YEARLY STATUS REPORT - 2022-2023

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)   https://sncollegepunalur.in/images/AQAR_2021-22.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: https://www.sncollegepunalur.in/downloads/iac/2022-23.pdf

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**
Cycle 3	**B++**	**2.91**	**2023**	**20/02/2023**	**19/02/2028**

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**	**Nil**

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

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

IQAC

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   [View File](#)

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)

• **The Self-Study Report was prepared and submitted to the National Assessment and Accreditation Council. Additionally, preparations were made for the NAAC Peer Team visit, resulting in the acquisition of a B++ grade. • Feedback collected from all stakeholders was analysed and ensured further action • Conducted Academic and Administrative audit as well as Energy audit • Career guidance and placement programs were successfully conducted. • An academic and administrative audit, as well as an energy audit, were conducted. • The Self-Study Report was prepared and submitted to the National Assessment and Accreditation Council. Additionally, preparations were made for the NAAC Peer Team visit, resulting in the acquisition of a B++ grade. • An International Seminar was successfully conducted. • Participated in NIRF 2022 • Feedback collected from all stakeholders was analysed and ensured further action • Conducted Academic and Administrative audit as well as Energy audit • Career guidance and placement programs were successfully conducted. • An academic and administrative audit, as well as an energy audit, were conducted. • The Self-Study Report was prepared and submitted to the National Assessment and Accreditation Council. Additionally, preparations were made for the NAAC Peer Team visit, resulting in the acquisition of a B++ grade.**

• **An International Seminar was successfully conducted.**

- Participated in NIRF 2022

- Various Career Guidance Programs were successfully conducted. Additionally, placement programs were also carried out successfully.

- An academic and administrative audit, as well as an energy audit, were conducted.

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

Plan of Action	Achievements/Outcomes
Submission of Self-Study report	Submitted Self- Study Report on 24/09/2022
Preparation for NAAC Pear Team visit	NAAC Pear Team visited the college on 15/02/2023 &16/02/2023
To submit data for AISHE 2021-22	Submitted The Datas on 14/02/2023
Preparation of AQAR 2021-2022	AQAR 2021-2022 was prepared and submitted on 23/12/2023
To conduct alumni meet	Alumni general meetings were conducted on 26/06/2022, 02/07/2022 and 03/02/2023.
To sign MoU	Institution signed MoUs with various institutions
To strengthen welfare measures for faculties	A talk on Professionalism and metal happiness on 09/06/2022
Orientation programme for first year UG and PG students	Orientation programs for first year UG and PG students were conducted on 22/11/2022.
To observe various days to promote institutional values and social responsibility among students	National and international days were observed
Student placement cell is given more focus	Conducted various carrier guidance programs. Additionally we strive to provide placement drives for our students.

Preparation of academic calendar	College academic calendar and handbook were prepared
To conduct various audits like academic, administrative and energy audit	Conducted Academic and Administration Audits, Energy Audits.
Participation in NIRF	NIRF submitted
To ensure the maximum students participation in sports and cultural events	Students participated in University level cultural and sports programmes
Proposed to conduct Health Audit for students	Conducted Health audit
To conduct Students Satisfaction Survey	Conducted
Collect feedbacks from various stakeholders	Feedbacks were collected, analyzed and actions were taken
To institute new scholarships	New scholarship instituted (Shri D Krishnan Potti Ex MLA Merit Cum Means Scholarship)
More National /International seminars to be conducted	Conducted two days international seminar on Trends in Chemistry on 15/03/2023 and 16/03/2023

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
College Council	27/02/2024

14.Whether institutional data submitted to AISHE

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)	https://sncollegepunalur.in/images/AQAR_2021-22.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sncollegepunalur.in/downloads/iac/2022-23.pdf

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**
Cycle 3	**B++**	**2.91**	**2023**	**20/02/2023**	**19/02/2028**

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**	**Nil**

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	View File	
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)

• **The Self-Study Report was prepared and submitted to the National Assessment and Accreditation Council. Additionally, preparations were made for the NAAC Peer Team visit, resulting in the acquisition of a B++ grade. • Feedback collected from all stakeholders was analysed and ensured further action • Conducted Academic and Administrative audit as well as Energy audit • Career guidance and placement programs were successfully conducted. • An academic and administrative audit, as well as an energy audit, were conducted. • The Self-Study Report was prepared and submitted to the National Assessment and Accreditation Council. Additionally, preparations were made for the NAAC Peer Team visit, resulting in the acquisition of a B++ grade. • An International Seminar was successfully conducted. • Participated in NIRF 2022 • Feedback collected from all stakeholders was analysed and ensured further action • Conducted Academic and Administrative audit as well as Energy audit • Career guidance and placement programs were successfully conducted. • An academic and administrative audit, as well as an energy audit, were conducted. • The Self-Study Report was prepared and submitted to the National Assessment and Accreditation Council. Additionally, preparations were made for the NAAC Peer Team visit, resulting in the acquisition of a B++ grade.**

• **An International Seminar was successfully conducted.**

- Participated in NIRF 2022

- Various Career Guidance Programs were successfully conducted. Additionally, placement programs were also carried out successfully.

- An academic and administrative audit, as well as an energy audit, were conducted.

