



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SREE NARAYANA COLLEGE, NATTIKA

**NATTIKA P O THRISSUR DISTRICT
680566**

www.sncollegenattika.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The call from Sree Narayana Guru, the great thinker, philosopher, social reformer and architect of modern Kerala, to “*Seek Freedom and Enlightenment through Education*” - inspired the founding of Sree Narayana College, Nattika, Thrissur District, Kerala State. The College was founded by the late Sri. R. Sankar, the 3rd Chief Minister of Kerala on 10 April 1966. It was formally inaugurated by the late Sri Sahodaran Ayyappan on 30 June 1967. The college was affiliated to the University of Kerala in 1967 and to the newly constituted University of Calicut in July 1969.

The management of the college is vested in the Sree Narayana Trusts, Kollam, one of the leading educational agencies in the state. The Secretary of the Trust is the Manager of the College. Sri. Vellappalli Natesan is the present Manager. The Regional Development Committee (RDC) consisting of the members of the Trusts’ Executive Committee from Thrissur District assists the Principal in the management of the college.

The college attained the status of a First Grade college in 1970. It is a grant-in-aid college and has been included in the 2(f) and 12(B) categories of the University Grants Commission. It is supported by FIST Programme of DST and included in RUSA of MHRD. The College has been included in the Rank band of 150-200 in the NIRF in 2018-19. The college was accredited at B+ Grade with a CGPA 76.0 in the first accreditation by NAAC in 2005. In the Assessment Cycle II, the college was bestowed with a B, with a grade point of 2.55.

The College is situated in the coastal area of Nattika Panchayath in Thrissur District. Majority of the students admitted are from socially and economically backward areas. About 80% of the total strength of the students consists of girls. 80-85 % of the students belong to SC/ST, OBC and Minority category. The college offers 8 undergraduate programmes, 8 postgraduate programmes and one Ph.D Programme in the regular stream. All the programmes are in Semester mode. The college is a Sub Centre of Centre for Continuing Education, Kerala and conducts Professional Diploma Courses also.

Vision

The Vision of the college is - To create an egalitarian & humanistic society through education, integrating the teachings of Sree Narayana Guru.

Sree Narayana Guru (28 August 1855 – 20 September 1928) envisioned education as the most potent instrument of socio-economic progress, political development, and moral and intellectual awakening. His exhortations for equality and social justice for all irrespective of caste, colour, creed, religion, and wealth ignited the spirit of renaissance in Kerala. His axioms, ***One Caste, One Religion, One God for All*** and ***It Suffices Man to be Virtuous, Whatever his Religion may be***, were revelations to the people who toiled and struggled under poverty and injustice in the caste-ridden society of Kerala. His whole life was dedicated to the upliftment of the marginalised in order to bring about social equality.

Sree Narayana Guru knew that education is the answer to many problems that the down-trodden people suffer from. Imbibing the spirit of the vedic statement *sa vidya ya vimuchyate* on education, Guru raised the

slogan, *vidyakundu prabuddharakuka*, which means ‘**Seek Freedom and Enlightenment through Education**’. This is the motto of the college. It enshrines academic excellence, development of life skills, and character formation based on human values and scientific temper.

The establishment of Sree Narayana College, Nattika is the fulfillment of a long cherished dream of the people of Manappuram (coastal area) and hence it owes to materialize the cause of its inception as a higher education institution. Education should inspire one to reflect on the world s/he lives in. It should empower one to challenge the oppressive social structures in the society, and provide the strength to change it. This is where liberation comes in. Education should be the key to the liberation of both an individual and the society - socially, economically, psychologically, culturally, physically, intellectually and spiritually. It should bring about effective transformation that leads to the growth of the society and development of the nation.

Hence this institution envisages imparting education which would be an instrument of socio-economic progress; political, moral and intellectual empowerment of weaker sections of the society.

Mission

The Mission of the College is: **To deliver quality education to all students, irrespective of caste, creed or gender, so as to transform them to intellectually stimulated, emotionally strong, and socially committed citizens.**

The college aims at achieving the lofty ideals of Sree Narayana Guru who professed the welfare of all by providing quality education to the economically backward and marginalized section of the society and by equipping them with skills and competencies required to adapt to the changing global scenario.

The Institution seeks to provide, nurture and promote The Core Values acronymized as **ESSENCE**:

Excellence – The faculty consistently strive to modernise the academic content and augment it with technological support. Quality standards are strictly maintained. Students are trained in keeping academic and professional excellence.

Skill Development – Co-curricular and Skill Development Programmes are arranged to develop leadership and promote entrepreneurial, organizational, technological and life skills in students.

Social Commitment – Education is planned to encourage the students to be involved in nation building activities. They should be socially-accountable. They must be sensitive to ecological concerns, gender equity, human rights, social justice, inclusiveness and be able to cultivate a wider perspective about the world.

Empowerment – It is necessary that education should strengthen the process of making the students stronger and more confident, in fulfilling responsibilities and claiming rights. It enables them to recognize and use their resources.

Nobility of Character – Education which does not mould character is absolutely worthless. Self-discipline, with ethics and values will empower them to live in dignity & harmony with fellow beings and environment. They must cultivate an appreciation and respect for the cultural heritage of the country.

Competency – The institution is set to cater to the educational needs to acquire global competency. In order to

be successful in a highly competitive employment scenario, competency in the field is absolutely necessary.

Equity - Equitable in giving access, providing equal opportunity, ensuring quality higher education to all, especially to the backward, the women and the marginalized people. The thrust is on inclusiveness, integrity, and the promotion of equality and social justice.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Congenial and serene atmosphere
- Highly committed and competent Faculty
- 100% full time teachers
- 32.33% of Teachers with Ph.D.
- A good number of Publications by members of the faculty
- A considerable representation of the faculty in Board of Studies
- 24 teachers presently doing Ph.D.
- Teachers and students enrol on MOOCs
- *Parampara* – A Multi-disciplinary annual Seminar Series lasting for 10 days, in which students are allowed to present papers
- E-Village Project – a prestigious initiative
- Training in Mushroom Cultivation given to *Kudumbashree* members every year
- Students' Council has conducted 2 funded national level activities
- Efficient Mentor-Mentee System with a ratio – 1:19
- Feedback System is robust; is used to develop the institution
- Feedback is collected using Google forms and gets good response from students
- Student feedback on teachers is used for improvement of teaching-learning process
- CCEK Sub Centre - Conducts 9 diploma courses
- Certificate courses including one in Yoga
- Internet connection with a band width of 100 mbps and Wi-Fi facility
- Collaboration with CUBE – TIFR
- CUBE awards to one teacher and 4 students
- Included in the rank band of 150-200 in NIRF, 2017-18
- Submits AQAR on time and participates in AISHE and KSHES
- The Institution is funded by DST – FIST
- Included in RUSA
- Sophisticated equipment in Science Labs, purchased using UGC & FIST fund
- Academic Monitoring Committee to oversee the Academic process
- Committee for Internal Examinations
- Guidance and Counselling Centre
- Career Guidance and Counselling Centre
- IQAC published *Jagrata* - Code of Conduct for all stakeholders
- IQAC published CCRP – Code of Conduct for Research and Publications
- Language lab with 50 systems
- Automated library (with an area of 6061 sq. ft) with e-facilities
- Support from PTA, Alumni, well-wishers
- Retina, an association of Retired Teachers of the Institution is a source of support

