

# Yearly Status Report - 2019-2020

Part A		
Data of the Institution		
1. Name of the Institution	SREE NARAYANA COLLEGE, NATTIKA	
Name of the head of the Institution	Dr Reena Ravindran	
Designation	Principal	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	0487-2391246	
Mobile no.	9349321464	
Registered Email	snnattika@gmail.com	
Alternate Email	iqacsnnattika@gmail.com	
Address	Nattika P O	
City/Town	Thrissur	
State/UT	Kerala	
Pincode	680566	
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr Jaya P S
Phone no/Alternate Phone no.	04872391246
Mobile no.	9447003399
Registered Email	snnattika@gmail.com
Alternate Email	jsjsharitham@gmail.com
3. Website Address	
Web link of the AOAP: (Providue Academia Year)	https://www.angollogopattika.ag.in/a

Web-link of the AQAR: (Previous Academic Year)	<u>https://www.sncollegenattika.ac.in/a</u> <u>dmin/images/Iqac/AQAR%202018-19.pdf</u>
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.sncollegenattika.ac.in/admi n/images/about/College%20Academic%20Cal endar%202019%20-%2020.pdf

# 5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	76	2005	21-Sep-2005	20-Sep-2010
2	в	2.55	2014	10-Dec-2014	09-Dec-2019
3	B+	2.68	2021	16-Mar-2021	15-Mar-2026

# 6. Date of Establishment of IQAC

17-Nov-2005

# 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

	Seminar on International Day of Yoga National Seminar on Futuristic trends in teaching learning process: Prospects and Praxis		21-J	Tun-2019 1		923
			13-J	Tun-2019 2		157
	Regional Seminar Environmental Da		11-J	Tun-2019 1		228
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			<u>view or</u>	oroaded ri		
	. Provide the list of f Bank/CPE of UGC etc	-	al/ State Gove	rnment- UG	C/CSIR/DST/DBT/ICI	/IR/TEQIP/World
		-		rnment- UG	C/CSIR/DST/DBT/ICI Year of award with duration	MR/TEQIP/World Amount
	ank/CPE of UGC etc	•	Fundi		Year of award with	1
	Bank/CPE of UGC etc Institution/Departmen t/Faculty	Scheme	Fundi	ng Agency	Year of award with duration 2019 2	Amount
9	Bank/CPE of UGC etc Institution/Departmen t/Faculty	Scheme	Fundin I View Up	ng Agency NAAC	Year of award with duration 2019 2	Amount

10. Number of IQAC meetings held during the	
year :	

year.	
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<u>View Uploaded File</u>
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	100000

2019

6

Year

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

SOP : quality statement of the Institution

<u>View Uploaded File</u>				
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year				
Plan of Action	Achivements/Outcomes			
SOP for the Institution	Prepared Draft			
<u>View Up</u>	loaded File			
14. Whether AQAR was placed before statutory body ?	Yes			
Name of Statutory Body	Meeting Date			
College Council	30-May-2021			
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No			
16. Whether institutional data submitted to AISHE:	Yes			
Year of Submission	2020			
Date of Submission	18-Feb-2020			
17. Does the Institution have Management Information System ?	Yes			
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Management information system (MIS) is in place in the office and Library. Both the Library and the office have a computer system consisting of hardware and software that serves as the backbone of the functions of the institution. MIS gathers data from multiple sources, analyses the information, and prepares reports/data which help in managing decisionmaking and administration. These systems include a wide range of support facilities, which include processing, filing, electronic mail, data storage, data and voice communication. Software used in the office is eCollege Solutions. Salary of the Staff is processed through SPARK, software developed by the State Govt. IT section. Admission of students is			

centralised online through Centralised Admission Process (CAP) of the University. Students' scholarships are entirely done online. The modules that are operational in eCollege Solutions are: Student Admission Register, Customised Student Report, Date of Birth Report, Identity Card, SMS Module: Provision for sending SMS to Guardian's Mobile, Performance, Diary Reports. Attendance: Hourly Attendance Entry and consolidated Report, Academic Calendar, Attendance Shortage List, Mark Entry Progress Report with Attendance, Consolidated Reports, Analysis Reports, Reports for Internal Assessment, Fees Collection and Billing Fees, Scheduling Reservation, Exemption of fees, Fine Setting, Student Liabilities, Caution Money, Defaulters' List and Due List. The software used in the library is LIBSOFT (Version IV). Library Management, Book Details, Entry, Bar Coding, Class Numbering, Gate Register, Issue, Return, Renewal of books by students and staff, Catalogue printing , classification of Journals, Periodicals, Quick Search of titles, distant search option using Web OPAC, Fine Collection from staff and students, Reservation of Books, Shelf Details, Due List and Customized Reports are operational in the library. It is used to identify the status of availability of eresources. Access to Inflibnet, ejournals, various information channels, and elibraries are also facilitated. The purchase of books is made after checking the available titles to avoid duplication. Requirement list from departments are collected and processed before purchase of books from PD fund. The MIS assists in improved decisionmaking, by providing uptodate, accurate data on a variety of organizational assets. Running reports that pull together disparate data contribute to a comprehensive assessment of the working of the Institution.

### Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### 1.1 – Curriculum Planning and Implementation

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

Sree Narayana College, Nattika being an affiliated Institution, follows the curriculum designed by the University. The scope for any addition/alteration in the prescribed curriculum is very limited. Nevertheless it is supplemented with institutional practices as per the Vision and Mission of the institution. Curriculum related courses, value addition skill courses, seminars, and invited talks are the methods used for augmenting the curriculum. The IQAC prepares the Plan of Action for the whole year. IQAC convenes meetings with Academic Monitoring Committee (AMC) to prepare the College Academic Calendar based on University Academic Calendar. This provides the frame work for effective curriculum delivery. Subsequently Department meetings are conducted to prepare Department Academic Calendar based on the College Academic Calendar. The departmental Academic calendar schedules submission of assignments, presentation of seminars, test papers, PTA meetings, field visits, and project work and study tours. Academic work is allotted by the Heads of the Departments to members of the Faculty as per the time table and according to their area of interest and specialization. The teachers prepare Teaching Plan for the Semester. They maintain an individual Teacher's Work Diary to self-monitor the delivery of allotted work. Departments conduct Curriculum related Courses as a means of supplementing the existing programmes. Departments have the freedom to conduct academic works like class room seminars, assignments, student presentations and class tests on days of their choice within the stipulations of the College Academic Calendar. Two internal examinations are conducted at the college level by the Committee for Internal Examinations. Department level meetings are held at frequent intervals to monitor the progress of work allotted to the members of the faculty. The Heads of Departments monitor this and give suggestions at these meetings. The College Council, the supreme statutory body of the college is convened frequently for the overall supervision of the effective curriculum delivery. Through Aptitude Tests Tutors identify the advanced students and are given focused training under Walk With Scholar Programme and Additional Skill Acquisition Programme. Special attention is given to the slow learners through Remedial Coaching and Scholar Support Programme. E-content and online learning materials help them perform better. Students are encouraged students to use ICT for learning. The college has a very effective Mentor-Mentee system in which 20-30 students are tutored under the personal attention of the teacher. Every teacher has to submit a statement regarding the successful completion of their curricular work at the end of each semester. As per the academic plan of the department, class work, assignments, seminars, surprise tests and periodical tests are held. After the publication of internal marks, PTA meetings are held in each class and feedback is taken. Analysis of the Feedback from students, teachers and Parents help assess the curriculum delivery, its strengths and drawbacks.

1.1.2 – Certificate	e/ Diploma Courses int	roduced during the	academic year		
Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	Professional Diploma In Shipping And Logistics Supply Chain Management (ADLSCM)	27/06/2019	365	Shipping and Logistics	Nil
Nil	Professional Diploma In	27/06/2019	365	Mechanic,A utomobile Repair	Nil

	Mechanical Automobile Engineering (PDMAE)				
Nil	Professional Diploma In Fibre Optics Digital Security System (PDFDS)	27/06/2019	365	Fibre Optics Digital Security System Installation Maintenance	Nil
Nil	Professional Diploma In Enterprises Networking Engineering ( PDENE)	27/06/2019	365	Networking Engineering	Nil
Nil	Professional Diploma In Industrial I nstrumentati on Fire Safety (PDIFS)	27/06/2019	365	Fire Safety	Nil
Nil	Professional Diploma In Industrial Electrical Electronics Engineering (PDIE)	27/06/2019	365	Electrical Electronics work in Industries	Nil
Nil	Professional Diploma In Shipping And Logistics (P DSL)Professi onal Diploma In Shipping And Logistics (P DSL)Professi onal Diploma In Shipping And Logistics (PDSL)	27/06/2019	365	Shipping and Logistics in Ports	Nil
Nil	Diploma In Computer Application (DCA)	27/06/2019	180	Computer Applications	Nil

2 – Academic Flexibility		
2.1 – New programmes/courses intro	duced during the academic year	1
Programme/Course	Programme Specialization	Dates of Introduction
MCom	Commerce	22/03/2019
MA	Economics	22/03/2019
MA	Malayalam	19/06/2019
MSc	Mathematics	19/06/2019
MSc	Physics	19/06/2019
MSc	Chemistry	19/06/2019
MSc	Botany	19/06/2019
	<u>View Uploaded File</u>	
2.2 – Programmes in which Choice B filiated Colleges (if applicable) during		course system implemented at the
Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NOT APPLICABLE	Nill
.2.3 – Students enrolled in Certificate/	Diploma Courses introduced during t	he year
	Certificate	Diploma Course
Number of Students	136	129
3 – Curriculum Enrichment		
.3.1 – Value-added courses imparting	transferable and life skills offered dur	ring the year
Value Added Courses	Date of Introduction	Number of Students Enrolled
4 COURSES	26/10/2019	136
	View Uploaded File	
.3.2 – Field Projects / Internships und	er taken during the year	
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	CHEMISTRY	40
BA	ECONOMICS	54
MSc	CHEMISTRY	12
	<u>View Uploaded File</u>	
4 – Feedback System		
.4.1 – Whether structured feedback re	eceived from all the stakeholders.	
	Yes	
Students		
		Yes
Teachers		Yes No
Students Teachers Employers Alumni		

#### Feedback Obtained

Feedback is taken from Students, Parents, Alumni and Teachers. Feedback from students and teachers are collected online using Google Forms. Feedback from Parents and Alumni are taken using printed forms. Students give four types of Feedback - teacher evaluation by students, feedback on curriculum, over-all rating of Programme and Exit survey. Analysis and Report of Action Taken on Feedback are uploaded on college website. Feedback is taken also from the participants after every seminar, workshop and training programme. Feedback collected from students on curriculum and Programme is analysed by the department concerned. This year (2019 -2020) feedback was collected using Google forms. Students evaluate the various aspects using numerical rating scale. The strengths, weaknesses and suggestions for improvement mentioned by the students are summarized and analysed. It is discussed in the IQAC Meeting. Steps are initiated to improve the shortcomings. Members of the Board of Studies are given the consolidated feedback on curriculum so that they can be aware of the pulse of the students. Student evaluation of teachers is analysed by the Head of each Department and suggestions for betterment are given to the teachers. Every teacher also keeps a copy of student evaluation report of her/ his performance and makes a self-evaluation. Student feedback on teachers is highly useful to make the teaching learning process more meaningful. Exit survey submitted by students is analysed by the IQAC. IQAC informs those concerned about the strengths and weaknesses of each aspect as suggested by the students. Feedback is collected from the parents, Alumni and teachers. Parents are given print out of the questionnaire prepared during Parent Teacher Meetings (class PTAs). The areas where improvements are required are discussed in respective committees/departments. The proposals given by the committees and departments are discussed in Academic Monitoring Committee and IQAC meetings for necessary action. Members of the alumni are better judges of the effectiveness of curriculum in terms of its efficacy in application. So, in the general as well as department level alumni meetings, members are encouraged to give their feedback. Alumni have done several developmental activities in the college, taking into consideration the needs of the students. The library complex, chairs in the auditorium, Endowments for meritorious students, water purifier in the office, portable generator, sponsoring of seminars, financial help for students to participate in University arts and sports festivals, Career Guidance talks for students, 'Guruvandanam' - a program honouring the retiring teachers etc. are some of the initiatives from the Alumni. Teachers can judge a curriculum and its various aspects from an experiential level. Their feedback is more scientific and accurate as they deal with it at the execution end. This is considered for organizing seminars, talks and such academic activities which can make up the pitfalls and strengthen the curriculum. Teachers who are members in Board of Studies of the University inform the suggestions regarding curriculum and programme in the meetings for curriculum restructuring.