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

Plan of Action	Achievements/Outcomes
Submission of Self-Study report	Submitted Self- Study Report on 24/09/2022
Preparation for NAAC Pear Team visit	NAAC Pear Team visited the college on 15/02/2023 &16/02/2023
To submit data for AISHE 2021-22	Submitted The Datas on 14/02/2023
Preparation of AQAR 2021-2022	AQAR 2021-2022 was prepared and submitted on 23/12/2023
To conduct alumni meet	Alumni general meetings were conducted on 26/06/2022, 02/07/2022 and 03/02/2023.
To sign MoU	Institution signed MoUs with various institutions
To strengthen welfare measures for faculties	A talk on Professionalism and metal happiness on 09/06/2022
Orientation programme for first year UG and PG students	Orientation programs for first year UG and PG students were conducted on 22/11/2022.
To observe various days to promote institutional values and social responsibility among students	National and international days were observed
Student placement cell is given more focus	Conducted various carrier guidance programs. Additionally we strive to provide placement drives for our students.

Preparation of academic calendar	College academic calendar and handbook were prepared
To conduct various audits like academic, administrative and energy audit	Conducted Academic and Administration Audits, Energy Audits.
Participation in NIRF	NIRF submitted
To ensure the maximum students participation in sports and cultural events	Students participated in University level cultural and sports programmes
Proposed to conduct Health Audit for students	Conducted Health audit
To conduct Students Satisfaction Survey	Conducted
Collect feedbacks from various stakeholders	Feedbacks were collected, analyzed and actions were taken
To institute new scholarships	New scholarship instituted (Shri D Krishnan Potti Ex MLA Merit Cum Means Scholarship)
More National /International seminars to be conducted	Conducted two days international seminar on Trends in Chemistry on 15/03/2023 and 16/03/2023

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

- Name of the statutory body

Name	Date of meeting(s)
College Council	27/02/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	14/02/2023

15.Multidisciplinary / interdisciplinary

The National Education Policy aims to enhance quality education in higher education. The college is discussing the NEP principles like a multidisciplinary approach and changes in curricula. The CBCSS was implemented in 2010, allowing students to choose courses from other disciplines in their fifth semester. Faculty members are considering modifying the fixed curriculum to maintain quality while offering more course options. Discussions have taken place in BOS forums and the university's academic council. The college plans to introduce skill-based courses and practical exposure for PG students, requiring MOUs with practical-oriented institutions. The National Education Policy aims to enhance quality education in higher education. The college is discussing the NEP principles like a multidisciplinary approach and changes in curricula. The CBCSS was implemented in 2010, allowing students to choose courses from other disciplines in their fifth semester. Faculty members are considering modifying the fixed curriculum to maintain quality while offering more course options. Discussions have taken place in BOS forums and the university's academic council. The college plans to introduce skill-based courses and practical exposure for PG students, requiring MOUs with practical-oriented institutions.

16.Academic bank of credits (ABC):

The college, affiliated with Kerala University Thiruvananthapuram, follows the university's curriculum and does not have multiple entries and exits in their programs due to the current Choice Based Credit Semester system. As a result, the college is not registered under the Academic Bank of Credits. However, students can continue their studies and progress to the next semester even with a backlog. They also have the option to transfer to another college with the permission of the affiliating university. The college encourages students to earn extra credits through activities like NSS, NCC, sports, and arts. They also promote online learning through platforms like Swayam and NPTEL. Additionally, the college offers certificate courses in TALLY, Communicative English, Microsoft Excel, Health and Fitness, and Economics in Everyday Life, aligning with the National Skills Qualifications Framework. They are authorized to implement skill-based programs offered by the Kerala Government, KDISC, ASAP, YIP, and NGOs. In the science field, they plan to collaborate with industries for laboratory work. The college also focuses on instilling humanistic and ethical values by providing NSS, NCC , and various clubs. Each student is required to be a member of at least one of these and undergo programs specific to their involvement. .

17. Skill development:

The college has introduced certificate courses in TALLY ERP, Communicative English, Microsoft Excel, Health and Fitness, and Economics in Everyday Life in alignment with the National Skills Qualifications Framework. Additionally, the College is authorized to offer skill-based programs from the Higher Education department of Kerala Government and Kerala Development and Innovation Strategic Council (KDISC) like ASAP, YIP, etc., as well as NGOs. Classes and career training are organized with the assistance of Chartered Accountants and Bank Officers to enhance skill development among students in Arts and Commerce streams. These efforts aim to strengthen vocation-based education and cultivate soft skills. The college will collaborate with industries for laboratory work in the science discipline. To instill humanistic and ethical values, the college offers National Service Units, National Cadet Corps, and various clubs and cells. Each student is required to be a member of at least one club and undergo a training program of 120 hours for NSS, 60 hours for NCC, and 45 hours for clubs.