- No Ragging cases so far
- Gender-equity and equality
- Sufficient number of classrooms
- Day care Centre keeps the young women faculty stress-free
- Canteen with homely food, run by *Kudumbashree*
- Two units of NCC and NSS
- A good number of Extension Activities
- Commendable Service done by Staff and students during the times of Flood in Kerala

Institutional Weakness

- Poor Financial background hinders the students from opting for higher studies after graduation
- Low % of placement in reputed firms as the students are compelled to support their families by doing blue collar jobs
- Most of the Students do not enrol for Certificate or Skill Development Courses due to financial stringency
- Many of the boys go for part-time jobs and are unable to join Certificate Courses
- Students with low marks admitted in Management Quota affect the pass percentage
- Delay in the appointment of permanent staff due to Government policies.
- Only traditional Programmes in the regular stream
- Most of the students are from Malayalam Medium Schools and find it difficult to follow instruction in English
- Very few students from other states and foreign countries as the college is situated away from town.
- Due to cultural and financial reasons, girl students get married and discontinue their studies
- Very few Institutional tie up with industries
- Journals are not subscribed as many journals are available on line free of cost

Institutional Opportunity

- More MOODLEs (SNCN E-learning) and other online learning platforms for teaching
- Activities under UBA (Unnat Bharat Abhiyan)
- Academic and Cultural exchange under EBSB (Ek Bharat Sreshta Bharat)
- Tie up with industries and Institutes of repute.
- More buildings can be constructed and more New Generation Programmes can be started as the Institution has 25 acres of land
- Research Centres in Commerce, Chemistry, Physics and Zoology
- Academic Autonomy to start Programmes that are locality specific like Fishery Science and Management Courses
- Start Vocational Courses that can be offered to Vocational Higher secondary students who are diverted to conventional courses as Courses in Vocational streams are not available in the locality.
- More career oriented courses to make the students employable
- Provide quality training to students to crack competitive examinations
- More Sports facilities like Badminton Court, Swimming Pool and Indoor Stadium

Institutional Challenge

- Academically advanced students are encouraged to go for higher studies and therefore low campus placement ratio.
- Political activities of students bring the pass percentage down in spite of hard work on the part of teachers.
- Making students proficient in English language as most of them are aspirants for jobs in the Middle East
- Ensuring better job opportunities and placement.
- Reduced quality academic time due to excessive non-academic work on teachers, with the introduction of semester system.
- Though technically sanctioned, RUSA Fund could not be availed so far due to delay in administrative sanction.
- Students use Mobile phones more for social media activities than for academic purposes.
- Teachers find it taxing to have to make more research output as most of their quality time is spent in teaching to produce better results/outcome.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curriculum designed by the University is supplemented by the Institution as this is not completely in line with the goals of the Institution.

Curricular Planning and Implementation

The Institution communicates its **vision, mission and objectives** to all the stakeholders through the College Handbook and Website. **Graduate attributes** are made known to every student. Academic Calendars prepared by the IQAC and the Departments ensure effective and timely implementation of the curriculum.

Teachers undergo training in handling the new syllabus. ICT enabled learning, MOOCs, Moodles, Kahoot are used in teaching. Peer teaching, participative and interactive methods, individual and group learning methods make learning dynamic. Infilbnet, Shodganga, e-pathshala, Digital Library and Web OPAC give remote access to study materials.

Academic Flexibility

New Courses are regularly introduced by the University. All programmes are in Choice Based Credit Semester System and have interdisciplinary courses integrated into it. There is scope for choice in the Open Course for UG. **KEP** (Knowledge Exchange Programme) is a Best Practice designed to give the students an interdisciplinary knowledge of the latest developments in all disciplines. **Parampara**, the annual Seminar Series gives students opportunity to present papers on the new trends in knowledge.

Curriculum Enrichment

The Institution offers 6 Certificate Courses. Courses on Human Rights, Gender Equality, Social Equity, Deep Ecology and Sustainable Development are given in Common, Core and Open Courses offered to all students. All students are given classes on computer applications. Value-addition programmes like communication skills, and soft skills are given. The Institution is a **Sub-Centre of the Centre for Continuing**

Education, Kerala (CCEK) and conducts Professional Diploma Courses for students from outside and Diploma in Computer Applications (DCA) for the regular students of the college.

Feedback System

Feedback is taken from Students, Parents, Alumni and Teachers. It is collected online using Google 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.

Teaching-learning and Evaluation

The mission of the college is to empower the socially and economically backward students by providing access to quality education. The most important component of the whole process of education is Teaching - Learning.

Student Enrolment and Profile

The admissions to all UG & PG Programmes are through Centralised Admission Process of the University, strictly regulated in accordance with the Govt./University norms, meticulously following statutory reservation policies. Average enrolment is 94.21% of which, around 85% of students belong to SC/ST, OBC and Minority categories.

Catering to Student Diversity

Orientation classes are given to the new entrants. Bridge Course in English helps the students from Malayalam Medium Schools. Aptitude Test identifies the advanced and slow learners. Mentor-Mentee System is highly effective. Remedial Coaching & SSP are designed for slow learners, whereas, WWS targets the advanced learners. 180 hours of Training in Communication and IT & 120 hours of Skill Training are given to selected students under ASAP. Book Bank, E-learning Materials, SNCN e-learning Platform and sncndigital.libsoft.org assist out-of-the- classroom learning. PG students avail Research Projects and Summer Fellowships at IITs, ISER etc. Collaboration with CUBE of TIFR gives good exposure to students.

Teaching - learning Process

The teaching schedule is planned in accordance with the Academic Calendar. Teachers prepare individual Teaching Plan. Teachers use ICT in teaching. Student centered teaching methods are practiced. Subscription to INFLIBNET opens vistas of virtual library for students and teachers. Meritorious students are felicitated on Merit Day.

Teacher Profile and Quality

100% full time teachers and 24 teachers with Ph.D. are factors conducive to effective teaching-learning process. All teachers are encouraged to undergo MOOCs, enrichment, refresher and orientation programmes.

Evaluation Process and Reforms

Academic Monitoring Committee monitors academic process. Internal Evaluation is carried out through the

Software e-college solutions, Google Classroom, and PowerPoint presentations. Two internal examinations, test papers and mock viva are conducted.

Student Performance and Learning Outcomes

Answer scripts are given back and result analysis is done. A 3-tier system exists for redressal of grievances. Graduate Attributes, PO, PSO and CO are made known to students through College handbook.

Research, Innovations and Extension

Research and teaching are interlinked at the cognitive level. The institution tries to inculcate Research Culture among the faculty and students through various methods.

Resource Mobilization for Research

The institution gets funding for research from external agencies like UGC and FIST. Science Departments are equipped with modern lab facilities. The department of Zoology, Chemistry, Physics and Botany have sophisticated equipment to facilitate research. KSCSTE, ICPR etc. provide funds for organizing seminars. Students get admissions to research institutes during their studies in the form of summer fellowships and fellowships like ASPIRE, INSPIRE etc.