# **CRITERION II – TEACHING- LEARNING AND EVALUATION**

### 2.1 – Student Enrolment and Profile

### 2.1.1 – Demand Ratio during the year

Name of the Programme	J		Number of Application received	Students Enrolled
BA	Economics	66	2450	62
BA	Malayalam	40	1310	40
BCom	Commerce	66	3679	64
BSc	Mathematics	48	1090	39

(UG)         (PG)         institution teaching only UG courses         institution teaching only PG courses         and PG courses           2019         1103         236         8         0         65           .3 - Teaching - Learning Process										
BSC         Botany         41         1646         36           BSC         Zoology         41         1743         39           View Uploaded File           2 Catering to Student Diversity           2.1 – Student - Full time teacher ratio (current year data)           Year         Number of students enrolled in the institution (UG)         Number of teaching only UG courses         Number of teachers using ICT for effective teaching with Learning Management Systems (LMS), E- sarning resources etc. (current year data)           Number of teachers on Roll         Number of teachers using ICT (LMS, e- Resources)         Number of ICT Tools and resources         Number of teachers using ICT (LMS, e- Resources)         Number of ICT Tools and resources         E-resources an techniques used           73         73         N111         10         8         N111           View File of ICT Tools and resources           View File of ICT Tools and resources           View File of ICT Tools and resources           View File of ICT Tools and resources <td cols<="" td=""><td>BSC</td><td>Physi</td><td>CS</td><td></td><td>48</td><td></td><td>1705</td><td></td><td>40</td></td>	<td>BSC</td> <td>Physi</td> <td>CS</td> <td></td> <td>48</td> <td></td> <td>1705</td> <td></td> <td>40</td>	BSC	Physi	CS		48		1705		40
BSC         Zoology         41         1743         39           View Uploaded File           2 - Catering to Student Diversity           2.1 – Student - Full time teacher ratio (current year data)           Year         Number of students encolled         Number of tracking only UC         Number of students encolled         Number of tracking only UC         Number of savailable in the institution (UG)         Number of trachers         Number of savailable in the institution to the institution (EG)         Number of trachers         Number of trachers         Number of trachers         Number of trachers         Number of trachers         Number of trachers         Savailable         Number of trachers         Savailable	BSC	Chemis	try		48		1580		41	
View Uploaded File           View Uploaded File           2.1 – Student - Full time teacher ratio (current year data)           Number of students enrolled in the institution (UG)         Number of students enrolled in the institution (PG)         Number of savialable in the institution teaching only UG courses         Number of courses           2019         1103         236         8         0         65           3 Teaching - Learning Process         5.3         - Teaching - Learning Process         5.3         - Teacher year data)           Number of Teachers on Roll         Number of ICT (MS, e- Resources)         ICT Tools and resources         Number of ICT secources and classrooms         E-resources and classrooms         E-resources and classrooms           73         73         Nill         10         8         Nill           View File of R-resources and Lechniques used         2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)         Nill           View File of R-resources and Lechniques used         2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)         Mentor Mentee system has been in practice in the college since 1995. The system envisaged by the UGC and implemented vide G.O., (MS) No. 118/39/H.Edn. dt. 13.09.1993, and Circular from the Director of Collegiate Education, No. Spl.30532/34/Coll. Edn. dated 18.06.1994 is followed in let	BSC	Botar	y		41		1646		36	
2 2 - Catering to Student Diversity         2.2 Catering to Student - Full time teacher ratio (current year data)         Year       Number of students enrolled students enrolled in the institution (UG)       Number of students enrolled in the institution (PG)       Number of fulltime teachers available in the institution teaching only UG courses       Number of courses         2019       1103       236       8       0       65         3 Teaching - Learning Process       53.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-arning resources etc. (current year data)       Number of ICT (LMS, e-Resources)       Number of ICT and resources       Number of ICT (LMS, e-Resources)       Number of ICT and resources         73       73       Nill       10       8       Nill         View File of E-resources and techniques used         Catudents mentoring system available in the institution? Give details. (maximum 500 words)         Mentor Mentee system has been in practice in the college since 1995. The system envisaged by the UGC and implemented vide G.O. (MS) No. 118/3/H.Edn. dt. 13.09.1993, and Circular from the Director of Collegiate Education, No. Spi.30532/94/Coll. Edn. dated 18.06.1994 is followed in letter and spirit. Four houros of the 40 our workload in 5day week are set part fo	BSc Zoology			41		1743		39		
2.2.1 – Student - Full time teacher ratio (current year data)       Number of students enrolled students enrolled fulltime teachers fulltime teachers institution (UG)       Number of students enrolled in the institution (PG)       Number of fulltime teachers fulltime teachers available in the institution teaching only UG       Number of courses         2019       1103       236       8       0       65         2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-raming resources etc. (current year data)       Number of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-raming resources etc. (current year data)       ICT Tools and resources       Number of Cassrooms       E-resources ant techniques used         7.3       7.3       N111       10       8       N111         View File of ICT Tools and resources         View File of ICT Tools and resources <td 18.0,="" 19.94="" colspanteddack="" data="" followed<="" for="" is="" td=""><td></td><td></td><td></td><td><u>View Upl</u></td><td>oaded Fi</td><td><u>le</u></td><td></td><td></td><td></td></td>	<td></td> <td></td> <td></td> <td><u>View Upl</u></td> <td>oaded Fi</td> <td><u>le</u></td> <td></td> <td></td> <td></td>				<u>View Upl</u>	oaded Fi	<u>le</u>			
Year         Number of students enrolled in the institution (UG)         Number of students enrolled in the institution (PG)         Number of fultime teachers available in the institution teaching only UG courses         Number of available in the institution teaching only UG           2019         1103         236         8         0         65           3.7 - Teaching - Learning Process         5         0         65           2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E- carning resources etc. (current year data)         ICT Tools and resources available         Number of ICT enabled Classrooms         Number of starting teachers using ICT (LMS, e- resources)         ICT Tools and resources         Number of ICT enabled Classrooms         E-resources an techniques user           73         73         Nill         10         8         Nill           View File of ICT Tools and resources         F-resources available         Nill         8         Nill           2.2.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)         Iterchor of the QL and implemented vide G.O. (MS) No. 118/33/H.Edn. dt 13.09.1993, and Circular from the Director of Collegiate Education, No. Sp3.035/24/Coll. Edn. dt 418.06.19494 is followed in letter and spirt. Four hours of the QL bour workload in 5day week are set apart for mentoring. Principal is in the overall charge of the system. There is a committee consisting of a coordinator and one faculty member from each department to assist the Principal Students are										
students enrolled in the institution (UG)       students enrolled in the institution (PG)       fulltime teachers available in the institution teaching only UG courses       fulltime teachers available in the institution teaching only UG courses       teachers ourses         2019       1103       236       8       0       65         3.7 Teaching - Learning Process       Eachers using ICT for effective teaching with Learning Management Systems (LMS), E- earning resources etc. (current year data)       ICT Tools and resources       Number of ICT enabled Classrooms       Numberof smart classrooms       E-resources and teachers using classrooms         73       73       Nill       10       8       Nill          View File of ICT Tools and resources available       resources classrooms       Nill       E-resources and techniques used          View File of ICT Tools and resources       Nill       0       8       Nill          View File of ICT Tools and resources       Learniques used       E-resources       100          View File of ICT Tools and resources       teaching solution       100       8       Nill          View File of ACT Tools and resources       teachers       100       100       100       100       100       100       100       100       100       100	2.2.1 – Student - Fi	ull time teacher ratio	o (currer	nt year data	)					
3 - Teaching - Learning Process         3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E- arning resources etc. (current year data)         Number of Teachers on Roll       Number of teachers using ICT (LMS, e- Resources)       Number of ICT enabled Classrooms       Number of smart classrooms       E-resources and techniques used         73       73       Nill       10       8       Nill         View File of ICT Tools and resources         View File of ICT Tools and techniques used         2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)         Mentor Mentee system has been in practice in the college since 1995. The system envisaged by the UGC and implemented vide G. (MS) No. 118/93/H.Edn. dt. 13.09.1993, and Circular from the Director of Collegiate Education, No. Spl.3053/24/Coll. Edn. dated 18.06.1994 is followed in letter and spirit. Four hours of the 40 hour workload in 5day week are set apart for mentoring. Principal is in the overall charge of the system. There is a committee consisting of a coordinator and one faculty member from each department to assist the Principal. Students are grouped into batches of about 20 numbers and each batch is guided by a teacher designated as Mentor. S/he shall guide and evaluate the curricular and co-curricular activities of the mentees. Students of accurit set as their mentor. At the beginning of the academic session, the class in the collega ere having a fullime teacher as their mentor. At the beginning of the academic session, the class in the collega ere havi	Year	students enrolled in the institution	studen <sup>:</sup> in the	ts enrolled institution	fulltime tea available i instituti teaching or	ichers in the on nly UG	fulltime teache available in th institution teaching only F	ie 1		
2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E- barning resources etc. (current year data)         Number of Teachers on Roll       Number of teachers using ICT (LMS, e- Resources)       ICT Tools and resources available       Number of ICT enabled Classrooms       Number of smart classrooms       E-resources and techniques used         73       73       Nill       10       8       Nill         View File of ICT Tools and resources         View File of ICT Tools for edetails. (maximum 500 words)         Mentor Mentee system has been in practice in the college since 1995. The system envisaged by the UGC and implemented vide G.O (MS) No. 118/93/H.Edn. dt. 13.09.1993, and Circular from the Director of Collegiate Education, No. Spl.30532/94/Coll. Edn. dated 18.06.1994 is followed in letter and spirit. Four hours of the 40 hour workload in 5day week are set apart for mentoring. Principal is in the overall charge of the system. There is a committee consisting of a coordinator and one faculty member from each department to assist the Principal.         Students are grouped into batches of about 20 numbers and each batch is guided by a teacher designated as the college are having a fulltime teacher as their mentor. At the beginning of the academic session, the class in the college are having a fulltime teacher as their mentor.	2019	1103		236	8		0		65	
Provide         Number of teachers using ICT (LMS, e-Resources)         ICT Tools and resources available         Number of ICT enabled         E-resources and techniques used           73         73         73         Nill         10         8         Nill           Yiew File of ICT Tools and resources           View File of ICT Tools and resources <t< td=""><td>.3 – Teaching - L</td><td>earning Process</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	.3 – Teaching - L	earning Process								
Number of Teachers on Roll         Number of teachers using ICT (LMS, e- Resources)         ICT Tools and resources available         Number of ICT enabled Classrooms         Number of smart classrooms         E-resources and techniques used           73         73         73         Nill         10         8         Nill           View File of ICT Tools and resources           View File of ICT Tools and resources           View File of E-resources and techniques used           Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"           View File of E-resources and techniques used           2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)           Mentor Mentee system has been in practice in the college since 1995. The system envisaged by the UGC and implemented vide G.O (MS) No. 118/93/H.Edn. dt. 13.09. 1993, and Circular from the Director of Collegiate Education, No. Spl.30532/94/Coll. Edn. dated 18.06. 1994 is followed in letter and spint. Four hours of the 40 hour workload in 5day week are set apart for mentoring. Principal is in the overall charge of the system. There is a committee consisting of a coordinator and one faculty member from each department to assist the Principal.           Students regrouped into batches of about 20 numbers and each batch is guided by a teacherd esignated as Mentor. S/he shall guide and evaluat	-			ffective tea	ching with L	earning	Management S	Syste	ms (LMS), E-	
Teachers on Roll       teachers using ICT (LMS, e- Resources)       resources available       enabled Classrooms       classrooms       techniques used         73       73       Nill       10       8       Nill         View File of ICT Tools and resources         View File of E-resources and techniques used         Colspan="2">Colspan="2"         View File of ICT Tools and resources         View File of E-resources and techniques used         Colspan="2">Colspan="2"         View File of E-resources and techniques used         Colspan="2">Colspan="2"         Colspan="2"         View File of E-resources and techniques used         Colspan="2"	earning resources e	etc. (current year da	ita)							
View File of ICT Tools and resources View File of E-resources and techniques used 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words) Mentor Mentee system has been in practice in the college since 1995. The system envisaged by the UGC and implemented vide G.O (MS) No. 118/93/H.Edn. dt. 13.09.1993, and Circular from the Director of Collegiate Education, No. Spl.30532/94/Coll. Edn. dated 18.06.1994 is followed in letter and spirit. Four hours of the 40 hour workload in 5day week are set apart for mentoring. Principal is in the overall charge of the system. There is a committee consisting of a coordinator and one faculty member from each department to assist the Principal. Students are grouped into batches of about 20 numbers and each batch is guided by a teacher designated as Mentor. S/he shall guide and evaluate the curricular and co-curricular activities of the mentees. Students of eacl class in the college are having a fulltime teacher as their mentor. At the beginning of the academic session, the class-wise names of the mentors are displayed on the college website. The report regarding the student shall bi- kept for the entire period of study. Objectives: Mentor Mentee system aims at improving the all-round performance of the students. • Provides better opportunities for personal rapport between the teacher and the student. • Identify the strength and weakness of each student. • Assist the student to plan and choose a suitable career. • Obtain feedback from students and forward them to appropriate administrative bodies. • Identify students requiring counselling, health check-up and remedial coaching and direct them to the centres concerned • Direct the students to join various clubs and centres according to their tastes. • Conduct class PTAs. The mentors are responsible for academic progress and psychological wellbeing of the students. At the beginning o the academic session, the mentors conduct orientation programmes for the students. At the		teachers using ICT (LMS, e-	res	ources	enable	d			E-resources and techniques used	
View File of E-resources and techniques used 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words) Mentor Mentee system has been in practice in the college since 1995. The system envisaged by the UGC and implemented vide G.O (MS) No. 118/93/H.Edn. dt. 13.09.1993, and Circular from the Director of Collegiate Education, No. Spl.30532/94/Coll. Edn. dated 18.06.1994 is followed in letter and spirit. Four hours of the 40 hour workload in 5day week are set apart for mentoring. Principal is in the overall charge of the system. There is a committee consisting of a coordinator and one faculty member from each department to assist the Principal. Students are grouped into batches of about 20 numbers and each batch is guided by a teacher designated as Mentor. S/he shall guide and evaluate the curricular and co-curricular activities of the mentees. Students of each class in the college are having a fullime teacher as their mentor. At the beginning of the academic session, the class-wise names of the mentors are displayed on the college website. The report regarding the student shall bu kept for the entire period of study. Objectives: Mentor Mentee system aims at improving the all-round performance of the students. • Provides better opportunities for personal rapport between the teacher and the student. • Identify the strength and weakness of each student. • Assist the student to plan and choose a suitable career. • Obtain feedback from students and forward them to appropriate administrative bodies. • Identify students requiring counselling, health check-up and remedial coaching and direct them to the centres concerned • Direct the students to join various clubs and centres according to their tastes. • Conduct class PTAs. The mentors are responsible for academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance and academic progress of the students. At the beginning of the academic session,	73	73		Nill	10	)	8		Nill	
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Mentor Mentee system has been in practice in the college since 1995. The system envisaged by the UGC and implemented vide G.O (MS) No. 118/93/H.Edn. dt. 13.09.1993, and Circular from the Director of Collegiate Education, No. Spl.30532/94/Coll. Edn. dated 18.06.1994 is followed in letter and spirit. Four hours of the 40 hour workload in 5day week are set apart for mentoring. Principal is in the overall charge of the system. There is a committee consisting of a coordinator and one faculty member from each department to assist the Principal. Students are grouped into batches of about 20 numbers and each batch is guided by a teacher designated as Mentor. S/he shall guide and evaluate the curricular and co-curricular activities of the mentees. Students of eac class in the college are having a fulltime teacher as their mentor. At the beginning of the academic session, the class-wise names of the mentors are displayed on the college website. The report regarding the student shall bu kept for the entire period of study. Objectives: Mentor Mentee system aims at improving the all-round performance of the students. • Provides better opportunities for personal rapport between the teacher and the student. • Identify the strength and weakness of each student. • Assist the student to plan and choose a suitable career. • Obtain feedback from students and forward them to appropriate administrative bodies. • Identify students requiring counselling, health check-up and remedial coaching and direct them to the centres concerner • Direct the students to join various clubs and centres according to their tastes. • Conduct class PTAs. The mentors are responsible for academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance and academic progress of the students. At the beginning o the academic session, the mentors are responsible for academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance		<u>View Fil</u>	e of	E-resour	ces and	techni	<u>ques used</u>			
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	Education, No. Spl.30532/94/Coll. Edn. dated 18.06.1994 is followed in letter and spirit. Four hours of the 40 hour workload in 5day week are set apart for mentoring. Principal is in the overall charge of the system. There is a committee consisting of a coordinator and one faculty member from each department to assist the Principal. Students are grouped into batches of about 20 numbers and each batch is guided by a teacher designated as Mentor. S/he shall guide and evaluate the curricular and co-curricular activities of the mentees. Students of each class in the college are having a fulltime teacher as their mentor. At the beginning of the academic session, the class-wise names of the mentors are displayed on the college website. The report regarding the student shall be kept for the entire period of study. Objectives: Mentor Mentee system aims at improving the all-round performance of the students. • Provides better opportunities for personal rapport between the teacher and the student. • Identify the strength and weakness of each student. • Assist the student to plan and choose a suitable career. • Obtain feedback from students and forward them to appropriate administrative bodies. • Identify students requiring counselling, health check-up and remedial coaching and direct them to the centres concerned. • Direct the students to join various clubs and centres according to their tastes. • Conduct class PTAs. The mentors are responsible for academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance and academic progress of the students, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university. The biographic details of each student including educational background and socio-economic status are kept on record. Record of their class attendance, class performance and academic progress are also recorded. The mentors use both formal and informal means of men									
	Number of studer							: Me	ntee Ratio	