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

The college being situated in Kerala where the vernacular language is Malayalam, employs both Malayalam and English for teaching-learning and communication. For any region, the vernacular language is most suitable for communicating ideas and the institution imposes no Language restriction in classroom teaching. The students and teachers are fluent in both languages but Malayalam being the mother tongue, most of the classes are conducted in the same. Moreover, many of the students are from rural areas having studied up to class X in Malayalam medium and therefore prefer it for better understanding. Even in the online mode of teaching, faculty took extra care to ensure that the students understood the contents delivered. Students are allowed to write both internal and university examinations in Malayalam or English according to their preference. The college offers Arts, Science and Commerce courses for UG and PG for Mathematics, Chemistry, Physics, and History students. In classes, the concepts are delivered both in Malayalam and English, but the students mostly write answers in English as the terms used in science and Commerce are mostly familiar with English words. Also, there is a lack of technical books in Malayalam, but there are a good number of conceptual books and videos in the same which help them to conceive and understand concepts. In History and Economics, the classes are conducted in both Malayalam and

English and there are a good number of reference books in both so that the students can read, understand, and write in both languages. Many students prefer Malayalam in writing examinations in these courses. In the course Communicative English, the students have to use English itself for writing. In addition, the students have to learn Malayalam or Hindi as the second language during the undergraduate course. The institution imbibes the cultural diversity of India by celebrating cultural and traditional festivals and days. Students participate in cultural events organised by the students union which creates awareness of the diversity of our culture. The days of national importance are celebrated to reawaken their innate pride in the rich cultural heritage of our country. The Department of History and EBSB club organizes programs that explore Indian arts, culture, and tradition. Wherever possible the contribution of Indian thinkers and their works are delivered to students, as part of the curriculum itself.

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

Sree Narayana College, Punalur, affiliated with Kerala University, Thiruvananthapuram, prioritizes the achievement of quality outcomes through knowledge acquisition. Our college offers a range of Undergraduate and Post Graduate courses in the fields of Arts, Commerce, and Science, following the curriculum prescribed by the university. The curriculum includes Programme Outcomes, Programme Specific Outcomes, and Course Outcomes, which aim to develop essential life skills, vocational skills, intellectual skills, and interpersonal skills. These outcomes are imparted to students through a thorough analysis of the syllabus and engaging team projects, labs, and self-directed activities. Each department focuses on holistic skill development, encouraging students to actively participate in both academic and non-academic activities within the college. We provide various platforms, such as the Debate club, theatre club, and various other clubs, NCC, and NSS, to enhance communication and interpersonal skills. The Commerce Departments organize entrepreneurship programs to foster vocational skills. Science Departments offer hands-on laboratory experience, and all departments provide 6 months of training for project preparation, aligned with the course structure and focused on relevant and updated areas. We also prioritize the emotional intelligence of our students, offering mentoring and counselling sessions to develop self-awareness and empathy. The attainment of course outcomes is assessed through formal and informal evaluation methods, including internal and external evaluations. Our well-

established physical education department is dedicated to nurturing national and international sports talents.

20.Distance education/online education:
Affiliated with the University of Kerala, the college only offers offline regular programs. Currently, there is no distance learning study center. However, the institution has implemented blended learning to adapt to the evolving field of education. Due to the COVID-19 pandemic, the college successfully transitioned to online education. The internet facility of the college has been improved, allowing for live sessions and recorded lectures. Teachers and students effectively utilized various ICT tools such as Moodle, Google Classroom, and Zoom meetings for online teaching and evaluation. Students are encouraged to participate in NPTEL courses, with technical support provided by each department. Teachers have developed captivating and well-designed classroom activities. Assignments are submitted through platforms like Google Classrooms or Moodle, streamlining the evaluation and recording process.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	368

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1408

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	462

File Description	Documents
Data Template	No File Uploaded

2.3	**368**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**53**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2	**53**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1	**34**
Total number of Classrooms and Seminar halls	

4.2	**91,19519**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**115**
Total number of computers on campus for academic purposes	

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 the University of Kerala. College, Punalur offers 8 UG and 4 PG programmes with pertinent curricula. At the beginning of each academic year, the college prepares an academic calendar, strictly adhering to the notices and circulars received from the affiliating university and the academic calendar is uploaded to 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 the completion of a section of the syllabus and a periodic review of the 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 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 and Mentee System and Remedial Coaching. Field trips, visits to research institutes etc.

File Description	Documents
Upload relevant supporting document	[View File](#)
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 respectivesubjects. 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	[View File](#)
Link for Additional information	Nil

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	[View File](#)

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)

6

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

153

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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.	[View File]()

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	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

505

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	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

462

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

332

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:

- Intercollegiate Seminars
- UGC NET and CSIRUGC NET Coaching
- Prizes to University Rank Holders and Class Toppers

Special Strategies for Slow Learners:

- Remedial Coaching Classes
- Assignments

- **Distribution of Additional Reference Materials**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1300	**53**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

- **Innovative and creative practices are implemented into the teaching learning process by the faculty members of the college. These practices have helped and motivated the students in their advanced studies.**
- **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	[View File]()
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 teachinglearning process.

- **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.**
- **Zoom Meeting. Faculties use Zoom to conduct online classes**
- **Google Classroom: Most of the teachers used Google Classroom to upload notes, videos, audios, and to conduct internal examinations and to give assignments**
- **MOOCs: Some of the teachers and a few students use MOOC platform to undergo short term courses.**
- **Smart Classroom: The college has 11 smart classrooms.**
- **Pentab: Teachers of science subjects use Pentab for the effective practical learning instead of black board.**
- **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	[View File]()
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File]()

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

26

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

53

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

20

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

263

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	View File
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). T
- he 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)	View File

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 evaluationsystem. 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. After the completion of the programme the COs, POs and PSOs are assessed by the concerned department based on the marks scored by the students in the CE (Continuous Evaluation) and ESE (End Semester Evaluation)

Requirement for the successful completion of a Programme and attainment of Course and Programme outcome

A student shall earn a minimum of 120 credits including Credits for Language, Foundation, Core, Complementary, Vocational, Open, Elective Courses and Project/dissertation. A minimum of 35% marks (E Grade) is required for passing a course with a separate minimum of 35% (E Grade) for CE and ESE.