Innovation Ecosystem

The college has a digital library with access to all free journals and study materials. Research and Publication Committee organizes a multidisciplinary seminar series annually for students, in which they get opportunity to listen to original research presentations from scholars and to present papers on the thrust area.

ED club in our college train students to develop entrepreneurship skills. The Skill and Employability Enhancement Kendra (SEEK) offers certificate courses like DCA. ASAP offers various skill courses. Walk with Scholar also creates a platform for effective knowledge transfer.

Wednesday bazar is an innovation in marketing where the local people and students can sell their vegetable and other produce.

Extension Activities

Institutional shows its Social Responsibility through extension activities. A lot of services were done by the Faculty and Students in the flood-hit areas. Sasthra Jalakam, a 3 day residential camp for high school students was conducted in the College.

Collaboration

All the P.G. departments collaborate with reputed institutions for project work. Seminars, workshops and other academic events also pave way for collaborative interactions with research establishments.

The college is recognised as one of the CUBE centre, which helps our students to attend seminars and to visit other laboratories and work in unison with students and Professors from other institutions in India. 4

students and a member of the faculty gained CUBE awards.

The College is a Sub Centre of Centre of Continuing Education, Kerala (CCEK) and conducts NSDT compliant Professional Diploma Courses with SIDCO, KELTRON and IIB Education as training partners.

Infrastructure and Learning Resources

The institution makes optimum use of its infrastructure. Diploma, Certificate courses and Enrichment programmes are conducted before and after regular working time and on Saturdays, Sundays and holidays. Infrastructure is lent to neighbouring institutions.

Physical Facilities

The campus sprawls over 25 acres of land. The built up area consists of the Main Block, North Block, South Block, with 40 classrooms and 10 staff rooms. There are 4 B.Sc. laboratories, 6 M.Sc. laboratories, 3 research laboratories, 1 Tissue culture lab and a First supported lab. The 8 Examination Halls on the second floor of the Main Block is a new addition. There is an open air auditorium flanked by trees. NCC Flag Area, Day Care with play area, Cooperative Store and Canteen are some of the facilities.

Sports facilities

The Institution has a playground with Football Field and athletic track. There is a volleyball court in front of the college. Indoor facilities include Gymnasium, Treadmill etc.

Library as a Learning Resource

The central library is 6061 sq ft. in area and has 46132 books. It is fully automated using the software Libsoft version 4.1. There is an e-library with 20 systems where students can access N-List of Inflibnet, e-shodhsindhu, shodganga, OJAS, and e-pathshala.

IT infrastructure

There are a total of 192 computers and the Computer-student ratio is 1:7.09. All the departments have ICT enabled classrooms with LCD projectors. E learning room is equipped with Video conferencing facility. There are Computer centres in three departments and another one for general purposes. Internet connectivity with a band width of 100 MBPS is available. All the Departments have internet connectivity. Students can access internet free of cost for study purposes. Language Lab equipped has 50 systems with iTell software for enhancement of communication skills in a self-paced manner.

Maintenance of Infrastructure

Maintenance is done with the fund from UGC, FIST, Management and PTA. RUSA has sanctioned 40 lakhs for renovation. Up-keeping of the physical facilities is done by the cleaning staff appointed by the Management. Computers are maintained with the support of PTA fund.

Student Support and Progression

Student Support

The Institution fosters a congenial atmosphere on the campus with students and staff keeping a warm relationship between them. The Mentor-Mentee system is at the apex of all student support programmes. Around 20 Students are brought under the personal care of a Mentor. There is a committee for facilitating the process of scholarships and e-grants. 1079 students avail scholarships and free ships in the current year. The Institution provides endowments and sponsorships on its own. Students are given training for competitive examinations. Classes in English Communication skills are given in language lab. Soft skill training, interview techniques, career guidance and personal counseling are given. Coaching for NET/SET/PSC examinations is provided. Student participation in arts, sports, entrepreneurship is encouraged. Members of the Students' Council are members of clubs/committees/centres of the college.

Students enjoy a stress-free campus life. Anti-Ragging Committee, Anti-Ragging squad, Anti-narcotic Cell and ICC are highly vigilant and in constant interaction with students. The differently abled students are given special support and care. Food and stationery are available at subsidized rates. Book bank support is there in all Departments.

Student Progression

On an average, 19% of the students progresses to higher education. Many of the students opt for jobs in the Middle East to support their families. 5% of the students qualify National/International level examinations.

Student Participation and Activities

Students Council, elected every year, is part of all academic, administrative committees/centres in the college. They organize extra-curricular activities with the help of Staff Advisor, Advisor to Fine Arts, and Sports and Games co-coordinator. The Student Editor brings out the College Magazine every year. Students in NCC and NSS are active participants in the activities of the college.

Alumni Engagement

Construction of Library Complex is the major contribution of the Alumni. Sponsorships and Endowments are given to students. Alumni Sponsors curricular and co-curricular activities. Members of the Alumni who are experts in various fields visit as Resource persons for programmes. Alumni honour the achievers and retiring staff. 'Guruvandanam', a programme by Alumni is a tribute to the retired teachers. Family meet is organized every year.

Governance, Leadership and Management

Institutional Vision and Leadership

The Institution has clearly stated Vision, Mission and Core Values based on Sree Narayana Guru's ideals on education and social empowerment. Modern Perspectives are integrated into the Mission of the Institution. "*Seek freedom and enlightenment through education*" is the Motto of the Institution. The management of the college is vested in the Sree Narayana Trusts, Kollam. The Regional Development Committee (RDC), a local body of the Management supports the Principal in governance. **Vision 2030**, the Perspective Plan of the Institution, was released on 08 April 2018 by the Honourable speaker of Kerala. Active participation of

Teachers is there in all the decision making bodies.

Strategy Development and Deployment

The Institution maintains a systemic structure with regard to its academic and co-curricular activities. Every activity planned by the Institution is structured assigning roles to as many stakeholders as possible to ensure transparency and inclusiveness in planning and implementation.

Construction of the library complex was the result of the camaraderie under the initiative of Alumni. The next project – a Convention Centre is a venture which is inspired by the successful completion of the Library Project.

Faculty Empowerment Strategies

All Government initiated welfare schemes for employees are enjoyed by the staff. Faculty is provided permission and leave to pursue academic interests. Staff Association functions for the welfare of all the staff. Internet access is provided in all departments and office.

Financial Management and Resource Mobilization

Financial management is done by the Head Accountant. All expenditure of funds is audited. All purchases are through the Purchase Committee. The main source of funds is external funding agencies and Management. PTA and Alumni also raise funds for the Institution.

Internal Quality Assurance System (IQAS)

“Quality is our Responsibility” is the Motto of IQAC. It formulates action plan at the beginning of every academic year, collecting inputs from all stakeholders. The annual Plan of Action follows a decentralized management in administrative, academic and non-academic matters. Likewise, the IQAC collects the reports from all departments, centres, clubs and committees at the end of every academic year.