1339			73			1:18
4 – Teacher Profile	and Quality					
.4.1 – Number of full ti	-	ointed during the	year			
No. of sanctioned positions         No. of filled positions         Vacant positions         Positions filled during the current year         No. of faculty with Ph.D						
73 73 0 0 28						
.4.2 – Honours and re ternational level from (	-	•		-	fellows	hips at State, Nation
Year of Award	receiving state leve	ull time teachers g awards from l, national level, ational level	Des	signation	n Name of the award, fellowship, received from Government or recognize bodies	
2019	Dr	Binumol M		ssistant ofessor		Kosambi Teacher entor award of CUBE
		<u>View Upl</u>	oaded Fi	<u>le</u>		
5 – Evaluation Proc	ess and Reform	าร				
.5.1 – Number of days e year	from the date of	semester-end/ y	ear- end exa	amination till the	declara	ation of results during
Programme Name	Programme Co	ode Semes	ter/ year	Last date of the semester-end/ end examina	year-	Date of declaration of results of semester end/ year- end examination
BA	UGECO	Sen	lester	20/03/2	)20	12/08/2020
	•	View Upl	oaded Fi	le		•
.5.2 – Reforms initiate	d on Continuous	Internal Evaluation	on(CIE) syst	em at the institu	tional l	evel (250 words)
benchmarks in	e institution tion (CIE) t parts of eval	ation. It is h has adopted o standardis luation are o system. Collo	the cult d a Centr the pro- customise ege Acade	mination of calized syst ocess of eva ed to suit e emic Calenda	teac em of aluat ach s r pro	hing learning Continuous ion. But at the subject in ordes

assignment by giving a large number of topics. Seminars presentations are usually group presentations for UG students, which they can do using PowerPoint. However PG students do individual seminars using PowerPoint. Test papers, for which 50 of the CIE marks are earmarked, are conducted by the centralised Committee for Internal Examination. Modules for the Test are decided well in advance in each department, and inform the students. Surprise tests and quizzes are also part of evaluation. Result Analysis is done by the class tutors after every CIE Test and pass percentage in each course is calculated. The performance of the students is monitored by the Academic Monitoring Committee. The Principal conducts Review Meetings to give necessary feedback for the improvement of students' performance. Progress Reports: The institution is keen on monitoring the performance of the students and reports are given to the Parents at PTA meetings. Remedial Classes are conducted for the slow learners and those who are absent due to unavoidable reasons. This practice helps the slow learners to update their subject knowledge and catch up with their peers. Peer Teaching is also encouraged.