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

186

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
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://sncollegepunalur.in/iqac/sss%202.7.1,%202022-23.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

5

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

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

Empowering Future Entrepreneurs: The college organized seminars, motivational classes, and discussions to inspire young

entrepreneurs. Awareness programs on various skill developments were also conducted. Special training sessions were provided to aspiring women entrepreneurs in fancy ornament making and jewel handicraft making.

Field Study Opportunities: Students were encouraged through field visits to enhance their learning experience.

Fostering Social Responsibility: Programs organized by NSS and NCC, such as Blood Donation camps and Palliative care initiatives, aimed to instill social responsibility in students and shape them into responsible citizens.

Campus Radio Initiative: The institution have'Cappuccino,' a program to equip students with RJ skills. The radio broadcasted important news, music, and entertainment content.

Nurturing Future Administrators and Scientists: The college collaborated with Vedic IAS Academy to offer scholarships for civil service examinations, supporting students in pursuing further studies for a secure 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

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

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

2

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

10

File Description	Documents
Any additional information	View File
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

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The college encourages social and communal responsibility in students through various extension activities in and outside the college. NSS, NCC, clubs, cells, forums and other department initiatives provide opportunities for the students to take part in various extension activities. The following are some of the major extension activities under taken by the college:-

NSS Bhumitrasena and Nature club observe world environmental day. NSS, NCC and Physical education department jointly organize international yoga day.

NSS and excise department jointly organized a class on anti drug, as a part of Vimukthi programme.

NSS and Taluk hospital Punalur jointly organized an awareness programme on palliative care activities.

Health club and DDRC Punalur conducted a general health checkup programme.

NSS and human rights forum observe the human right day

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

1

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

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

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

27

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	View File
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

903

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

0

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

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

2

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

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 a total of 12 programs, comprising 8 undergraduate and 4 postgraduate programs. It is equipped with 32 classrooms, including 11 ICT-enabled smart classrooms, along with

8 science labs and 4 computer labs. Additionally, there is a seminar hall for hosting seminars and workshops. The auditorium serves as a venue for meetings, assemblies, art competitions, yoga classes, and various other programs.

The significance of science labs lies in their role for practical learning and examinations. The four computer labs cater to classes in BA English and Communicative English, B.Com, BSc Mathematics, and BSc Physics. The college provides comprehensive facilities for examinations and administrative functions within the college office.

Students have access to photocopying, library services, and the internet on the college premises. The library is fully automated, using LIBSOFT software, OPAC Mobile app, and N-List. It boasts a collection of 21,532 books covering various disciplines, along with journals, magazines, and newspapers.

Furthermore, the college has a Women's Amenity Centre and a cafeteria with a stationary store. Dedicated rooms are allocated for IQAC, NCC, NSS, FSA, university and internal exams, management, 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 nurtures students' cultural aptitude with ample facilities and conducts training programs supervised by faculty for college and university level competitions. The Physical Education Department, renowned for its achievements, consistently secures second or third place in intercollegiate level competitions for athletics and games over the past decade. Medals have been earned in interuniversity competitions, and the department boasts a modern Multi-Gymnasium and Health club with cardio and strength equipment. An Open Gymnasium is actively used by both students and faculty. The college's 1965-designed

playground spans 4000 sq.m, hosting athletics, football, and cricket tournaments, while the 200-meter Athletic track adds to its features. Established in 2006, the fitness center covers 110 sq.m, offering fitness training, and an indoor badminton court is available. The college auditorium doubles as a yoga training center, regularly hosting yoga courses. Sidharth Jayan clinched the Mr. Kerala University title for two consecutive years, and the Weightlifting and Powerlifting teams triumphed in the Kerala University Championship. Athletes have consistently participated in All-India Inter-University Championships. Additionally, teams in Football, Cricket, Shuttle, Badminton, Wrestling, and Taekwondo engage 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)

16.74994

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, fully automated using ILMS with LIBSOFT software, operates on all working days from 9.30 a.m. to 4.30 p.m. It encompasses a total carpet area of approximately 4000 square feet, housing a reading room, a stack room, and a reference room, with a seating capacity of 80 students. The library is equipped with 21,532 printed books, including reference books, 19 magazines, 7 newspapers, and 10 journals. Membership is extended to students, teaching and non-teaching staff. Additionally, 10 systems with internet connection are provided for students and staff to use N-LIST and INFLIBNET facilities, each user having individual login and passwords. To ensure data security and selective access, LIBSOFT is organized into two modules: System Administrator Module and User Module, each protected with different passwords. The library offers Web and Android-OPAC for remote access, and the automated Gate Register facilities manage daily visits, providing usage statistics for all categories of 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	

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)

0.99389

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

72

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 extends internet facilities to all departments, the office, and the library. Students can use Wi-Fi for browsing N-list. All four computer labs are connected to the internet and available from 9:30 am to 4:30 pm. The library is equipped with ten computers featuring internet facilities provided by BSNL.

Wi-Fi is available 24*7 for students residing in the college women's hostel, allowing continuous access to knowledge and information online. Faculty members employ diverse ICT techniques in teaching to enhance effectiveness. Platforms like Google Classroom, WhatsApp, YouTube, Telegram, and Google Meet are used to introduce innovative teaching and learning methods. Campus facilities include ICT tools such as LCD projectors, interactive boards, video cameras, and LED TVs. Faculty members have Google Workspace accounts accessible through the college domain ID.