Institutional Values and Best Practices

The College has clearly defined and communicated Core Values to foster gender sensitivity, humanism, social commitment, eco-centrism, self-discipline, inclusion and social justice. These are internalized through programmes conducted by various clubs, committees and centres.

Institutional Values & Social Responsibilities

Safety & Security of girl students is ensured by Women’s Centre, ICC, and Committee for Health & Hygiene of Girl Students. *Jagrata* - Code of Conduct for all stakeholders is strictly adhered to. Anti-Ragging Committee keeps vigil on the campus. Identity Cards and separate Dress Code are there for UG & PG students. An experienced Security staff and CCTV Surveillance on campus and Hostel premises ensure safety.

Counselling

Mentor-Mentee system is an effective way of counselling. Guidance & Counselling Centre with a teacher

having a PG Diploma in Counselling as Coordinator gives personal counselling.

Common Room

Common Room for Girls, a room for the Differently Abled, a room & loge for NCC girl cadets and another one for boys, a sickroom with first aid facilities are provided.

Alternate Energy Initiatives

Principal's room, Office, and North Block use Solar Energy. Filament bulbs are being replaced by LED bulbs.

Waste Management

Thumboormoozhy model Project for solid waste management, Biogas plant, My Waste My Responsibility Campaign, use of steel containers for serving water, tea & juice, e campus initiatives are some of the initiatives to control waste.

Rain Water Harvesting

Harvested water is used in Chemistry laboratory. Ground water recharge is done during rainy season. Two large ponds are natural storage of rain water. Rain water pits are dug to collect rain water.

Green Practices include Green Audit, training to make eco-friendly products, Energy Audit, QR coding of trees, Swachh Bharat Abhiyan activities , Ban on flex boards etc.

Differently abled Friendliness

A teacher is in charge of the Differently abled students. Rest room, Ramps, Wheel Chair. Walker, Braille Books and Scribes for examination are some of the facilities for them.

Activities Promoting Nationalism

Preamble to the Constitution is exhibited in the Main block. The birth/death anniversaries of great Indians are observed. National Festivals and Days of Importance are celebrated.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SREE NARAYANA COLLEGE, NATTIKA
Address	Nattika P O Thrissur District
City	THRISSUR
State	Kerala
Pin	680566
Website	www.sncollegenattika.ac.in

Status of the Institution	
Institution Status	Private and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	30-06-1967

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Kerala	University Of Calicut	View Document

Details of UGC recognition				
Under Section		Date	View Document	
2f of UGC		05-06-1995	View Document	
12B of UGC		05-06-1995	View Document	

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCL,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1580037969.pdf
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Nattika P O Thrissur District	Rural	25	10588.53

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics,	36	Plus Two	English	65	62
UG	BA,Malayalam,	36	Plus Two	Malayalam	40	40
UG	BSc,Mathematics,	36	Plus Two	English	48	41
UG	BSc,Physics,	36	Plus Two	English	48	47
UG	BSc,Chemistry,	36	Plus Two	English	48	41
UG	BSc,Botany,	36	Plus Two	English	40	36
UG	BSc,Zoology ,	36	Plus Two	English	40	36
UG	BCom,Commerce,	36	Plus Two	English	65	65
PG	MA,Economics,	24	UG Degree	English	20	18
PG	MA,Malayalam,	24	UG Degree	English	15	13
PG	MSc,Mathematics,	24	UG Degree	English	20	16
PG	MSc,Physics,	24	UG Degree	English	13	11
PG	MSc,Chemistry,	24	UG Degree	English	13	13
PG	MSc,Botany,	24	UG Degree	English	13	12
PG	MSc,Zoology,	24	UG Degree	English	13	13
PG	MCom,Commerce,	24	UG Degree	English	21	21
Doctoral (Ph.D)	PhD or DPhil,Botany ,	72	PG Degree	English	5	5

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				12				61			
Recruited	0	0	0	0	5	7	0	12	4	39	0	43
Yet to Recruit	0				0				18			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				34
Recruited	13	1	0	14
Yet to Recruit				20
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	0	0	0	0
Yet to Recruit				10

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	9	0	2	10	0	24
M.Phil.	0	0	0	2	0	0	0	3	0	5
PG	0	0	0	0	0	0	1	25	0	26
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	0	17	0	17
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	86	0	0	0	86
	Female	282	0	0	0	282
	Others	0	0	0	0	0
PG	Male	11	0	0	0	11
	Female	106	0	0	0	106
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	2	0	0	0	2
	Female	3	0	0	0	3
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	15	25	17	14
	Female	70	76	67	75
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	1	2	0	0
	Others	0	0	0	0
OBC	Male	68	75	53	44
	Female	288	272	264	267
	Others	0	0	0	0
General	Male	6	13	4	0
	Female	21	23	14	13
	Others	0	0	0	0
Others	Male	4	4	2	8
	Female	18	12	14	12
	Others	0	0	0	0
Total		491	502	435	433

Extended Profile

1 Program

1.1

Number of courses offered by the institution across all programs during the last five years

Response: 655

File Description	Document
Institutional Data in Prescribed Format	View Document

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
17	17	17	17	17

2 Students

2.1

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1361	1323	1258	1172	1181

File Description	Document
Institutional Data in Prescribed Format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
189	197	192	172	173

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
503	452	426	415	445
File Description		Document		
Institutional Data in Prescribed Format		View Document		

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
073	73	73	73	73
File Description		Document		
Institutional Data in Prescribed Format		View Document		

3.2

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
73	73	73	73	73
File Description		Document		
Institutional data in prescribed format		View Document		

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 42

4.2

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
36.99	119.98	143.71	189.99	80.91

4.3

Number of computers

Response: 193

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The institution ensures effective curriculum delivery through a well planned and documented process

Response:

Sree Narayana College, Nattika being an affiliated Institution, the curriculum is designed by the University. As the centrally devised curriculum is not fully context sensitive, it is augmented with institutional practices as per the Vision, Mission and objectives of the institution.

Planning by the IQAC

The IQAC prepares the Plan of Action for the whole year in consultation with various committees under it. The IQAC convenes meetings with Academic Monitoring Committee, Time Table Committee, and the Committee for Internal Examinations to prepare the **College Academic Calendar** based on University Academic Calendar. The College Academic Calendar provides the frame work for curriculum delivery.

Subsequently, meetings are held in the Departments to prepare **Department Academic Calendar** based on the College Academic Calendar. It schedules Commencement of semesters, Internal Examinations, publication of internal marks submission of assignments, presentation of seminars, PTA meetings, field visits, project work and study tours.

Implementation

Syllabus and Academic Calendar are published on the college website. The teachers prepare **Teaching Plan** for the Semester. Departments conduct **Value Addition Courses** as a means of supplementing the existing programmes.

Teachers use **ICT** in teaching and have started using **LMS platforms** and create **Moodle**. They undergo training in handling the new syllabus. The College Library has 46132 books. Students have free access to the digital library, Inflibnet and digital website. Web OPAC gives them remote access to the titles. **Language lab** provides facilities to improve language skills. The college organises **bridge course in English** to fill the knowledge gap of first semester UG students.

