was 'Education for Existence', mainly focused the knowledge in the different area of discipline for survival in the pandemic situation.
- Academic and Administrative Audit.
- Preparation of the Academic Calendar.
- The students and faculty registered for various MOOCs

offered by Swayam.

- At the beginning of academic session Orientation Programme is conducted for new students.
- 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.
- Entrepreneurship Development Club organized workshops on "Entrepreneurial skill Development", "Creativity and innovative skill Development", "Ornaments making" and Paper Bag Making'
- As part of International women's Day Celebrations, Health club and NSS Unit jointly conducted an online awareness class on "Post Covid Treatment via Ayurveda".
- Department offers Certificate Course
- Encourage teachers to attend Faculty Development Programmes to update their knowledge in their respective disciplines and to keep themselves abreast with the latest changes and developments in the field of study.
- Teachers are inspired to participate in international seminars making use of the Seminar aid from the sponsor agency
- Students are motivated to participate in seminars and present papers.

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

Parent Teacher Association

- Functioning actively to understand the perceptions and expectations of the parents.
- Helps in monitoring the students' progress and their academic performance and if any improvement needed it is communicated with the respective parents.

- Feedback are collected from the parents in terms of revision in curriculum during the meeting as parents are also one of the stake holders in education sector. The institution progress and potential plans will be discussed during PTA meeting to ensure the students are in par with the institutions planning.
- Funds generated are utilized for the smooth functioning of the institution. (Renovation of Canteen, purchasing Journals, Computer, Wi-Fi Facilities increased, maintenance work)

Feedback from various stakeholders

- Collects feedback from various stakeholders like students, parents, alumni and teachers on various parameters including curriculum, syllabus, infrastructure and various amenities provided by the college.
- The collected feedback are consolidated, analysed and relevant suggestions are properly addressed.

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	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 equity through various initiatives and actions for creating a safe, secure and healthy atmosphere for students in campus. Opportunities are open to all students irrespective of distinctions based on gender.

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

1. Orientation programme is given to all First-year degree students

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

3. Statutory committees like Anti-Sexual harassment committee, Anti ragging committee, Discipline/Ethics Committee, Women Study Unit, Grievance Redressal committee, Internal Complaints Committee comprising female faculty members are constituted as per UGC guidelines

4. The Pink Beat System, an initiative of the Kerala Police has been deployed in front of the college to ensure the safety of students. Academic spaces like classrooms, labs and library, sports facilities and other common spaces in the campus ensure all students' participation without discrimination. A multi-gymnasium functioning in the campus is open to all students between 3 pm and 4 pm.

5. NSS and NCC units conduct various programmes which ensure equitable participation of all students.

6. A well-established Women's Amenity Centre functions in the campus catering to the needs of girl students.

7. On behalf of International Women's Day, the Women's Study Unit and NSS Unit of the college organised gender sensitisation programmes. Department of English organised a seminar on Gender Justice and Women's Rights on 11/03/2022.

File Description	Documents
Annual gender sensitization action plan	http://www.sncollegepunalur.in/iqac/7.1.1%20action.pdf
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	http://www.sncollegepunalur.in/iqac/7.1.1.pdf

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	View File
Any other relevant information	View File

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

The college has an effective waste management system

1. Solid waste management

The college has a biogas plant to treat biodegradable waste converted into biogas and biofertilizer. Biogas produced is used for cooking. Non-biodegradable waste materials including plastic materials are collected and handed over to the corporation for proper disposal. Non-biodegradable materials including plastics and flex boards are strictly banned.

2. Liquid waste management

The campus has underground drainage systems and leach pits to treat liquid wastes generated from the hostel, canteen, wash area and restrooms. The Department of Chemistry keenly ensures that liquid wastewater from laboratories will not cause any chemical hazards.

3. E-Waste management

E-waste generated in the institution is gathered 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 campus. Used sanitary napkins are properly disposed of by incinerators implanted at the college hostel and the ladies toilet.

5. Hazardous chemicals and radioactive waste management

The chemical wastes produced in the Chemistry lab are treated properly. Only quality goods are purchased and the use of hazardous materials is reduced. Use of radioactive substances is strictly prohibited.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction	B. Any 3 of the above

of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
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	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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 offers an inclusive environment to all categories of students irrespective of their gender, caste, religion or economic status.

All festivals are celebrated by all students and staff with equal

fervour. The college ensures the participation of all students in such cultural celebrations to reinforce tolerance and cultural harmony.

The NSS Unit of our college conducted a Gender Sensitization training program (Gender Relation, Gender and Law) organized by Women & Child Development Department, Kollam and District Level centre for Women, Kollam

On behalf of Vijay Diwas, the students created posters as a tribute to the soldiers who sacrificed their lives for the nation

Vijay Diwas is celebrated on 16 December in India to remember the martyrs, and their sacrifices, and to strengthen the role of armed forces for the cause of the nation

A poster presentation was conducted on account of the Anti-Child Labour day

International Day for Girl Child was observed by conducting various programmes.