Taking advantage of E-Resources, faculties use techniques like MOOCs, LMS, LaTeX, PowerPoint Presentations, Pentab, Chemdraw, etc. The college library provides N-list, Libsoft, and INFLIBNET to enhance effective library usage. IT facilities in the college encompass computers, smart boards, projectors, laptops, printers, scanners, barcode readers, high-speed photocopiers/scanners, UPS with batteries, inbuilt podium, Wi-Fi modem, Wi-Fi router, amplifiers, speakers, digital cameras, and CCTV cameras.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.3.2 - Number of Computers

115

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

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

2.79235

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.

College has been providing various facilities in the campus for effective conduct of teaching learning process and ensuring the requirements of students. Proper andsystematic arrangement has been made by the college for the maintenance of all campus facilities. The college management, PTA and college council are responsible for support and maintenance of college facilites

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 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 .

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. .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 .

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

1237

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	[View File](#)
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	View File
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	View File
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

307

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

307

File Description	Documents
Any additional information	View File
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	B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

26

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
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

103

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

24

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/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 a well- organized and democratically elected Student Council elected through the parliamentary mode of election as stipulated in the report of the Lyngdoh Commission and guidelines laid down by University of Kerala every year. An Election Committee is formed for conducting the election under the close monitoring of the Discipline Committee. The Principal, Staff advisor and advisor to the arts and staff editor to the College Magazine helps the Student Council in its activities and also guide and supervise the functioning of the College Union.

The Union Inauguration, Fresher's Day, Arts festival and Cultural Programmes like Onam and X'mas celebration; Awareness programmes, Seminars/Celebrations / Observance of National / International Days, Annual Sports Meet, College Day, Printing and Publishing of College Magazine are the mandatory activities conducted by the union.

The Students Union works for students in need. Social and Charity works are undertaken to nurture social responsibility among the students. Members of the Students Council represent the Student Community in Academic and Administrative Bodies. IQAC, RUSA, Anti-Ragging Committee, Hostel Committee, Grievance Redressal Committee, are the most important committees in which students are members. Students use these platforms for expressing their opinions and suggestions.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

65

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
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 alumni association of the college was known as Former Students' Association. Former Students' Association was started in the year 1983, with a view to keep the silken threads of attachment between the old students and their alma-mater. The 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.

Association has a body of administration consisting of President, Vice President, Secretary, Joint Secretary, Treasurer (all are from alumnus) and all heads of the departments of the college as members. The office bearers of alumni association are Sri. Jose

Thomas (President), Sri. R Sugathan (Secretary) and Ms.Deepthi P S (Treasurer). All the alumni activities in the college are coordinated by the alumni association. The Former Students Association has received official registration under the Travancore- Cochin Cultural, Literary, Scientific and Charitable Societies Act 1955 (KLM/TC/187/2022) on 25 May 2022.

Reputed Alumni and former teachers share their experiences with students. It supports meritorious students by providing awards and scholarships. Ramachandran Memorial Scholarship was given to the toppers of science batches.

File Description	Documents
Paste link for additional information	https://www.sncollegepunalur.in/iqac/Criterion%20V%205%204%201Contribution%20of%20Alumni%20AQAR%202022-23.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	B. 4 Lakhs - 5Lakhs

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

Owned and operated by Sree Narayana Trusts, Kollam, the college was established in 1952 by former Chief Minister Sri R Sankar. Its primary goal is to fulfill the higher education aspirations of all, especially economically and socially disadvantaged groups. The governance structure of the college involves the Secretary of the Trusts, the college manager, the Executive Committee, and the Regional Development Committee (RDC). The Principal, as an ex-officio member of the RDC, plays a crucial role in academic and infrastructure development. To ensure compliance with UGC and government requirements, the college has established various statutory bodies, including the Internal Quality Assurance Cell (IQAC), Internal Complaints Committee (ICC), RUSA-PMC, CLMC, Anti-

Ragging Cell, and Parent-Teacher Association (PTA). These bodies effectively implement the college's vision and mission with the participation of all stakeholders. The IQAC and Heads of departments develop action plans each academic year, with the CLMC monitoring teaching, evaluation, tutorials, mentoring, and remedial classes. The PTA fosters a positive relationship between parents, teachers, and students. Additionally, the college provides counseling services and career guidance programs to support students in need. In conclusion, Sree Narayana College, Punalur is committed to providing quality education and holistic development opportunities to all students, regardless of their background, through effective governance and the involvement of various stakeholders.

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 operates under the administration of Sree Narayana Trusts, emphasizing participative management at the functional level. To ensure a decentralized system, the institution grants operational autonomy to various functionaries, practicing decentralization at all levels. The democratic leadership style fosters a collective sense of responsibility in the institution's functioning. The administration of the college involves the Principal, Head of Departments, teaching and non-teaching faculty, students, parents, management, and alumni. The Principal serves as the central point of the governing body, while the College Council oversees day-to-day activities and implements decisions with financial support from various agencies. Committees, nominated by the Principal in consultation with the Teachers' Council, plan and implement academic and non-academic activities. Regular general staff meetings analyze the college's overall functioning. The College Union Chairman also plays a significant role in different activities as a member of the governing body. Under the guidance of the staff advisor, the College Union hosts various cultural and sports programs. The college office handles administrative duties for teachers and students. The IQAC monitors all college activities. The college has implemented decentralization and participative management through shared and democratic leadership.