Monitoring

Department level meetings are held at frequent intervals to monitor the progress of work allotted to the members of the faculty. The IQAC convenes meetings with the Academic Monitoring Committee.

The College Council, the supreme statutory body of the college, is convened frequently for the overall supervision of the effective curriculum delivery.

Mentoring

Tutors(Mentors) identify the advanced students and train them to achieve their goals through programmes like **WWS** and **ASAP**. Special attention is given to the slow learners through **Remedial Coaching** and **SSP**. Students are encouraged to use ICT for learning. The college has a very effective **tutorial system (Mentor-Mentee System)** in which 20-30 students are brought under the personal attention of the teacher. There is a three-tier system for **Grievance Redressal**.

Feedback & Outcome Analysis

Every teacher submits 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. **Two internal examinations** are conducted at the college level by the Committee for Internal Examinations. After the publication of internal marks, **PTA meetings** are held in each class and feedback is taken. **Feedback** from students, their respective Tutors and Parents help assess the curriculum delivery, its strengths and drawbacks. Academic Monitoring Committee analyses the feedback and initiates steps to overcome the shortcomings. **Academic Audit** takes stock of all academic activities year-wise.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2

Number of certificate/diploma program introduced during the last five years

Response: 3

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3

Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 27.4

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	7	5	4

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1

Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 56.89

1.2.1.1 How many new courses are introduced within the last five years

Response: 384

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2

Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 52.94

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 9

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.3

Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 1.1

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
17	56	0	0	0

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

1.3 Curriculum Enrichment

1.3.1

Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

Integrated in Curriculum

The curriculum provided by the University has modules on Gender, Environment and Sustainability, Human Rights, Values and Professional Ethics. These are included in the Common Courses in English, Malayalam and Hindi. All UG students study the courses as an integral part of the curriculum designed by the university. Core Courses and Open Courses also offer modules on these cross-cutting issues.

Institutional Initiatives

The Institution is sensitive to the contemporary problems and prospects, and conducts seminars, talks, workshops and competitions to sensitize students. ICC, Women's Centre, Equal Opportunity Cell, Students' Union, Departments, Bio-diversity club, Bhoomithra Sena, Nature club, Environment Club, *Haritham* Farm Club, NSS and NCC take part in the initiatives:

Gender

- The Students' Union (2018-19) conducted an awareness programme and competition on *Laws about Women* with the support of National Commission for Women.
- The Students' Union (2018-19) honoured Ms. Seethal Syam, the transgender activist of the locality.
- Honoured the first girl student, the first lady teacher and the first lady principal of the college in the programme "Honouring the Pioneering Women," during the Golden Jubilee Celebration 2017-18
- ICC and Women Centre conduct programmes every year.
- Students took oath on and Gender Equity online and become a part of the awareness programme of Ministry of Social Justice.
- One of the Ten-point programmes undertaken by the institution for the Golden Jubilee celebration was "Institution & Women Empowerment."

Environment and Sustainability

- Seminar on *Environmental Concern and Sustainable Development* on 3 March 2016.
- ***Karkidaka Fest*** - conducted every year to mark the month of austere living in affinity with nature.
- Greening Manappuram project
- Renovation of Ponds in the campus
- Haritham Project for organic agriculture

- Green Protocol on the campus.
- Green Audit
- Rainwater harvesting
- Well recharging
- QR coding of trees

Human Values & Human Rights

- The Department of Political Science, University of Calicut, Economics department and Centre for Human Rights and Democracy jointly organized a UGC sponsored National Seminar on *Human Rights - Concept, Consensus and Conflicts* on 23,24,25th March 2015
- The Department of Political Science and Economics organized a UGC sponsored National Seminar on *Human Rights and Social Empowerment* on 9 and 10th March 2016.
- We made the students take oath on Human Rights online, a programme of Ministry of Human Rights.
- Seminars have been organized annually on World Human Rights Day on human rights related topics.
- Anti-ragging cell & Anti-Ragging Squad

Professional and Personal Ethics

- Published Code of Conduct for Research & Publications and *Jagrata*, code of conduct for all stakeholders.
- Sree Narayana Study Centre & Sahodaran Ayyappan Centre organize annual seminars and awareness programmes on ethical living.
- Anti-narcotic cell
- Ethics Committee

Inclusion & Social Justice

- The Students Union (2015-16) conducted a National Seminar sponsored by RGNIYD on **Inclusion and Social Justice** for SC students.

National Integration

- The Preamble to the Constitution is displayed in the main block.
- National Integration & Peace Club activities

Fitness & Holistic Development

- Organizes seminars on international yoga day.
- Certificate Course in Yoga in association with Holistic Health & Research Institute, Medical College, Trivandrum.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2

Number of value added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 3

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3

Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1

Structured feedback received from

1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Response: C. Any 2 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2

Feedback processes of the institution may be classified as follows:

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Average percentage of students from other States and Countries during the last five years

Response: 0.08

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	2	0	2

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2

Average Enrollment percentage

(Average of last five years)

Response: 94.21

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
490	491	502	435	433

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
543	529	528	448	452

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3

Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 92.27

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
170	179	178	163	161

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1

The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The institution has its own process of acclimatizing the new entrants to higher education. An orientation class is organized immediately after the admission to familiarise them with semester system, curriculum, methodology of teaching, and pattern of examination. The aptitude test is conducted to identify slow learners and advanced learners. The Mentor-mentee system brings the students under the personal care of a teacher.

Remedial coaching - Slow learners are given intensive and personalized coaching through this system. Remedial classes are conducted with a special time table after the working hours. Test papers are conducted to measure the effectiveness of the coaching.

Scholar support programme (SSP), an initiative of the Higher Education Council, Kerala, provides

support to slow learners of the college. Apart from classes in some selected courses, motivation classes and sessions in soft skills are also given under this programme.

Advanced Learners join **MOOC Courses** which provide community interactions among students, professors

Peer Teaching sessions by advanced learners is a highly successful way of teaching the slow learners. Students respond to their peers without hesitation and reluctance.

Book Bank and E- learning Materials - Every department keeps a collection of text books, reference books and previous question papers so that the students can access information easily. We have an e-library with 20 systems in the central library and students can access e-learning materials at any time, free of cost. They have remote access to learning materials through the digital platform <http://sncndigital.libsoft.org/>. The institution's Moodle platform **SN CN LEARNING** enables the students learn the syllabus anytime and anywhere.

ICT Enabled Teaching - Teachers make use of several ICT tools like Google class room, drive, doc, Power Point etc. for the fast and timely teaching and evaluation processes. Students are encouraged to submit assignments and seminars using ICT tools.

Short –Term Value Addition Courses are provided for vocational skill enhancement of students. Invited lectures of reputed personalities give the students an exposure to the latest developments in the disciplines.

Additional Skill Acquisition Programme (ASAP) provides 300 hours of skill training to selected first year students. This comprises of a foundation course in Communication Skills and IT skills with a duration of 180 hours and a skill training course of 120 hours in the skill sector chosen by the student.

Walk with Scholar (WWS) funded by the Higher Education Department of Kerala Government is implemented in the institution for advanced learners. The Scheme aims at giving necessary orientation, motivation, and guidance to prepare them for higher studies in reputed institutes and secure prestigious jobs.