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

Academic calendar is the system by which the institution defines the landmark dates that drive much of the day-to-day activities in an academic year. The IQAC prepares the College Academic Calendar in consultation with Academic Monitoring Committee, Committee for Internal Examinations, and the Time Table Committee. The College Academic Calendar is prepared at the beginning of the academic year as per the Academic Calendar provided by the University. In case University Academic Calendar is not published in time, we make necessary changes in the College Academic Calendar subsequently. Unless there are some unavoidable reasons like natural calamities, the Academic Calendar is strictly adheres to. Departments also prepare academic calendar for the departmental activities. The academic calendar is uploaded on the website of the institution and displayed on the notice board. The academic calendar contains the yearly schedule of the mandatory activities. Schedule of activities such as commencement of semesters, academic, cultural and co-curricular activities, publication of Internal marks, date for registering complaints, if any, regarding Internal assessment, Parent-Teacher Meeting, date of election to Students' Council, holidays, dates of University examination, end of semester, Publication of Results etc. are provided in the academic calendar. Academic Calendar helps the students get prepared for the activities in time. Assignments are submitted and seminars are presented by students as per the dates given in Department academic Calendar. Students are indirectly trained to time management and systematic and strategic planning through the academic calendar.

#### 2.6 – Student Performance and Learning Outcomes

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

https://www.sncollegenattika.ac.in/courses.php?pageid=89

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage				
UGCOM BCom COMMERCE 62 50 80									
	<u>View Uploaded File</u>								

# 2.7 – Student Satisfaction Survey

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

https://www.sncollegenattika.ac.in/Iqac.php?pageid=91

# **CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**

# 3.1 – Resource Mobilization for Research

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

		agency	sanctioned	during the year
Students Research Projects (Other than compulsory by the University)	365	Kerala State Council for Science, Technology and Environment	0.36	0.36

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### 3.2 – Innovation Ecosystem

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

Title of workshop	p/seminar		Name of	the Dept.			Date	
Intellectual Rights and 1			IQ	AC		20/	/11/2019	
Basic Informa Cancer: Ca Prevention A	uses,	Chemistry		19/	/12/2019			
Life Skill Educ Leadership T			Chemi	.stry		20/	/10/2019	
"Chemicals in D An awareness p for the women societ	programme n in the		Chemi	stry		27/	/11/2019	
Ozone change influence on climate and	surface	Chemistry			24/09/2019			
Characteriza Coordination d		Chemistry				10/	/03/2020	
Nano entrepre Skill Tra:	-	Commerce				03/07/2019		
3.2.2 – Awards for Inne	ovation won by l	nstitutio	n/Teachers	Research s	cholars	/Students durin	g the year	
Title of the innovation	Name of Awa	rdee	Awarding	Agency	Dat	e of award	Category	
NIL	Nill		N	i11		Nill	Nill	
			No file	uploaded				
3.2.3 - No. of Incubation	on centre create	d, start-	ups incubat	ed on camp	us durir	ng the year		
Incubation Center	Name	Spon	sered By	Name of Start-u		Nature of Star up	rt- Date of Commencement	

NIL	Nill	Ni	11		Nill	1	Nill	Nill
		No	file	upload	ded.			
3.3 – Research	Publications a	nd Awards						
3.3.1 – Incentive	to the teachers	who receive reco	gnition/a	awards				
	State		Natio	onal			Internat	ional
	1		1	L			0	
3.3.2 – Ph. Ds av	warded during th	e vear (applicabl	e for PG	6 College	e. Research	Center	)	
	Name of the Dep						/ PhD's Award	od
	Botan				Nulli		1	eu
3.3.3 – Research	Publications in	the Journals noti	fied on l		-			
Туре	•	Department		Num	per of Public	cation	Average	Impact Factor (if any)
Natio	onal	Botany			4			5.5
Interna	tional	Chemistr	У		1			2.4
		No	file	upload	led.			
3.3.4 – Books ar	d Chapters in ec	lited Volumes / E	Books pu	ıblished,	and papers	s in Nati	onal/Interna	tional Conference
Proceedings per	Teacher during t	he year						
	Departme	nt			Number of Publication			
	Botan	У					8	
	Chemist	try					2	
	Commer	ce		4				
	Mathemat	tics		2				
		No	file	uploaded.				
3.3.5 – Bibliomet			last Aca	ademic y	/ear based (	on avera	age citation	index in Scopus/
Title of the Paper	Name of Author	Title of journal	Yea public	-	Citation In	a m	Institutional affiliation as nentioned in e publicatior	U U
Synthesis, crystal structure and electron density analysis of a sulfanyl 2-pyridone analogue: Tautomeric preference and confor mation locking by	Dr Anabha E R	Journal of Molecul arstructur e	2	020	4	C	Sree Narayana College, Nattika	4

chalcogen bonding							
			ew Uploade	ed File			
.3.6 – h-Index c	f the Institution	onal Publications du	ring the year.	. (based on Scop	ous/ Web of s	cience)	
Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Numbe citatio excluding citatio	er of Insti ns affilia g self ment	tutional ation as tioned ir ublicatio
Synthesis, crystal structure and electron density analysis of a sulfanyl 2-pyridone analogue: Tautomeric preference and confor mation locking by S•••O chalcogen bonding	Dr.Anabh E. R.	Structure	2020	11	4	Nar Col	Sree ayana lege, ttika
		NC	o file upl	oaded.			
.3.7 – Faculty p	articipation in	Seminars/Confere	nces and Syn	nposia during the	e year :		
Number of Fac	culty Ir	nternational	National	S	State	Loca	al
Attended/		28	58		47	1	3
nars/Worksh	lops			.1.71.			
			<u>ew Upload</u> e	<u>ea file</u>			
	Activities						nity and
.4.1 – Number d		and outreach progra ns through NSS/NC					ear
.4.1 – Number d	t Organisatio		C/Red cross/ gency/		s (YRC) etc., ers N		dents such
3.4.1 – Number of on- Governmen Title of the a Swachhata	t Organisatio Ictivities Pakwada	ns through NSS/NC Organising unit/ag collaborating age Nattika	IC/Red cross/ gency/ I ency	Youth Red Cross Number of teach participated in su	s (YRC) etc., ers N	during the ye lumber of stu- articipated in	dents such
4.1 – Number of on- Governmen Title of the a	t Organisatio Ictivities Pakwada	ns through NSS/NC Organising unit/ag collaborating age	C/Red cross/ gency/ I ency   rath	Youth Red Cross Number of teach participated in su activities 2	s (YRC) etc., ers N	during the ye lumber of stu- articipated in activities	dents such
.4.1 – Number of on- Governmen Title of the a Swachhata Observa	t Organisatio Ictivities Pakwada tion	ns through NSS/NC Organising unit/ag collaborating age Nattika	C/Red cross/ gency/ I ency I rath <u>View Fi</u>	Youth Red Cross Number of teach participated in su activities 2 <u>le</u>	s (YRC) etc., ers N ich p	during the ye lumber of stu- articipated in activities 121	dents such
3.4.1 – Number of on- Governmen Title of the a Swachhata Observa	t Organisatio	ns through NSS/NC Organising unit/ag collaborating age Nattika Gramapanchay	C/Red cross/ gency/ I ency I rath <u>View Fi</u> nsion activities	Youth Red Cross Number of teach participated in su activities 2 <u>le</u>	s (YRC) etc., ers N ich p ent and other	during the ye lumber of stu- articipated in activities 121	dents such podies dents

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TCCCCT

Thalikulam

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	Nattika Grama Panchayat	Cleaning	3	42
National Conference of students Association of Palliative care	Kerala Development and Innovation Strategic Council (K- DISC)	National conference	1	9
Training in Innovation	Kerala Development and Innovation Strategic Council (K- DISC's)	Young Innovators Programme(YIP)	1	5
Training	SC/ST Hub training	Certificate course in Finance, Purchase and Administration	1	3

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# 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Internship	Aiswarya.P.S.	NCL Pune	90
Internship	Pooja Suresh	Department of Collegiate education	90
	Vior	v Filo	

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
M. Sc. Project	Preparation and characte risation of graphene oxide-	Internatio nal and inte runiversity centre for nanoscience and nanotech	20/03/2019	20/06/2019	ANEESHYA M.K.

silico rubber ompo	nanoc Mahat	hi sity,			
		<u>View</u>	<u>/ File</u>		
3.5.3 – MoUs signed with ins ouses etc. during the year	titutions of national, i	nternatio	onal importance, other univ	versities, industries, corporate	
Organisation	Date of MoU sig	ned	Purpose/Activities	Number of students/teachers participated under MoUs	
Western Ghats Hornbill Foundation (WGHF)	17/12/201	19	Internships and extension activities	127	
Hedge School of Applied Economics	12/12/201	19	Skill based training on Basic of Banking and Insurance	50 S	
Centre for Continuing Education, Kerala	27/06/201	19	Diploma in Computer Applications	39	
IIB	27/06/2019		Professional Diploma Courses	90	
	No	file	uploaded.		
RITERION IV – INFRAS	TRUCTURE AND	) LEAR	NING RESOURCES		
.1 – Physical Facilities					
4.1.1 – Budget allocation, exc				•	
Budget allocated for infra	astructure augmenta	tion	Budget utilized for in	frastructure development	
e. I.1.2 – Details of augmentation			luring the year	5.5	
				r Newly Added	
	ls Area		Existing		
	rooms		Newly Added		
Labor	atories		Existing		
Semina	r Halls		New	vly Added	
Video	Centre		New	ly Added	
		View	<u>/ File</u>		
.2 – Library as a Learning	Resource				
I.2.1 – Library is automated {	Integrated Library M	anagem	ent System (ILMS)}		
Name of the ILMS software	Nature of automatio or patially)	on (fully	Version	Year of automation	
Libsoft	Fully		4.1	2019	
I.2.2 – Library Services					
Library	Existing		Newly Added	Total	