The Regional Development Council (RDC) formulates overall college policies. Permanent appointments of teaching/non-teaching staff are made by the Manager, Sree Narayana Trusts, with government approval. The institution promotes an academic culture that values new ideas and perspectives, contributing to a creative and innovative society.

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 successfully devised and executed a strategic plan that prioritizes the sustainable growth of key areas such as education and knowledge acquisition, research and innovation, community outreach, resource mobilization, and infrastructure development.

- Placement drives are organized on campus to increase the chances of student employment through collaborations with educational institutions and industries.
- A mentor-mentee system has been implemented to foster strong relationships between teachers and students.
- Additional scholarships have been established to incentivize and motivate students.
- Faculty members are encouraged to participate in the Refresher and Orientation program to update and enrich their knowledge in various disciplines.
- Efforts have been made to enhance welfare measures for faculty members.
- Smart classrooms have been implemented to improve the teaching and learning experience.
- Regular academic and administrative audits are conducted to ensure the proper functioning of various departments.
- The institution has expanded its partnerships and collaborations with industries and other educational institutions for competitive exams. Also, faculty exchange programmes are promoted with other institutes.
- Both faculty members and students are actively encouraged to publish their research papers in journals that are listed by the UGC.

- A greater number of outreach programs have been implemented to raise awareness among students about their obligations and roles within both the society and the community.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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 Sree Narayana College in Punalur has a well-defined organizational structure that embodies democratic governance principles. The structure includes the Management, Research and Development Committee (RDC), Principal, teaching and non-teaching staff, and students. The Sree Narayana Trust oversees and regulates the institution's operations, while the RDC manages local affairs, ensures efficient functioning, and provides financial support. The College Council, comprising key stakeholders like the Principal, IQAC coordinator, department heads, PTA secretary, and elected staff members, reviews internal affairs and makes academic decisions. The Internal Quality Assurance Cell focuses on maintaining quality standards. The College Students Union represents student interests to the College Council. These bodies meet regularly democratically and transparently to implement policies for the institution's holistic development. Various committees are formed for academic, administrative, and extracurricular planning and execution. The College Union addresses student issues and organizes extracurricular activities. The RTI Cell promotes transparency and accountability as per the Right to Information Act. Alumni and the Parent-Teachers Association support the institution's activities. The management plays a crucial role in staff appointments, adhering to service rules and merit-based selection. The institution follows UGC and Kerala University regulations for maintaining teaching standards and community reservations. Staff must comply with Kerala Service Rules and Kerala University Statutes. The college's organogram outlines reporting relationships and communication channels, while the handbook and website detail academic and administrative procedure

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	View File

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. several statutory welfare benefits are implemented among the employees, such as GPF, CPF, NPS, GIS, SLI, Statutory Pension, and Contributory Pension schemes. These benefits are provided as per the Government rules. Leave benefits, medical benefits, and loan benefits are also available to all permanent employees.

B. In addition to the statutory benefits, there are also non-statutory welfare benefits provided by the institution. Adequate and sufficient wages are given to guest faculty, cleaning staff, and security staff. The teaching and non-teaching staff are encouraged to attend training courses for professional development. Counseling programs, yoga sessions, and a multi-gymnasium are also available for staff recreational activities.

C. The institution provides various institutional amenities for

the staff and students. Grievance redressal cells and internal complaints committees are set up to address any issues. 24-hour security is offered for the campus and hostel. A women's amenity center is provided with well-furnished restrooms and incinerators. Adequate fire and lab safety measures are installed in the practical laboratories. A canteen with a store is available on campus, and water purifiers are installed to provide 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

1

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

9

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	View File
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

A comprehensive self-appraisal system has been established and is adhered to for assessing both faculty and non-teaching staff performance. This system operates in several ways. The college utilizes the Teacher Performance Record (TPR) and follows the

annual Performance Based Appraisal System (PBAS) as mandated by the UGC for faculty promotion. The TPR captures details of curricular, co-curricular, and extracurricular activities of the faculty, verified by the IQAC and evaluated by a University-appointed screening committee during the promotion process. Additionally, all teachers are equipped with a Teacher's Diary to document daily academic activities, including additional hours, remedial coaching, and exam invigilation duties. Student feedback is gathered through a 'Student Feedback Form' to evaluate faculty performance, with the results processed by the IQAC and submitted to the Principal for analysis and suggestions to enhance effective teaching. Non-teaching staff are evaluated through self-analysis reports, where each staff member must complete a self-appraisal form annually, which is then submitted to the principal for review. Furthermore, the non-teaching staff are encouraged to take departmental tests conducted by the Public Service Commission, Government of Kerala to enhance their professional performance.

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

In the college, three different types of financial audits are conducted to ensure the proper utilization of funds:

1. The Directorate of Collegiate Education carries out an annual audit of the college's accounts. They thoroughly review all funds received by the college, using source documents and vouchers to validate the correct use of government funds. The audit report provided to the college highlights any discrepancies that need to be addressed and includes suggestions for future improvements.

2. The Accountant General of Kerala performs periodic audits of the institution's accounts related to government funds. Upon completion, they submit the audited report to the college, and the recommendations and guidelines outlined in the report are followed to ensure efficient fund utilization.