The PG students are sent to reputed Universities, IITs, ISER etc. for research projects/summer fellowships. Our students are collaborate with CUBE, Research and Development division TIFR.

The institution conducts a multidisciplinary Seminar Series “**PARAMPARA**” annually under the auspices of PTA and Alumni. The seminar covers selected topics on current affairs.

UGC/CSIR Coaching classes are conducted by the institution. Classroom coaching and Mock Tests based on previous question papers help the students to crack the National/State level tests.

File Description	Document
Any additional information	View Document

2.2.2

Student - Full time teacher ratio

Response: 18.64

File Description	Document
Any additional information	View Document

2.2.3

Percentage of differently abled students (Divyangjan) on rolls

Response: 1.03

2.2.3.1 Number of differently abled students on rolls

Response: 14

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document

2.3 Teaching- Learning Process

2.3.1

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

Response:

Experiential Learning helps students acquire knowledge by the process of cognition through experience to become independent learners.

Field Visits are part of curriculum of Science Discipline. Commerce students make Industrial Visits and prepare reports on them. **Internships** are part of both UG and PG curriculum. Students of Botany make and maintain **Green house**. They do **Organic farming** with the help of Haritham Farm Club. The **Tissue Culture** lab makes them learn techniques used to maintain or grow plant cells. **Science Exhibitions** are conducted every year for the students of neighbouring schools. These are entirely planned and executed by students of the Institution. **Surveys** are done as part of projects of Commerce and Economics students. They prepare questionnaires, interview and collect data for the purpose. **Sample**

Collection is done by students of Zoology and Botany as part of their practical work. **Herbarium Collection & Maintenance** is an interesting way of learning practised in Botany. **Study Tours** are integrated into the curriculum of most of the Programmes. Students enjoy this method of learning.

Theatre Performances, Film Making, Video production, Photography, Documentaries, Skits and Debates are part of the experiential learning of Language and Literature. Training is given in the art and craft of Theatre and Film making every year. Making of **In-house journals** and **Wall Magazines** are creative *methods* used in helping the students learn by doing.

Collaborative Learning:

CUBE (Collaboratively understanding Biology Education): The students are given an opportunity to undergo collaborative research and training with students and teachers from various parts of the country at TIFR Bombay. CUBE engages students with activities, experiments, field work, presentations and online discussions to inculcate science as a culture, a close-to-life practice. Students and a member of the faculty of Department of Botany of the Institution won awards at CUBE sessions.

Peer learning is a type of *collaborative learning* that involves students working in pairs or small groups to *discuss* concepts or find solutions. The advanced learners of each department engage other students in Peer Learning.

Participative Learning:

KEP (Knowledge Exchange Programme) is a Best Practice of the Institution wherein students of a particular discipline makes presentations on a path-breaking discovery or theory that hits the headlines for students of other disciplines. This breaks the disciplinary barriers to knowledge.

Group assignments, projects, Seminars, Debates and Discussions provide an experience of participative *learning*. Each student gets a chance to express, speak, and contribute a part of the collective work.

Problem Solving Learning Method:

Project works is the problem solving activity done to identify and solve specific problems. Students are given opportunity to conduct their projects in renowned institutions where they get exposure to new sophisticated instruments.

Language learning using the Language Lab Tools is another method of Problem solving. Students are guided to correct their Grammar, Pronunciation and Intonation using trial and error methods until they reach the specified outcome.

The Trade Expo and Food Festival conducted every year incorporate all the above mentioned three methods of learning to give a holistic experience to students.

File Description	Document
Any additional information	View Document

2.3.2

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

Response: 41.1

2.3.2.1 Number of teachers using ICT

Response: 30

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3

Ratio of students to mentor for academic and stress related issues

Response: 19.44

2.3.3.1 Number of mentors

Response: 70

File Description	Document
Any additional information	View Document

2.3.4

Innovation and creativity in teaching-learning

Response:

The practice of effective and meaningful teaching can benefit immensely when educators thoughtfully experiment and apply new or different pedagogical approaches and technologies.

Innovation in teaching learning improves education because it compels students to use a higher level of thinking to solve problems.

The college is in the process of a paradigm shift from conventional teaching methods to ICT enabled student centred innovative teaching methods. The participation of faculty in workshops,

seminars, training programmes on thrust areas like e-resources and learning management systems indicates this. In the light of the technological developments, we implement various innovative and creative methods and practices in our teaching-learning process:

ICT enabled Teaching Learning

ICT tools are being used in teaching-learning process by teachers. Tools like Smart Phones, Internet, Projector, Google Classroom, YouTube, e-mail and What'sapp are being used to make students understand the courses and enhance their learning experience.

Students are encouraged to make use of the automated library, e-learning centre and web/online based teaching like NPTEL lectures. The institution is a subscriber of N-LIST to facilitate access to e-resources and Journals. The members of the faculty have hosted websites and blogs to share learning resources and some of them are using **SNCN LEARNING**, the learning management system of our college. Academic lectures downloaded from YouTube and other digital sources are made available for students in the e-learning room.

Activity based teaching learning

The Department of Botany along with renowned scientists of **CUBE** (Collaboratively under standing Biology Education an an initiative of TIFR Bombay) provide an opportunity for students to undergo collaborative research and exploration of several natural phenomena.

Activity based teaching-learning process is adopted through Group Discussions, Presentations, Field Work, Seminars, Group Exercises, Quiz, and Research Work.

Industrial and Research Lab visits are organised to important industries/factories in and outside the state

Students conduct project work at reputed research institutions like IISER, IIT. NIIST and Universities with summer fellowships and Aspire and Inspire fellowships.

Seminar presentations by eminent personalities through UGC/KSCTEC sponsored seminars and a multi disciplinary annual seminar series **PARAMPARA** conducted by the college make the students aware of all current developments in their respective subjects. Students make use of the digital library for literature survey of seminar/project topics which develops awareness of the latest trends in respective fields.

PG students and research students are able to work with modern instrumental facilities like HPLC and PCR through FIST funded central instrumental facility.

The Government funded capability enhancement programmes like WWS, SSP, ASAP enrich all sections of learners including slow and advanced learners.

Observing National days like Science day, Ozone Day, Mathematics Day, Mole Day, Environmental Day and Wetland Day will provide students a platform to learn about sustainable development.

The implementation of these teaching learning methodologies is facilitated by the support of the college by arranging infrastructural facilities:

1. Automated library with internet facilities. 2. ICT enabled class rooms 3. Language lab facility 4. E-learning Center 5. FIST funded analytical lab and other upgraded laboratories inside the college	
File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years Response: 100	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2

Average percentage of full time teachers with Ph.D. during the last five years

Response: 32.33

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
24	24	24	23	23

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3

Teaching experience per full time teacher in number of years

Response: 9.33

2.4.3.1 Total experience of full-time teachers

Response: 681

File Description	Document
Any additional information	View Document

2.4.4

Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 1.37

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5

Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 7.4**2.4.5.1 Number of full time teachers from other states year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	5	7	5

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms**2.5.1****Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

Being an affiliated College, the institution follows the evaluation system implemented by the University. The reforms initiated and practiced by the Institution are in accordance with those introduced by the University. The major components of the reforms in CIE at the institutional level are:

e-college solutions Students attendance are entered in software with an automated system for generating the reports of attendance. The attendance is published at the beginning of every month. Those students whose attendance are below the required number of days are intimated personally through the tutor. The internal marks for attendance are given according to the percentage of attendance.