	pe											
Text Books		46418		702765	i6 :	L24	94474		465	42	7	122130
Referen Books	ce	2391		1217100 9		94	218389		248	35	1	435489
e-Bool	ks	Nill		Nill	N	ill	Nill		Ni	11		Nill
Journa	als	Nill		Nill	N	ill	Nill		Ni	11		Nill
e- Journal		Nill		Nill	N	ill	Nill		Ni	11		Nill
Digit: Databas		Nill		Nill	N	ill	Nill		Ni	11		Nill
CD & Video	-	Nill		Nill	N	ill	Nill		Ni	11		Nill
Libra: Automati	- 4	Nill		67500	0 N	ill	Nill		0		6	675000
					No file	uploaded	1.			I		
Name of the Teacher All Teachers		-	ame of the	Module	is d	is developed CN e-learning N		D	Date of launching e- content			
			NI	.11			e-learnii	ng	N	11		
				.11	View	MOODLE	e-learnii	ng	Ni	.11		
0 IT lafa				.11	View		e-learnii	ng	Ni	11		
	astructure				View	MOODLE	e-learnii	ng	Ni			
-			n (ov		View Browsing centers	MOODLE	Office	Depa	rtme	Availab Bandwi h (MBP GBPS	dt S/	Others
3.1 – Tech Type	nology Up	gradatio Compu	n (ov	verall)	Browsing	MOODLE v File		Depa	rtme s	Availab Bandwi h (MBP	dt S/	Others
3.1 - Tech Type Existin	Total Co mputers	gradatio Compu Lab	n (ov	verall) Internet	Browsing centers	MOODLE v File Computer Centers	Office	Depai	rtme s	Availab Bandwi h (MBP GBPS	dt S/	
3.1 - Tech Type Existin g	Total Co mputers	Compu Lab	n (ov	verall) Internet 181	Browsing centers 20	MOODLE v File Computer Centers 76	Office 8	Depai nts	rtme s	Availab Bandwi h (MBP GBPS 100	dt S/	6
3.1 - Tech Type Existin g Added Total	Total Co mputers 181 0 181	Compu Lab	n (ov uter	verall) Internet 181 0 181	Browsing centers 20 0	MOODLE v File Computer Centers 76 0 76	Office 8 0 8	Depaints	rtme s	Availab Bandwi h (MBP GBPS 100 0	dt S/	6 0
.3.1 - Tech Type Existin g Added Total	Total Co mputers 181 0 181	Compu Lab	n (ov uter	verall) Internet 181 0 181	Browsing centers 20 0 20 ction in the I	MOODLE v File Computer Centers 76 0 76	Office 8 0 8 eased line)	Depaints	rtme s	Availab Bandwi h (MBP GBPS 100 0	dt S/	6 0
.3.1 - Tech Type Existin g Added Total .3.2 - Banc	Total Co mputers 181 0 181	Compu Lab 22 0 22 able of i	n (ov uter	verall) Internet 181 0 181	Browsing centers 20 0 20 ction in the I	MOODLE v File Computer Centers 76 0 76 nstitution (L	Office 8 0 8 eased line)	Depaints	rtme s	Availab Bandwi h (MBP GBPS 100 0	dt S/	0
.3.1 - Tech Type Existin g Added Total .3.2 - Banc .3.3 - Facil	Total Co mputers 181 0 181 dwidth avail	Compu Lab 22 0 22 able of i	n (ov Iter	verall) Internet 181 0 181 net connec	Browsing centers 20 0 20 20 20	MOODLE v File Computer Centers 76 0 76 nstitution (L PS/ GBPS	Office 8 0 8 eased line) the link of th	Depart nts 0 49	rtme s	Availab Bandwin h (MBP) GBPS 100 0 100	dt S/ )	6 0 6

# 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
19.8	19.8	42.8	7.8

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

? Maintenance and utilization of all physical, academic and support facilities like laboratory, library, sports equipment, computers and classrooms are done through a system of decentralized management. The committees constituted for the same monitor the infrastructure and support facilities. The Management, UGC, RUSA, Alumni, PTA and PD fund are the financial sources for procurement and maintenance of infrastructure in the Institution. Every year the IQAC collects the list of requirements from all departments, office and library. The list of items to be obtained from management is handed over to the RDC by the Principal. Others are secured from the PTA or PD fund. All purchases are done by the Purchase Committee. The accounts of purchases are properly recorded and audited. The accounts are maintained by the Head Accountant under the supervision of Superintendent and Principal. ? The lab assistants maintain the labs and periodically check the lab equipment and facilities. Students who damage things to replace the equipment or meet the expenses from their Caution Deposit. A Stock and maintenance register is kept in all the laboratories and is verified by the Heads of the departments before the next purchase. Annual maintenance contract ensures the upkeep of sophisticated equipment. ? Library is kept properly by the library assistants under the guidance of the librarian. The Library Committee consisting of the Principal, Librarian and senior faculty members from all streams of study has the overall charge of the maintenance and sustenance of facilities in the library. ? Sports amenities are maintained by the support staff. The maintenance of computers is done with support from PTA. Annual maintenance contract with the suppliers ensures the proper maintenance of the computers. All Computers are supported by UPS. Network maintenance and repair is done by the technicians from outside. Stock verification is carried out every year by the members of the faculty. Cleanliness and maintenance of Classrooms and Campus are ensured by the support staff. The RDC and the PTA provide the salary for the support staff. The NSS also does cleanliness activities on the premises of the Campus. Examination Halls are neatly kept with the fund from the University for the Purpose. A Committee has been constituted for the proper functioning of the Cooperative Store. The cooperative society is maintained by its on revenue. The Canteen Committee is in charge of all matters related to the canteen. It is run on lease through open tender invited by the committee. The regular maintenance is done by the canteen staff themselves. The PTA or the Management does the annual repair. The Hostel Committee consists of the Warden, Deputy Warden and a few senior teachers and hostellers. The Infrastructure maintenance charges of the hostel are borne by the Management and other expenses are met by the inmates.

https://www.sncollegenattika.ac.in/index.php

# **CRITERION V – STUDENT SUPPORT AND PROGRESSION**

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

Number of students

Financial Su	ipport 1	Indowments	30			36321
from instit						
Financial Su from Other S						
a) Natior	nal So	cholarships	343			Nill
b)Internati	lonal	Nill	Nill			Nill
		View	<u>/ File</u>			
		nent and developmes, Yoga, Meditation				
Name of the ca enhancement s		of implemetation	Number of stue enrolled	dents	Agei	ncies involved
Yoga	:	L5/09/2019	15		Holistic health and research institute, Thiruvananthapuran	
		View	<u>/ File</u>			
5.1.3 – Students be nstitution during the		e for competitive ex	aminations and car	reer couns	selling offe	ered by the
Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Numb studen have pa the com	ts who assedin	Number of studentsp placed
2019	Equal opportunity	21	21		0	0
2019	Coaching for competitive examinations	40	Nill		11	9
2020	Classes by External Experts	121	Nill	Nill		Nill
		No file	uploaded.			
	mechanism for tra	nsparency, timely re the year	dressal of student	grievance	s, Preven	tion of sexual
Total grievar	nces received	Number of grieva	ances redressed	Avg. nu	mber of d redre	ays for grievance essal
	0		0			0
5.2 – Student Prog	gression			-		
5.2.1 – Details of c	ampus placement o	luring the year				
	On campus			Off ca	mpus	
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Numb stud partici	ents	Number of stduents placed
0.0	0	0	nil		0	0
	•	No file	uploaded.			

Year	Number o students enrolling in higher educa	graduated to		Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	118	BS	C	Chemistry	SIES Colle ge,Bombay	Msc Chemistry
			<u>View</u> I	<u>File</u>		
	s qualifying in stat ET/GATE/GMAT/				during the year ernment Services)	
	Items			Number of	students selected/	qualifying
	NET				13	
	Any Oth	ler			3	
		No	file u	ploaded.		
.2.4 – Sports a	nd cultural activiti	es / competitions	s organised	d at the institutior	n level during the ye	ar
	Activity		Level	I	Number of F	Participants
Literar	y Competition	ns Int	cer-depa	artmental		71
			<u>View</u> 1	<u>File</u>		
3 – Student F	Participation and	Activities				
	of awards/medals a team event shou			nce in sports/cultu	ural activities at nati	onal/internationa
Year	Name of the award/medal	National/ Internaional	Number awards Sports	for awards f	for number	Name of the student
2019	Gold Medal in the 4th Federation cup National Pencak	National	10	) Nil	1 19071	Abhires K.S.
	Silat Cham pionship					
			View 1	File		
•	pionship	• •	ntation of s		emic & adminis	strative

College 9 Students Council Office bearers - The Chairperson, Vice Chairperson, General Secretary, Joint Secretary, 2 University Council Councillors, Student Editor, Fine Arts Secretary and General Captain - and Department Association Secretaries are elected. The Principal administers the oath to the elected members. The Principal (President of the College Union), Staff Advisor, Advisor

to the Fine Arts and Staff Editor to College Magazine help the student Council in its activities. Regular Activities Students Council functions for the benefit of the entire students and the general welfare of the College. Under the guidance of the staff advisor they conduct the co-curricular activities throughout the year using the Union fund collected from the students at the time of admission. If necessary, they can avail special financial assistance from the PTA. All requests for financial assistance are to be given to the Principal through the Staff Advisor. They conduct Students Council Inauguration, Fresher's day, Arts Festival and cultural programmes, Onam, X mas celebration, Food festival, Department Association Activities, Awareness Programmes, Celebration/Observance of National/International days Annual Sports meet etc. They prepare students for Zonal/ University level Competitions. Printing and publishing of College Magazine, Farewell functions, Voluntary Activities are also part of their activities. College Day marks the winding up of the year-long activities. Apart from the mandatory activities, the Students' Union works for social causes: Assist the public to recover from natural disaster such as flood distress relief, muster help for students in need etc. Social and charity works are undertaken to nurture social responsibility among the students: Campaigns against gender discrimination, exploitation of nature, waste mismanagement etc. Student Representation in Administrative and Academic Bodies empowers them and helps them acquire leadership qualities and executive skills. Members of the Students' Council represent the student community in academic and administrative bodies. IQAC, Library Committee, Anti-Ragging Committee, Student Grievance Redressal Committee, Women's Study Centre, ICC, Canteen committee, Hostel Committee are the most important committees in which students are members. Students use these platforms for expressing their opinions and suggestions. There are several clubs and associations too where students play active roles. Quiz Club, Tourism Club, Music Club, English Club, Science Club, Nature Club, Bhumithrasena and Farm Club have active participation of students in them. The Students Council works in tandem with the NSS and NCC in matters of social importance. Students generally like to shoulder the responsibilities that are entrusted to them. The Institution follows the policy of teaching the students that duties go with the rights they enjoy on the campus.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of Sree Narayana College, Nattika, has been functioning since 2003. It was formed with a view to keep the link between the old students and the Institution. The Alumni are also involved in guiding the students for their higher education and thereby future career. The members of Alumni Association support on matters of academic quality and infrastructure development. The Association maintains the contacts with the alma mater, networks with the students of the institution, informs the growth and development of the institution to the members of alumni, promotes and supports the Institution wherever possible. All students who complete their studies from the institution are eligible for the membership of the Association with life membership of Rs1000/-. It has an Executive Council, the tenure of which is two years. It consists of a President, a Vice President, a Secretary and a Treasurer, elected at the general body meeting of the Association. Alumni has an office on the campus. The Mother Alumni Association, its chapters in UAE and Qatar and Department Alumni are highly responsive to the alma mater and its activities. Their creative intervention has helped the institution in its developmental activities. Now the Association has about 662 life members and thousands of temporary members who renew their subscription annually. Library Complex, which was a long cherished dream of all stakeholders was materialized

by the Alumni. Alumni sponsors students and provide freeships and scholarships for students. These are distributed on the merit day of the college. 400 chairs, a generator and water purifiers were contributed by the Alumni. They sponsor prizes for the interdepartmental competitions. Contributions are also made to purchase books. Alumni are the main contributors to the seminars conducted in the College, especially the Annual Series of Seminars, Parampara. Financial Support is extended to NCC for the republic day parade competition, for sports, for the zonal Arts Festival and University competitions. Non-Financial Assistance like mentoring, Career Guidance is also part of Alumni activities. The Alumni Association meets with the current batches and mentors them through the networking forums to the best of their abilities. They share their experiences and knowledge and motivate the students and campaigns against drugs. Throughout these years college alumni association took initiatives to conduct a wide variety of career orientation classes, life skill trainings etc. The prominent alumni of all the departments visit the college as resource persons in both academic and non-academic matters. Some of Alumni are trained Yoga practitioners. They conduct Yoga Classes for students and teachers They honour the rank holders and other achievers of the college in their Annual Meet. Farewell ceremonies are organised on the retirement teachers and nonteaching staff. They conduct Guruvandanam, a programme to honour the former teachers of the institution A get together of families are conducted every year to strengthen the bond of relations. The Alumni ensured its active Participation throughout the one-year long Golden Jubilee Celebrations of the college. They were included in all the committees constituted for the Golden Jubilee Celebrations.