3. External audits by a Chartered Accountant are mandated by central government agencies such as UGC, RUSA, and DST. These audits encompass funds received from the college's management and parent-teacher association, and the findings are presented to the general body.

Furthermore, the college also conducts internal audits, where a committee of teachers is authorized to verify the files and equipment in all departments annually, and a detailed verification report is submitted to the principal following a rigorous physical verification process.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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)

0.42

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

Sree Narayana College has a well-structured process in place for the mobilization of funds and resources. The funds are sourced from various entities including the College management, alumni, PTA, faculties, and the Government. A Planning and Purchase committee, led by the Principal and comprising senior faculties and the Head Accountant, is responsible for creating a budget that outlines the necessary expenditures for the year. The college management primarily meets the fund requirements, with PD funds

allocated for expenses such as Admission, Library, Calendar, Laboratory, Registration, Association, stationery, Games, Student Aid, Women's Study, and audio-visual needs. Donations from the PTA and Alumni Association also support the institution, while Government funds are obtained through e-grants, scholarships, and agencies likeRUSA, DST-FIST, and KSCSTE. Additionally, Government schemes like ASAP, NSS, and NCC serve as additional sources of funding. Teaching faculties contribute to funds for initiatives like the mid-day meal program, and other emergencies. Various Faculty committees, appointed by the Principal, oversee the utilization of funds received by the college, with assistance from the Superintendent and Head Accountant to ensure proper allocation through channels like PFMS. The college's fund utilization undergoes auditing processes to maintain transparency and accountability.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

- IQAC monitors and review the teaching-learning process regularly. Based on feedback various activities reforms were introduced.

- The improvements based on feedback, IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes:

- The standard methods of teaching, learning, and evaluation are implemented.

- IQAC, through discussions and recommendations, identifies need of improvement towards teaching learning and prepares a plan of action for upcoming session.

- Improvements: Number of faculty development programs are increased IT infrastructure is improved.

- Increase in placements- The placement Cell was encouraged by

IQAC to become more proactive, as a result of which placements is increased.

• **Series of national seminars were conducted by various department.**

• **Academic and Administrative Audit.**

• **Preparation of the Academic Calendar.**

• **Two days international seminar on "Advanced chemistry for sustainable developments" conducted by Department of Chemistry**

• **Many students and faculty joined and successfully completed SWAYAM/ NPTL exam 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.**

• **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	[View File](#)

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 is consolidated, analysed and relevant suggestions are properly addressed.

• Conducted and analysed Student satisfaction survey

• Institution Annual Report is prepared.

• Regular meetings with the HoDs and faculty for measures towards quality enhancement

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);** | B. Any 3 of the above |

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)	

File Description	Documents
Paste web link of Annual reports of Institution	https://www.sncollegepunalur.in/downloads/Annual%20Report%2022-23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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 college champions gender equity through a range of initiatives and activities aimed at fostering a safe, inclusive, and healthy campus environment. Top of

1. 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

2. An orientation or induction program is systematically administered to first-year degree students

3. The Pink Beat System, a program initiated by the Kerala Police, maintains a vigilant presence in front of the college.

4. Facilities such as complaint box, suggestion box, women helpline numbers are made available to the students

5. Incinerator facility is made available in toilets

4. Academic spaces like classrooms, labs, library, and other common spaces in the campus ensure all students' participation.

5. A multi-gymnasium and an open gymnasium inside the college campus cater to the physical well-being of all the students and staff members.

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

7. The Women's Study Unit and Health Club jointly organised programmes on Women's Day

8. The Department of English organised a seminar on Women and Law in India

File Description	Documents
Annual gender sensitization action plan	http://www.sncollegepunalur.in/iqac/7.1.1%20GENDER%20SENSITIZATION%20ACTION%20PLAN%20AQAR2022-23.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%20facilities%20for%20women%20AQAR%202022-23.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	A. 4 or All of the above

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

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

1.Solid Waste Management

The biodegradable waste undergoes treatment in a biogas plant, where it is converted into both biogas and biofertilizer. The produced biogas serves as a cooking fuel for the college hostel and canteen, while the biofertilizer nourishes the trees and plants in the college garden. Non-biodegradable waste, including plastic materials, is collected and handed over to the Municipal Corporation for proper disposal.

2. Liquid waste management

The campus is equipped with an underground drainage system and leach pits designed to treat liquid waste originating from the hostel, canteen, wash areas, and restrooms. The Department of Chemistry is keen in ensuring that liquid wastewater generated in laboratories undergoes proper treatment to mitigate any potential chemical hazards.

3. E-Waste management

The institution systematically collects electronic waste (e-waste) from different departments, storing it securely until formal arrangements are established with a specialized e-waste recycling agency.

4.Biomedical Waste Management

The campus is free from the generation of biomedical waste. Disposal of used sanitary napkins is meticulously handled through incinerators located at the college hostel and ladies toilets.

.5. Hazardous chemicals and radioactive waste management

Department of Chemistry promptly ensures that chemical wastes are treated in the proper manner.

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

B. Any 3 of the above

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	View File
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

C. Any 2 of the above

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

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

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	View File

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

Bhoomitra Sena, Nature Club and Environment Club jointly organised an awareness talk on A Scientific Wisdom on the Restoration of Sacred Groves

The NCC and NSS units of the college engage in community development activities such as cleaning the public places, providing food and medicines to the poor and needy etc.