Google Classroom have been launched on an experimental basis in some departments of the college. Tests, assignments, resource sharing are transacted using Google classrooms and Whatsapp.

The college council constitutes a committee every year for **Academic Monitoring and Examinations**. Under their supervision, the college conducts centralised internal examination for students. In each semester, two internal examinations are conducted as per the model of University End-Semester examination. The schedule for the conduct of internal examination and publication of results is intimated two weeks in advance. The question papers and mark lists are collected centrally and the answer scripts are returned to students after evaluation. The evaluation related complaints are settled at the primary level itself. If not, the student can approach the tutor, head of the Department and examination committee. The records of internal evaluation are kept in the departments to track the student performance. The summative assessment is accomplished through the end-semester examination conducted by the University. Regular department meetings, PTA meetings, College Council and staff meetings are conducted to discuss and assess CIE results. Low performance students are given special

attention through remedial coaching. Model theory/practical examination and mock viva are conducted for equipping students for end examinations.

Orientation on Evaluation Process: Students are made aware of the evaluation process through the following initiatives:-

- The orientation programmes at the beginning of the semester
- Teaching Plan contains evaluation procedures
- Academic Calendar with CIE Exam dates
- Orientation on changes and amendments in the evaluation process through Tutorial Meetings
- Display in the College and Department Notice Board

Result Analysis, Progress Reports & Parents Meetings

Result Analysis is done by the class tutors after every CIE test. Each tutor collects mark lists from various departments and records the marks in a register. The institution is keen on monitoring the performance of the students and reporting it to the Parents. Progress Reports are prepared by the tutors and presented in the PTA meetings. Parents are advised to note the performance of the students and take remedial measure if needed. **Remedial Classes** are conducted for the slow learners, absentees and the students who participate in Sports, NSS and NCC activities. This practice helps the learners to get involved in the extracurricular activities of the college.

Uploading to online Portal: The internal marks and attendance details are uploaded timely and records are kept in the Departments for future reference.

File Description	Document
Any additional information	View Document

2.5.2

Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Transparency

The College conducts internal assessment in every semester for all programs as per the University guidelines. There are four components for Evaluation: Internal examinations, Attendance, Assignments, Seminars/viva voice.

Internal examinations: The College has formed an official Internal Examination Committee to conduct the centralized internal examination headed by a coordinator. All the procedures of examination such as collection and sorting of question papers, planning the time table, allotting class rooms, valuation and the publishing of consolidated mark lists come under the responsibility of this Cell. The internal examinations are conducted as per the University guidelines. CCTV monitoring of examination halls

reduce malpractices in examinations. After valuation, the answer papers are timely returned with suggestions for improvement.

Attendance: Attendance is monitored to make students disciplined and regular in classes, which enables the students become part of continuous learning and assessment. Respective teachers take hourly attendance of the students which is then inspected by the class tutor. The attendance software **e-college** solutions help the Departments to monitor the attendance in transparent and accurate manner. The monthly attendance is published 10th of every month. The grievances reported are addressed by attendance committee. This enables students to solve the issue of shortage of attendance to register for University Examinations.

Assignments: Topics for assignment for each course is given in advance. After evaluating the assignments the scripts are returned with proper suggestions and grading.

Seminars/Viva Voce - The topics for the seminars are given to the students in advance. The presentations are done using ICT methods and conventional methods. These are evaluated by the teachers concerned. Internal viva voce is conducted for end semester/programme examination and marks are published in the notice board.

At the end of each semester the internal marks could be verified by students themselves. In case of grievances they can approach the Grievance Redressal Cell. After that it will be uploaded in the University Portal.

Variety

We provide assignment/Seminar topics which includes environmental consciousness, human rights, customer satisfaction and behavior trends, poverty and inequality, puzzle problem solving, Nobel prize winning topics, current areas of research using reports from e-resources. In Malayalam Programme, extra marks are given in CIE for activities like script writing, drama performance, feature film and documentaries on current issues as well as topics mentioned in curriculum. The assignments, seminars, tests, projects and learning activities are aligned to incorporate the attainment of COs and PSOs. The Department of Mathematics focuses on problem solving, while the Science departments handle issues related to environmental friendliness and sustainability in their projects.

Robustness

CCTV surveillance in the Examination Halls prevents malpractices in examinations. The examination halls are opened only fifteen minutes before the examinations. Invigilators are given proper guidelines to monitor the examination process. The examinations are conducted in the university examination model with one invigilator to 35 students. The consolidated internal assessment marks are displayed in the department notice board for total transparency. Low performance students and absentees with genuine reasons are given chance for re-examination.

File Description	Document
Any additional information	View Document

2.5.3

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

Response:

The evaluation scheme for each course in the affiliated colleges of the University of Calicut contains both internal assessment and external examinations. Examination related grievances include shortage of attendance, non-issuing of hall tickets, withholding of results and complaints regarding both internal and external examination marks. The College however takes utmost care in identifying and resolving the difficulties and grievances faced by the students related to examination. The Committee for Internal Examination conducts all internal evaluation related activities and is responsible for the smooth and fair conduct of the internal examinations.

An efficient mechanism exists to address the grievances of students concerning examination at the College and University levels. The College has got an Academic Monitoring Committee and Committee for Internal examinations which look into and solve the issues faced by the students regarding the examinations. A three tier Grievance Redressal mechanism is functioning - at Department level, at College level, and at University level. The information in this regard is also made available in the College calendar. The grievances are properly addressed and submitted to the university. Internal evaluation reports are timely uploaded and submitted to the University. Any grievances related to the conduct of examinations or valuation of answer scripts may be reported in the hierarchical order to the teacher concerned, Mentor, Head of the Department and Principal. Students can also approach the Grievance Redressal Cell if their grievance is not addressed.

The ailing students who are willing to take examination are given special care and are allotted separate rooms as and when required.

When there are complaints regarding the anomalies in the question papers of the university examinations, the college brings them to the notice of the university, and if the anomalies are grave, representations are given to the controller of the examinations/chairman of board of examinations for the benefit of the students. The departments address the students' grievances regarding the results of examinations by helping them to apply for revaluation of the answer scripts. Students who are not satisfied with the semester results, are helped to better their marks by giving them proper remedial coaching so that they can reappear for improvement examination with confidence.

File Description	Document
Any additional information	View Document

2.5.4

The institution adheres to the academic calendar for the conduct of CIE

Response:

Every year University of Calicut publishes its Academic calendar which includes the dates for external examinations and important events to be conducted in the College during the year. It is mandatory for the college to strictly follow the Academic Calendar which is available in the University website. The academic schedule will give a clear picture of all the major academic events. On the basis of this the Heads of the Departments and club coordinators submit their action plans to the IQAC and a committee under IQAC coordinator prepares an academic calendar by fixing dates for conducting internal examinations and other programmes in the College.