5.4.2 – No. of enrolled Alumni:

662

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

43000

5.4.4 - Meetings/activities organized by Alumni Association :

21. 06.2019 - Yoga Training by Sri. Suhas, Yoga Trainer 22.06.2019 - General Body Meeting 29.07.2019 - Family Meet of Alumni Members 30.10.2019 - How to crack Civil Service Examination by Dr V G Gopi, Director, Manappuram Coaching Centre for Civil Service 18.12.2019 - Executive Committee Meeting 16.03.2020 -Farewell Meeting honouring the Retiring Staff

### **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### 6.1 – Institutional Vision and Leadership

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

The Mentor-Mentee System Mentor-Mentee system aims at improving the all-round performance of the students: Provide better opportunities for personal rapport between the teacher and the student. Identify the strength and weakness of each student. Assist the students to plan and choose a suitable career. Obtain feedback from the students regarding the functioning of the system. Monitor the curricular and co-curricular activities of the wards. Identify students requiring counselling, health check-up and remedial coaching. Also identify students with high calibre and guide them to programmes like WWS. Direct the students to join various clubs and committees according to their tastes. Initiate to organize class PTAs. Every fulltime teacher takes care of about 20-25 students throughout their period of study on the campus. Four hours of the 40 hour workload in 5 day week are set apart for Mentoring. The mentors meet the students in the prescribed hours and talk to them collectively and

individually. Monthly attendance statement of the students is prepared with the assistance of attendance committee and publishes it on the notice board. Grievances of the students if any are considered with care. All the applications/ requests of the students are recommended and signed by the mentor before submitting for considerations from the Principal/office. A mentor is aware of the psychological, emotional, moral and physical discomforts and gives guidance: or if necessary seeks help from the redressal system. The mentors attend to all the problems faced by the students. The Mentors attend PTA meetings to interact with parents. They give special attention to the economically and socially backward students. The mentors record the details of the students including family background, economic and social status, health status and future prospects. Merit Day Merit, the quality of being particularly worthy especially so as to deserve praise or reward should not go unrecognized. Merit Day is a grand event organized in the Institution every year since 1991 in which all the stakeholders take part. It is conducted by PTA with the support of all the stakeholders. All the achievers among the stakeholders are honoured on this occasion. It is also meant to be an occasion for honouring the students on their outstanding performance in the academic and co-curricular fields. The college, with the support of well-wishers, has instituted several endowments and prizes to recognise the academic excellence of students and also to provide financial support to those eligible. There are General Endowments like those given to the student who graduates from the College with highest marks in UG Programme and PG Programme every year. There are also endowments from each department for the toppers of the respective departments. Meritorious students from economically poor family background are also recognized and awarded with cash. Alumni Endowment Prizes are instituted by all chapters of Alumni as well as the mother Alumni Association.

6.1.2 – Does the institution have a Management Information System (MIS)?							
Part	Partial						
6.2 – Strategy Development and Deployment							
6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):							
Strategy Type Details							
Admission of Students	Admission is purely on the basis of UGC/Govt. University rules and regulations. It is done online through the Single Window System of the University. The Admission Committee of our College, comprising our Principal, Nodal Officer and senior faculty members as well as a few senior non- teaching staff work in unison to ensure fair and hassle-free admission of students. All reservation policies are followed to ensure due weightage to students belonging to SC/ST, Physically challenged, sports and community categories. The college carry out the students admission procedure using the Office Management software, e-college solutions, wherein the Nominal roll, category-wise list of students etc. are prepared.						
Industry Interaction / Collaboration	The Institution has 4 MoUs with Industries/ Academic Intuitions for						

	<pre>academic collaborations. Industrial visits are part of the curriculum in some Programmes. There has been Linkages with/Collaborative activities for Courses, project work, sharing of research facilities, faculty exchange and student exchange during the year with Hedge School of Applied Economics, Centre for Continuing Education, Kerala, IIB Education, CUBE (TIFR), IIT Madras, NCL Pune, School of Chemical Sciences, Mahatma Gandhi University, NIT Calicut, Cochin University of Science and Technology, Amala cancer research Institute , International and interuniversity centre for Nano Science and Nanotechnology, Mahatma Gandhi University, Kottayam etc.</pre>
Human Resource Management	Human Resource Management is effectively done by emphasizing quality over quantity. The Management and the PTA has appointed staff on contract as there are shortage of staff. Faculty members are encouraged to grow and develop within their working space, to avail themselves of opportunities to attend orientation programmes, refresher courses, FDPs and major/minor research projects and their progress and achievements are befittingly acknowledged. A Day Care Centre has been established with the help of UGC to provide a stress-free work atmosphere for staff who have small children.
Library, ICT and Physical Infrastructure / Instrumentation	The library is fully automated with the software Libsoft Version 4. It is equipped with a Digital library, Web OPAC for distance browsing of availability of titles and 20 systems with internet for academic purposes. 185 computers are there for academic use. Subscription to Inflibnet gives access to umpteen e-journals and e- books. The college has provided its students with free high speed internet and Wi-Fi facilities. All departments have Classrooms with ICT facilities. There are 2 computer labs, language lab and browsing centres in the Institution. The computer-student ratio is 1: 7. There are 43 classrooms, 16 labs, 2 seminar halls and open-air auditorium.
Research and Development	The Institution gives adequate importance to research activities. At present Dept. of Botany is a research

	<pre>centre. Four more departments are to be enhanced as research centres in the coming year. 35 of the teachers are Ph. D holders. The rest are pursuing Research degrees. The faculty members are encouraged to present and publish research papers and attend conferences. Students have to do Projects/Dissertation as part of their curriculum. Seminars and Workshops are conducted to give them guidance in their research activities. The Institution has published a Code of Conduct for Research and Publications (CCRP) to streamline research activities as per the academic and ethical norms prescribed by the UGC/Govt./University.</pre>
Examination and Evaluation	At the beginning of every semester, students are given a time-line of the academic activities as per the Academic calendar. Teaching-learning process is effectively judged through internal and external methods of evaluation. Two internal examinations are conducted centrally by the committee constituted for the same. The answer scripts are valued and returned to the students with suggestions for improvement. Besides this, departments conduct test papers, give assignments, seminars and evaluate the students accordingly. Internal Evaluation marks are awarded based on these. Revision classes assure better performance in the University examinations.
Teaching and Learning	Programme Outcome, Programme Specific Outcome and Course Outcome are explained to all students at the beginning of each programme/course. Teaching plans are prepared based on an academic calendar. It ensures effective and timely curriculum delivery. Integrating ICT in teaching, Peer Teaching, Participative learning and experiential teaching help the students assimilate the concepts easily. Special lectures, seminars and workshops are arranged to cope with the expanding knowledge. Subject-related certificate courses are also conducted by departments. While externally supported programmes like ASAP, WWS are beneficial for the learning requirements of advanced students, SSP and Remedial teaching assist the slow- learners to recompense.

	<b>-</b>
E-governace area	Details
Planning and Development	<pre>? Planning and Development: Plannin of the budget and income-expenditure statements are done digitally by the accounts section of the office. Quotations and tenders for purchase/services are also invited through the college website.</pre>
Administration	All the members in the administratic section have desktops with internet facility. Admissions are through the online Centralised Admission Portal o the University. Student registration for examination, remitting of fees, scholarship for students, e-grants an pay-roll related data of the teaching and non-teaching staff (SPARK) have already been computerised. All the internal works of administration are done using software (e-college solutions). SMS alert facility is als made available to check the absentees in the campus. Surveillance camera facility is available in the whole campus.
Finance and Accounts	All bills in the office are generate using the computing devices. The institution makes use of PFMS for EAT of funds. Salary and other financial computations are done through the software - SPARK- initiated by the Govt.
Student Admission and Support	It is done online through the Singl Window System of the University. The college carry out the students admission procedure with the help of the Office Management software - e- college solutions- wherein the Nomina roll, category-wise list of students etc. are prepared.
Examination	Registration for examinations are done online through the University Portal. Hall tickets are issued onlin and a hardcopy is given to the students. Publications of Results, application for Certificates etc. are also made online. All communications regarding examinations conducted in th college for School of Distance Education Students are also done online.

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee

П

Year Name		Name o	of Teacher	workshop for which	conference/ Name o attended profession n financial which m provided fee is		body for bership		Amount of support	
2019			nil	1	nil	ni	1		Nill	
				No file	uploade	ed.				
.3.2 – Number aching and no					ive training	g programmes o	organized	by the	e College for	
Year	profe deve prog orgar	of the essional opment ramme hised for ing staff	Title of the administrativ training programme organised fo non-teachin staff	ve e or	ı date	To Date	Numbe participa (Teachi staff)	ants ing	Number of participants (non-teaching staff)	
2020	on L	rkshop MS and ODLE	Nill	27/01	/2020 2	28/01/2020	26	5	Nill	
2019	on I ct Pro Righ	eminar ntelle cual perty ts and cents	Nill	20/11	/2019 2	21/11/2019	72	2	Nill	
2019	Mana	ffice gement stem	Nill	16/07	/2019 1	.7/07/2019	6		12	
3.3 – No. of te ourse, Short Te			professional		nt program	nmes, viz., Orie	ntation Pr	ogram	nme, Refreshe	
Title of th professior developme programm	e Ial ent	Number	of teachers attended	<u> </u>	Date	To dat	te		Duration	
Managing Or Classes And Creating M Teachin Learning Co of Ramanu College sponsored PMMMNMTT so of MHRD, G	FDP on FDP on anaging Online asses And Co- reating MOOCS Teaching earning Centre of Ramanujan College, sponsored by MMNMTT scheme f MHRD, Govt. of India,		20	20/0	4/2020	06/05/	2020		16	
				View	w File	1				
3.4 – Faculty	and Sta	ff recruitm	ent (no. for p	ermanent r	ecruitment	):				
		Teaching				•	n-teaching			
						10/11	n-leacmor	1		

Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

6.3.5 – Welfare schemes for								
Teaching	Non-teaching	Students						
<pre>1.Duty leave to all the staff members to attend training Programmes/ Orientation/ Refresher/Wo rkshop/Seminar/Exam 2.Group Insurance Scheme 3.State Life Insurance 4.Provident Fund 5.Medical Reimbursement 6.Accident Insurance 7. 15 days of casual leave to the teaching staff and 20 days for non-teaching staff 8. Half pay leave or ten days commuted leave per year for staff. 9.Six months Maternity Leave for lady teachers as per Government rules 10.Grace time for lactating mothers 11.Paternity Leave for male teachers 12.Gratuities, Pension and all other such Government welfare schemes 13. Lab Facility is provided to teachers to conduct research. 14. Refundable advance to guest faculty from PTA. 15. Professional development programs for teaching and non-teaching staff. 16. Cooperative store 17. Ladies hostel 18. Canteen 19. Day care 20. Staff Association 21. First Aid Appliances 22. Washrooms 23. Vehicle Parking 24. Drinking Water Facility 25. Yoga Class 26. Fitness training using treadmill and gymnastic equipment 27. Carom board, chess board and Table Tennis for recreation 28. Computer Centre 29. Free Internet access in all departments and office</pre>	1. Duty leave to all the staff members to attend training Programmes 2. Group Insurance Scheme 3. State Life Insurance 4. Provident Fund 5. Medical Reimbursement 6. Accident Insurance 7.20 days for non-teaching staff 8. Half pay leave or ten days commuted leave per year for staff. 9. Six months Maternity Leave for lady teachers as per Government rules 10. Grace time for lactating mothers 11. Paternity Leave for male teachers 12. Gratuities, Pension and all other such Government welfare schemes 13. Professional development programs for non-teaching staff. 14. Cooperative store 15. Canteen 16. Day care 17. Staff Association 18. First Aid Appliances 19. Washrooms 20. Vehicle Parking 21. Drinking Water Facility 22. Yoga Class 23. Fitness training using tread mill and gymnastic equipment 24. Carom board, chessboard and Table Tennis for recreation 25. Computer Centre 26. Free Internet access in the office	1. Scholarships, Endowments, Sponsorships, e-grants 2. Seminars, workshops 3.Cooperative store 4.Canteen 5. Day care Centre 6.First Aid facilities 7.Special Room for the Differently abled 8. Vehicle Parking 9. Drinking Water Facility 10. Yoga Class 11. Fitness centre 12. Recreational activities 13. Computer Centre 14. Ladies waiting room 15. Medical Leave 16. Six months Maternity Leave 17. Students' Union 18. Dept. Associations 19. Arts, Sports and other extra-curricular Clubs 20. NSS 21. NCC						

#### 6.4 – Financial Management and Resource Mobilization

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

The Institution has both internal and external audit system for financial transactions. All the transactions are through bank accounts of the Principal and debited through cheque. The head accountant is responsible for primary internal auditing. The head accountant records all transactions in the cash book and the office superintendent verifies it. The principal again scrutinizes and countersigns it. Management conducts an internal auditing every year with the aid of an external Chartered Accountant. The comments of the auditor are noted and necessary corrective measures are taken. Each and every fund obtained from external funding agencies is taken care of by the Planning Board and Purchase Committee. The statement of expenditure of each fund with all bills and receipts are given to authorized chartered accountants for verification and preparation of Utilization Certificate. Financial assistance sanctioned by UGC falls into two categories - Capital Assets and Grant-in-Aid. The Planning Board decides the expenditure as per UGC guidelines. The Purchase Committee takes care of the fund to be utilized under Capital Assets. Funds under FIST are handled by the committee for implementation of FIST. This is also audited by external auditor. The PTA accounts also come under the internal audit system. The audit report is prepared every year and placed before the executive and general body for approval. The two units of NSS get funds the University. The internal audit of the NSS is carried out every year by an approved chartered accountant of the University. Programmes under New Initiatives of Higher Education Department like Walk With Scholar (WWS), Additional skill acquisition programme (ASAP) and Scholar Support Programme (SSP) get funds from the government of Kerala. The funds received by the college are audited every year as per the existing regulations. All other Grants and Funds received by individuals are initially submitted to an external chartered accountant. The Statement of Expenditure endorsed by the auditor along with the Utilization Certificate and other documents are further verified by the Head Accountant. At the time of the retirement of Principals, the financial transactions during her/his tenure is further verified by the Deputy Directorate of Collegiate Education. External auditing is conducted regularly by the audit wing of the Directorate of Collegiate Education and the Accountant General. External auditors inspect all the files, cash books, receipts and payments in the college and submit the audit report to the Principal. The college authorities are bound to answer the queries raised, if any, satisfactorily with corroborative evidence or audit objections will be recorded and will invite financial liability. With the implementation of Expenditure, Advance and Transfer (EAT) module of Public Financial Management System (PFMS) by the central government, the filing of expenditure, transferring funds, advances and its settlement of all government funds are done through PFMS.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose				
Management 964900 Maintenanc						
<u>View File</u>						
6.4.3 – Total corpus fund generated						
118580						
6.5 – Internal Quality Assurance System						
6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?						

Audit Type		External			Internal			
	Yes/No		Age	ncy	\ \	Yes/No Authority		
Academic	No			Nill		Yes	Principal	
Administrative	No		N	i11		Yes	Principal	
6.5.2 – Activities and support from the Parent – Teacher Association (at least three)								
Appointment of support staff Installation of Incinerator AMC to Solar Panel Funded Annual Seminar Series "Parampara - Trends Tenors in Knowledge" Payment of Electricity Telephone Bills								
6.5.3 – Development programmes for support staff (at least three)								
Training in Office Management System								
6.5.4 – Post Accredita	ation initiative(s) (	mention	at least thr	ee)				
Internet connections with increased bandwidth and Wi-Fi (100 mbps) Language lab with 40 computers and updated software Started 3 new Professional Diploma Courses in the Skill Employability Enhancement Centre (SEEK)								
6.5.5 – Internal Qualit								
,	on of Data for AIS	•	tal			Yes		
	articipation in NIR	۲. ۲			Yes			
,	SO certification No							
d)NBA or any other quality audit								
6.5.6 – Number of Quality Initiatives undertaken during the year								
	Name of quality itiative by IQAC		ate of ting IQAC	Duration	From Duration To		Number of participants	
2019	NAAC Sponsored two-day National Seminar	13/	06/2019	13/06/2019		14/06/201	9 157	
			<u>View</u>	<u>r File</u>			-	
CRITERION VII – II	NSTITUTIONA		UES AND	BEST PF	RACTIC	ES		
7.1 – Institutional Va	alues and Socia	al Resp	onsibilities	6				
7.1.1 – Gender Equity year)	(Number of gen	der equi	ty promotio	n programn	nes orga	nized by the ins	titution during the	
Title of the programme	Period fro	m	Perio	od To Number of Participants		articipants		
					F	emale	Male	
Seminar on Gender Responsive Parenting	10/12/2	2019	10/1	2/2019		76	19	
Social status of women in Par chamahakavyas		2019	10/1	0/2019		123	21	
Photography contest on the	11/12/2	2019	11/1	2/2019		22	29	

subject "Women"										
Screeni short fil: portrayi women o various perspecti	ms, ng f	08/03/2020		08/0	08/03/2020		347		74	
An aware class on cy crimes	/ber-	23/01/2020		23/01/2020			154		24	
Saksha Programmes banner dis and pled	with play	13/01/2020		16/02/2020			321		49	
Tug of competitior girls		16/01/2	16/01/2020		1/2020		84		0	
7.1.2 – Environn	nental Consc	iousness	and Su	stainability/A	Alternate Ene	rgy ini	tiatives su	ich as:		
Pe	rcentage of p	ower requ	iremer	nt of the Univ	versity met by	the re	enewable	energy source	S	
355	533.174KWh	out o	f the	total po	wer requi	reme	nt of 6	5799.692KW	ĥ	
7.1.3 – Different	ly abled (Divy	vangjan) f	riendlin	ess						
Iter	n facilities			Yes	/No		Nu	Imber of benef	iciaries	
Physic	al facilit					8				
Ra	mp/Rails	Yes				4				
Re	est Rooms	Yes				8				
Scribes	for examin	mination Yes 6								
Provis	sion for l	or lift No O								
	Braille e/facilit:	les	No			0				
7.1.4 – Inclusion	and Situated	Iness								
	Number of initiatives to address locational advantages and disadva ntages	Number initiative taken t engage v and contribut local commur	es o with e to	Date	Duration		ame of itiative	Issues addressed	Number of participating students and staff	
2019	8	7		14/10/2 019	1	v sp emp Po I	clands with ecial phasis on nnani Kole clands	Wetland Conservat ion	89	
				<u>View</u>	<u>/ File</u>					

Title	Date of publication	Follow up(max 100 words)
Title Jagrata: A Handbook on Code of Conduct for all the Stakeholders based on Human Values Professional Ethics	Date of publication 14/01/2019	Follow up(max 100 words) Practices in an organization should be consistent with the widely accepted ethical standards, norms, or expectations of the society. The Handbook helps the teacher to check whether there is any incompatibility between her/his precepts and practice. It is expected to maintain good relations among the management, Principal, teachers, non-teaching staff and the students. The handbook acts as an agreement on rules of behaviour for all the stakeholders of the institution. It acts as a reference for the members in support of day-to-day decision making. The book has been made available to all stakeholders, in the library and in the

Activity	Duration From	Duration To	Number of participants				
Awareness Class on Equal Opportunity	26/09/2019	26/09/2019	121				
Seminar on 'One World Philosophy of Sree Narayana Guru.'	20/09/2019	20/09/2019	152				
150 Years of Mahatma Gandhi-A Documentary Presentation	11/10/2019	12/10/2019	343				
A talk on Human rights and Human Dignity	10/12/2019	10/12/2019	164				
Hash tag campaign on `Stand up for Human Rights'	10/12/2019	11/12/2019	849				
No file uploaded.							
7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)							

 Thumboormuzhy Model Solid Waste Management System 2. QR Coding of Trees 3. Rain water Harvesting 4. Green Audit 5. Butterfly Garden