A poster presentation was conducted on behalf of World Aids Day. An oath was also taken by all students in this regard

Pravasi Bharathiya Divas was observed by creating posters

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

The institution conducts various programmes and observes constitutional and national days of importance to sensitize the students and employees of the institution to the constitutional obligations and responsibilities of the citizen.

The college observed national days of importance like Independence Day, Gandhi Jayanthi, Human Rights Day, Republic Day, World day for International Justice, International Day of Democracy and National Integration Day

Environment day and Ozone day were observed at the college

Department of History conducted a webinar titled Indian History since the Eve of First Urbanisation

A seminar on Yoga awareness was conducted as part of the International day for Yoga.

The NSS unit of the college conducted surveys, cleanliness drives, visits to old age homes, palliative cares, and blood donation campaigns to instil in students social responsibility and commitment towards fellow beings. Anti-drug awareness programme was organised to sensitise students to the harmful effects of drugs.

Seminar sessions on Legal awareness and Women's rights were conducted by the NSS, Women's Study Unit

The NSS unit of college took a pledge in connection with constitution day.

The Department of English conducted a seminar on Gender Justice and Women's Rights on behalf of Women's Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.sncollegepunalur.in/iqac/7.1.9.pdf
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	B. Any 3 of the above

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

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	**No File Uploaded**

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

The college takes all initiatives to celebrate national and international commemorative days and events to instil national consciousness, patriotic feelings and a sense of harmony and brotherhood among the student community. The following days were celebrated at college during the academic year 2020-21

World Environment Day

The day was celebrated online as the students remained at home owing to the pandemic lockdown. Poster presentations were conducted and students planted tree saplings at home

International Yoga Day

International Yoga day was observed by students practising yoga in their houses. A webinar was also conducted in this regard

Independence Day

Independence Day was celebrated on August 15 by hoisting the national flag in the college premises.

Republic Day

The day was observed by hoisting the national flag by the college Principal. Poster presentations were also conducted in this regard

Quit India Day

On behalf of Quit India Day, the college conducted poster making and essay-writing competitions.

Azadi Ka Amrut Mahotsav

On behalf of Azadi Ka Amrut Mahotsav-which is an initiative to commemorate 75 years of progressive India and its glorious history, people, culture and achievements, the college conducted various programmes

Pravasi Bharat Divas and National Youth day was also celebrated

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	View File
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: Kanivu- Hope to the poor and needy

Under the title Kanivu the college continues the best practice Kanivu to inculcate the spirit of social consciousness, thereby helping the poor and needy. Various activities were organised during the year under the banner Kanivu. Visiting the poor and elderly in orphanages and old age homes, distributing food for the poor, mid-day meals for the poor students, visiting palliative cares, and distributing study materials for students are some

activities conducted during the year. The programme's main aim is to instil in them the spirit of social responsibility and cultivate the habit of love and care towards mankind.

Best Practice II: GURUDARSHANAM

College firmly believes in the ideals propounded by the great saint, social reformer and philosopher Sree Narayana Guru. Beholding Guru's words "Enlightenment through Education", the college conducts seminar series every year opening up new avenues of knowledge to students and faculty. All departments were part of the webinar series Cognizance introducing students to academicians from various fields of study. A day in the college begins with Daivadasakam, the prayer for humanity, written by Sree Narayana Guru. Sree Narayana Study Centre organises various programmes propagating the ideals of the Guru.

File Description	Documents
Best practices in the Institutional website	http://www.sncollegepunalur.in/bestpractices.php
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 provide a healthy environment to the students so as to bring about their full potential in the academic as well as non-academic spheres at college. The institution conducts Clinical, Anthropometric and Biochemical (CAB) survey in collaboration with the Government Taluk Hospital, Punalur from 2019 onwards. The CAB survey is specifically designed to fill the data gaps on nutritional status, lifestyle diseases During the academic year 2021-2022, under the supervision of the Medical officers from the Govt: Taluk Hospital, the college conducted Health Audit in which the students enthusiastically participated. Various health parameters such as RBS, pulse rate, BP, oxygen levels in the blood, BMI, Blood group detection etc of the students were checked. As per the report of Health Audit, some students who require medical advice from an eminent Physician were referred to Government Taluk Hospital, Punalur. The college had

taken all efforts to offer financial and other support to those students to overcome their current health issues. Besides conducting Health Audit, the college regularly conducts capacity-building programmes namely Yoga and Self Development, seminars and webinars by health experts which promotes a healthy life style among the students.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Organise Departmental Seminars/Webinars

Allocate more funds for the maintenance of infrastructure and ICT.

Strengthen extension/outreach activities

Encourage participation of students in arts and sports

Organise more placement drives for outgoing students

Provide effective counselling sessions to students

Encourage activities and programmes sponsored by Alumni (FSA)

Conduct more legal awareness classes pertaining to the rights of women

Encourage more students and teachers to enrol in MOOC courses

Strengthen Bridge courses, Add on Courses and Certificate Courses

Continue Energy audit, health audit and green audit