The NSS and NCC units inspire and foster a sense of inclusivity among students, encouraging them to embrace an inclusive mindset in their interactions with society.The NSS unit is keen on offering palliative care by actively participating in community outreach programmes, organizing awareness campaigns, and collaborating with local healthcare institutions to support individuals and families facing life-limiting illnesses.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
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 citizens.

The college observed national days of importance like International Yoga Day, Independence Day, Human Rights Day, Republic Day etc

Hiroshima and Nagasaki Day was observed by the NSS Unit

NSS and NCC Units celebrated Kargil Vijay Diwas

As part of the national programme, "Har Ghar Thiramga", the NCC unit distributed national flag to each cadet for hoisting them in their house.

Institutional parades are conducted by the NCC unit along with Parades on Republic Day

The NCC and NSS units separately carried out campus cleaning programmes

Blood donation camp was conducted by the NCC unit in association

with Govt. Taluk Headquarters Hospital, Punalur

The Department of English conducted a seminar on Women and Law in India

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%20Constitutional%20obligations%20AQAR%202022-23.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 Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	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 celebrates national and international commemorative

days and events to instil national consciousness, patriotic feelings, harmony and brotherhood among the students.

World Environment Day

The NSS unit along with the Nature Club of the college celebrated World Environment Day on June 5th by planting medicinal plants and various plant saplings inside the college premises

International Yoga Day

On behalf of International Yoga Day, the NSS Unit along with the Department of Physical Education organised a practice session on yoga on June 21st

Kargil Vijay Diwas

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

Independence Day

Independence Day was celebrated on August 15 by hoisting the national flag by the Principal

Republic Day

The day was observed by hoisting the national flag by the college Principal. NCC cadets also took part in the parade

Hiroshima and Nagasaki Day

The college also observed Hiroshima and Nagasaki Day by conducting quiz and poster-making competitions

Human Rights Day

On behalf of Human Rights Day, the NSS unit in association with the Human Rights Forum conducted a seminar on the topic Conservation of Human Rights.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<u>View File</u>
Geo tagged photographs of some of the events	<u>View File</u>
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- Reaching out to the poor and less fortunate

Under the initiative titled "Kanivu," the college actively engages in a commendable practice aimed at fostering social consciousness and extending assistance to the impoverished and underprivileged. Throughout the year, various activities are organized under the banner of Kanivu, including visits to Buds School for differently abled, distribution of food to those in need, provision of mid-day meals for economically disadvantaged students, visits to palliative care centres, and distribution of medicines for the poor. The primary objective of the program is to instil a sense of social responsibility in participants and cultivate a habit of compassion and care for humanity.

Best Practice II - Gurudarshanam

In alignment with the profound teachings of Sree Narayana Guru, our college ardently embraces the philosophy encapsulated in his words, "Enlightenment through Education." The educational journey begins each day with the soulful rendition of Daivadasakam, a prayer for humanity authored by Sree Narayana Guru.

The Sree Narayana Study Centre plays a pivotal role in orchestrating diverse programmes that propagate the timeless ideals of the Guru. The study centre conducted a dance enactment of Guru's famous literary compositions titled Oli: Echoing the Infinity. Besides this, Guruarul (displaying Guru's famous quotes) and Gurugeethangal (playing Guru's poetry through the public address system) are other initiatives of the Sree Narayana Study Centre

File Description	Documents
Best practices in the Institutional website	https://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 is committed to fostering a conducive environment for students, enabling them to realize their full potential in both academic and non-academic realms. In collaboration with the Government Taluk Hospital, Punalur, the institution has been conducting a comprehensive Clinical, Anthropometric, and Biochemical (CAB) survey since 2019. This survey is effectively designed to address data gaps related to nutritional status and lifestyle diseases.

During the academic year 2022-2023, under the guidance of medical officers from the Government Taluk Hospital, the college organized a Health Audit, witnessing active participation from students. The Health Audit encompassed the assessment of various health parameters, including RBS, pulse rate, BP, oxygen levels in the blood, BMI, and Blood group detection. Following the Health Audit report, students in need of medical advice were appropriately referred to the Government Taluk Hospital, Punalur. The college, demonstrating its commitment to student well-being, endeavoured to provide financial aid and other forms of assistance to help students address their prevailing health issues.

In addition to Health Audits, the college consistently conducts capacity-building programmes such as Yoga and Self-Development, along with seminars and webinars featuring health experts. These initiatives aim to cultivate a healthy lifestyle among the student community.

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

Academic Future Plan

To conduct state and national seminars to enrich subject knowledge in various disciplines

Decided to conduct invited talks on subjects to promote gender equity, multi-culturalism, human values, women's law etc.

Mobilisation of Rusa fund for the construction of buildings

Decided to establish MOUs with organisations

Charity programmes like " KANIVU"will be extended to support the needy.

Plan to conduct training sessions for cracking competitive exams like NET, JRF, CAT etc to empower students

Enhance the effectiveness of certificate courses conducted by various departments

Arrangements to popularise and strengthen health-oriented education and practises in the campus

Strengthening the placement cell to offer more placements annually.

Initiate programmes promoting human values, women's law, fundamental rights etc.

Health education and proper health practices will be integrated and counselling sessions for students, teachers and non-teaching staff will be arranged.

Significant funds will be allocated to enhance equipment and infrastructure for laboratories, toilets, waste disposal, water and energy conservation measures ensuring a sustainable and conducive learning environment.

Conduct training sessions for the office staff