#### 7.2 – Best Practices

7.2.1 - Describe at least two institutional best practices

BEST PRACTICES 2019-20 1. PARAMPARA: MUTI-DISCIPLINARY ANNUAL SEMINAR SERIES The Objective: Parampara: Multi-Disciplinary Annual Seminar Series is an Interdepartmental Knowledge Exchange Programme devised by the IQAC of the Institution. It aims at the dissemination of latest and path-breaking knowledge in a particular discipline to students belonging to other disciplines. It envisions free knowledge without barriers. The Context: The vision behind Parampara: Muti-Disciplinary Annual Seminar Series is the awareness that knowledge should be easily accessible to all and that too much compartmentalisation, more often than not, is detrimental to common interest. We conduct this series of seminars as a unique knowledge exchange programme. It is organised by research and publication committee of our college and sponsored by PTA and Alumni. The unique feature of Parampara is that it provides students an opportunity to present their papers in the presence of eminent academics and experts from various industries and academic institutions and to interact with them on a common platform. Students get the experience as resource persons. The Practice Parampara - the multi-disciplinary seminar series was launched on November 22, 2018 as a Knowledge Exchange Programme. The Internal Quality Assurance Cell and the Research Publication Committee convenes a meeting and decides the topic for the year. All departments find a suitable Resource Person in their respective area for Key-note address. Students are selected after a preliminary presentation in the department. Four or five of the best presentations from students of each department are selected. These students are to present in the Seminar Series. The Best of the presenters will be duly awarded by the Institution on Merit Day. This is the 3rd consecutive year that the Series is being conducted. Usually Parampara is conducted in November-December, every year. It was launched in 2018, and the programme was inaugurated by Dr P. K. Biju, Hon'ble MP, Alathur. In the year 2018, the theme of Parampara was "Kerala: After the deluge". The impact of the deluge 2018 in the socio-economic status of Kerala and its effect on the day today life in Kerala and on the environment were the thrust areas. Parampara 2018 included 11 invited talks and 49 student presentations. Dr. T.K. Narayanan, Hon'ble Vice Chancellor, Kalamandalam, Cheruthuruthi, inaugurated the Valedictory function and released the proceedings. Parampara 2019 was inaugurated by Dr. M. R. Gopalakrishnan, Registrar, Shree Sankaracharya Sanskrit University, Kalady on 19 December 2019. The theme of Parampara 2019 was 'Current Trends and Tenors in Knowledge". It included 12 invited talks and 39 student presentations and the Valedictory function was inaugurated by Dr. M.R. Prathapachandra Kurup, Professor and Dean of Physical Sciences, Central University of Kerala. Parampara 2020 was inaugurated online by Shri T. K. A. Nair, Former Principal Secretary to Prime Minister of India on 29th October 2020 at 4 pm. As a part of Parampara 2020, an FDP programme was conducted for teachers and interactive sessions including invited talks and student presentations. The programme has become a transformative learning experience for students as well as teachers. Parampara provides a common platform for students, teachers and other academicians to conduct discussions on socially relevant topics. It addresses all categories of students as participants, organisers and also resource persons. Advanced learners are benefitted as they can interact with eminent scientists and academicians and as they also get opportunity to perform themselves as resource persons. Obstacles Faced if any, and Strategies Adopted to Overcome Them Financial assistance for the smooth conduct of the programme has been a challenge. PTA and Alumni offered financial assistance for the remuneration for the resource persons and Prizes for best paper presentations

respectively. Other expenses were met with respective departments. Resources Required Financial support for the conduct of Parampara is extended by College PTA and Alumni. In addition, all the faculty members make use of their personal contacts and linkages with research institutions to get eminent personalities as resource persons. All the members in our college actively participate to organize Parampara as a successful event. 2. GREEN-ESSENCE: GREEN INITIATIVES ON CAMPUS The Objective: Green-Essence is a collective name given to all the green practices on the campus and extended to the community. It is a conglomeration of activities that aim to promote eco-centrism through community involvement. Students are encouraged to reach out to community experts and use technological facilities to address environmental issues impacting their neighbourhood. Students are directed to experiential and participative learning while partaking in the activities. The Context: Sensitivity to environment is sure to teach students lessons in responsibility, ethics, scientific outlook and symbiosis. Environmental friendly actions lead to environment protection and sustainable development. Such activities help students understand how their decisions and actions affect the environment, build knowledge and skills necessary to address complex environmental issues, and as to how to keep our environment healthy and sustainable for the future. The Practice: Green-Essence undertakes round the year activities which begin with the celebration of Environment day on 05 June. Seminars, competitions and campaigns on the Green theme are conducted in connection with the day. Other activities that ensue include protection of land and water, nurturing of biodiversity, organic farming, encouraging the use of renewable Energy, and waste management. Thumboormuzhy Model Project for solid waste management, biogas for cooking in the canteen, use of solar energy, kitchen gardens in the neighbourhood etc. are some on-going activities. Outreach programmes are conducted in the panchayat with the help of local units of kudumbasree, women's self-help group. The activities under Green-Essence took a new turn in 2018 with the initiative taken by the Department of Botany for creating QR code for the trees. The technology integration created a new momentum in the neighbourhood also. The student volunteers were trained in QR Coding and 20 plants on the campus were tagged in the year. Green-Essence plans to QR code all the trees on the campus and the Panchayat. The main objective behind this initiative is to provide any layperson the details regarding the tree, its significance, medicinal properties etc. with the help of an android phone. Obstacles faced if any, and Strategies Adopted to Overcome: Scarcity of water during the summer is a challenge especially in the case of conservation of the saplings, but it was solved to a certain extent by drilling a bore-well on the campus. Resources Required: An informed work force along with the financial support is the requirement to carry out the green practices on the campus.

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

https://www.sncollegenattika.ac.in/Igac.php?pageid=95

#### 7.3 – Institutional Distinctiveness

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

Value Education through Sree Narayana Study Centre The vision, mission and objectives of the college embrace Gurus ideals of Humanism, Secularism and Universal brotherhood. Knowledge is power. But if it lacks moral values, humane qualities and a universal perspective, knowledge becomes just information. Imbibing the spirit of the Vedic statement sa vidya ya vimuchyate, Sree Narayana Guru raised the motto "Seek Freedom and Enlightenment through Education". It enshrines academic excellence, development of life skills, and character formation based on scientific temper and human values. It was Sree Narayana Guru who further extended the non-dualistic principle into practical modes of self-realisation through spiritual education, compassion, and peaceful coexistence of humanity. He was also an egalitarian who advocated social equality and universal brotherhood. Guru worked hard as a social educationist and condemned discrimination in the name of caste, creed and religion. Education was one of his primary concerns by which, he believed, that one could uplift his/her quality of life. Guru's philosophy is, still, in many respects ahead of the time and focuses on a futuristic world order that could be shaped from his philosophical connotations that are underlain with transcendental aesthetics and logic embodied in knowledge and pure reason. Tagore recorded after his visit to Sivagiri, 'I have been touring different parts of the world. During these travels, I have had the good fortune to come into contact with several saints and maharishis. But I have frankly to admit that I have never come across one who is spiritually greater than Swami Sree Narayana Guru of Kerala - nay, a person who is on par with him in spiritual attainments. I am sure I shall never forget that radiant face, illumined by the self-effulgent light of divine glory and those yogic eyes fixing their gaze on a remote point on a far-away horizon.' Guru stressed the need for spiritual growth and social upliftment of the downtrodden by the establishment of temples and educational institutions. In one temple he consecrated, he kept mirrors instead of idols. This symbolised his message that the divine was within each individual Understanding the self was the path to divinity. The Sree Narayana Study Centre aims at achieving the lofty ideals of Sree Narayana Guru who professed the wellbeing of all through education, without ant discrimination on the basis if caste, creed, or religion. Sree Narayana Study Centre is a lighthouse that lights up the community at large. Its programmes are open to the public. Students often need to be reminded of the great acharyas who have been instrumental in the development of India. The explosion in the field of technology has alienated the principles of tolerance, empathy, fellow feeling, caring and sharing. Utilitarianism is placed above everything else. The centre tries to teach that education which does not mould character is absolutely worthless. Sree Narayana Study Centre conducts a series of classes on the teachings of Sree Narayana Guru and other acharyas whose teachings are capable of guiding the young generation. A booklet on the contributions of Sree Narayana Guru in the modernisation of Kerala Society is distributed to all freshers. A documentary on the Renaissance leaders in Kerala is also exhibited for them. Students of this age are generally not aware of the great leaders and their contributions in the development of our great nation. They take the progress and the facilities they brought in, for granted. However they are ready to be led in the right direction. They show great enthusiasm in learning about the great sages and leaders of our nation. This practice is the need of the hour as it gives the students a sense of responsibility and duty. There is no point in bringing out thousands of graduates and postgraduates without any moral and humanitarian values. Moral values cater to the wellness of the whole society. The Centre has set up a study corner in the library and plans to publish a journal this year. The goal of Sree Narayana Study Centre is to impart value education to the students along with their syllabi-oriented education. This year the Centre conducted two Regional seminars supported by Indian Council of Philosophical Research. One was on Personality Development through the Visions of Gurudeva on 25th June 2019 and the other on "One World Philosophy of Sree Narayana Guru". The Centre, in association with Indira Gandhi National Centre for the Arts conducted a documentary presentation of the Father of the Nation "Life of Gandhi" as part of celebrating 150th year of Gandhi's Birth. A Documentary on Women leaders of India was also presented in the programme.

Provide the weblink of the institution

https://www.sncollegenattika.ac.in/Igac.php?pageid=93

### 8. Future Plans of Actions for Next Academic Year

Participate in SAAC and KSHES •Create MOOC courses •Incubation Centre •Activities under ARIIA •Continuing Education facilities in Malayalam Language and Literature •Foreign Language Learning Centre •Add - on courses in English and Hindi for Malayalam Main Students •Vocational Training in Malayalam DTP •Subject Related Certificate courses •Linkage with other institutions of repute •Human Rights Education for all students •Motivate students to apply for summer fellowship or other funding schemes to complete their internship programme at an international standard •MOU with Agricultural University and research institutions (KFRI, CWRDM, NRCS, TBGRI, CPCRI) to provide training for start-up programmes in the field of agriculture, horticultural practices and nursery management •Linkages with financial institutions and stock broking centres •Commerce Lab •Research projects in regional history and culture •Collection and preservation of Regional lexicon • Upgrade 4 departments into research centres •Annual research journal from Science, Arts and Commerce •Construction of Convention Centre with auditorium, seminar halls and fitness centre •Lift for Physically challenged students in all the blocks • Toilet Complex • Video Conferencing Room •Separate Research Block •Mini Theatre •Security measures with international standards in the practical labs •Air - conditioned Animal cell culture lab and animal house for stem-cell related research • Raise studentcomputer ratio to 5:1 •More Digital Classrooms with Internet Facility •Digital Book Bank •Digital herbarium and herbarium rack •Bar coding of updated museum specimen •Software (digi pro) installation for doing virtual lab dissection •Installation of Solar Power units in all blocks •Eco friendly waste disposal system for the practical labs to prevent pollution of the nearby potable water resources. •Classes under canopy - set up sitting arrangement under trees to take classes • Jambul orchard - A destination for resrach in Jambul trees as there are more than 6 varieties of Jambul in the campus. •Bambusetum and pteridophyte collection along with endangered and endemic collection of plants. •More Rainwater Harvesting Units •Socio-economic uplift by adoption of Panchayats under UBA Orientation programme for high school and higher secondary teachers. •Analytical lab for public for analysing water/soil and food adulteration. •Training for farmers and kudumbasree in mushroom cultivation, grafting, budding etc. in collaboration with Agricultural University, Krishi Bhavan and Grama Panchayath. •Awareness talks regarding health and hygiene to the public. •National and international publication for every teacher. •Punching for students and teachers. •Gender Audit • •socio-economic surveys on relevant topics. •Counselling centre. •Campus Recruitment Facility. •Academic and Administrative Audit •Quality Audit •Indoor stadium •Increased facilities in multi-gym and fitness centre. •Basketball court. •Jogging track along the boundary of the main campus. • Renovation of the pool converting it into a swimming pool for training the students. •Wall paintings - mural art on the college compound wall by student artists. •collaboration with Kerala Kalamandalam. •Artists club •Train students for participating in National Youth Festivals. •Alumni and RETINA initiatives •Recreation Club for Teaching Non - teaching Staff • Yoga Club •Converting Cooperative Society into a Bank.