The College ensures the effective conduct of internal evaluation with a weightage of 20%. Marks are distributed among attendance, assignment/seminar and internal examination with due weightage for each. The dates for preparing question papers for CIE, conduct of internal examination, submission of mark lists and publishing of results are included in the College Academic Calendar. Tentative dates for class PTA are also given in the Academic Calendar. In addition to this, departments prepare Departments Academic Calendar, including the dates for submission of assignments, projects and study tour. This Academic Calendar is the basis for determining the portions to be covered before internal examinations and for allotting time for seminar presentations, special lectures by experts and exposure visits.

As and when the University opens the portal according to the schedule, the affiliated colleges will have to upload the internal marks online. The affiliated colleges should remain prepared for the examinations as per the stipulations in the Academic Calendar of the University.

For conducting the internal examinations in a time-bound manner, a very exhaustive and comprehensive teaching plan is imperative. Accordingly the members of the faculty have to cover 40% of the syllabus before the commencement of the first internal examination, the next 40% before the second and the remaining 20% before the University examinations. Remedial coaching and revisions are also completed before the University examinations.

In case of unexpected holidays declared by the government due to natural calamities or other similar situations, special classes are arranged for students in order to complete the portions before the internal examinations.

The College Council, IQAC and Academic Monitoring Committee of the College oversee the progress in meeting the academic requirements on the basis of the calendar. Similarly, departments hold regular meetings to take complementary measures to adhere to the calendar.

File Description	Document
Any additional information	View Document

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 on website and communicated to teachers and students

Response:

The College being affiliated to the University of Calicut, each department in the College prepares Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes in tune with the syllabi and general outline published by the University. The College offers eight Undergraduate (UG) Programmes, eight Postgraduate (PG) programmes and one Doctoral programme. Expanding knowledge level, imparting of skills, increasing employability, spirit of enquiry and intellectual competency are the general outcomes of programmes offered by the College. The outcomes are prepared after a series of discussions among the members of the faculty concerned, and other stakeholders.

The POs and COs are specifically intended to enable a serious discussion about social, ethical and environmental issues and to encourage the spirit of scientific enquiry. The course in general are designed in such a way that they generate in the students the right perspective on environmental issues as well as sustainable development, gender issues and human values. They are also intended to meet the linguistic, academic, cognitive, cultural and economic needs and requirements of the students. The Postgraduate courses in general are designed to promote analytical skills and research aptitude in the area of specialization and attainment of methodological precision, besides employability.

The POs, PSOs and COs are communicated through:

1. **University Website:-** The POs, the PSOs and the COs of the Programme and Courses offered by the University are stated and displayed on its Website. <http://14.139.185.6/website/Syll/>
2. **College website:** The College Website <https://www.sncollegenattika.ac.in/> provides POs, PSOs and COs of all the UG and PG programmes offered by the College. The students, faculty and other stakeholders can access the information from the College website.
3. **Orientation Programmes:** The College as well as the Departments organize Orientation Programmes for the freshers during the beginning of each academic year. The details of the Programme such as nature, scope and application, syllabus, pattern of examination and the expected outcome are communicated to the students. Students thus get a better understanding of the praxis and prospects of the programme concerned, and are able to approach it with clear objectives for higher studies and research.
4. **Association Day:** At the inaugural meeting of the Department Associations, a resource person from outside are invited to make a presentation on the Programme of study.
5. **Department Staff Meeting:** Members of the Faculty are encouraged to devise the teaching methodology, and arrange Curricular and Co-Curricular Programmes so as to attain the expected POs.

The teachers handling the specific courses are entrusted with the duty of making the Course Plans for each course. Course Plans are distributed among Modules. These modular plans are described in the classes before the commencement of each module. Graduate attributes are linked to Course Plans for each course offered by the institution.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2

Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

College initiates necessary steps to identify and evaluate whether the proposed programme outcome is attained by each department and the college as a whole. Each department has a different proposed outcome for evaluating whether they are attained or not, but the college has a common criterion and evaluation techniques. The internal examination strategy facilitates the continuous monitoring of students progress, while summative assessment conducted by University also helps in the assessment of the programme:

Internal examination: College organizes two internal examinations in each semester in a centralized manner. Examination, valuation of answer sheets and publication of results are done in a time bound manner. These are discussed in Department and PTA meetings.

Regular Class tests: Departments organize class test for each course on a regular basis. Hence the teacher concerned can identify their attainment of outcome properly.

Assignments: Assignments in each semester are framed in line with the course outcome and the attainment is assessed from the answer scripts.

Seminars: ICT enabled seminars are assigned to students. The annual seminar series “PARAMBARA” gives students the opportunity to present their topics. all thses help assess the level of target achieved.

Projects: The COs and PSOs are evaluated on the basis of project report and its presentation which is mandatory for UG and PG courses.

Viva-Voce: Both UG and PG students have viva-voce for practicals and projects. For some subjects, viva-voce is conducted in each semester. This also is a tool for assessing the programme and course outcomes.

University examinations: Summative assessments and practical examinations are conducted by the University to evaluate the programme outcome.

Analysis of Examination results: The Institutional assessment system evaluates the POs, PSOs and COs of a student after the completion of the Programme based on internal and external evaluations. To

identify the attainment of POs, the credits obtained by a student for all courses in all semesters are considered and weightage is given as per the credits allotted for each course by the University, whereas for ascertaining the PSOs and Cos, credits obtained for the particular courses for relevant semesters are considered.

Internship and Project assistance: The award of internship for project studies and project assistance from KSCSTE, ASPIRE, INSPIRE, active participation in CUBE can be used to assess the POs and PSOs.

National examination: The POs and PSOs are also assessed by the College on the basis of the number of students who qualify State/National level of examinations like NET, SET, JRF, GATE, JAM, and MAT.

Progression to Higher Studies and Employment: The progression from UG to PG programmes and also PG to Research Programmes can be used to assess the POs and PSOs. Number of students who get employment is also indicative of this.

Feedback: Feedback is collected from students regarding curriculum and overall programme to analyze the student performance and hence the programme specific outcome.

The upward trend in the results obtained, enrolment ratio and progression in 2018-19 points out the successful achievement of the learning outcomes by the students.

File Description	Document
Any additional information	View Document

2.6.3

Average pass percentage of Students

Response: 78.62

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 342

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 435

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.45

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 89.43

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.17	0.22	29.48	57.56	2.00

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2

Percentage of teachers recognised as research guides at present

Response: 9.59

3.1.2.1 Number of teachers recognised as research guides

Response: 7

File Description	Document
Any additional information	View Document

3.1.3

Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.62

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 9

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 73

File Description	Document
Supporting document from Funding Agency	View Document

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The exhortation of Sree Narayana Guru to the marginalized people in Kerala to “Free themselves through knowledge” was the inspiring force behind the inception of our college. The college always stands for academic excellence and creates an ecosystem for innovations, including incubation centre. In this sense all the eight PG departments and the research centre act as incubation centers providing proper guidance to students in selecting the field for higher studies and creating environment for better opportunities for their higher studies and professions. Every year 20% of the UG students gets admission to PG courses, 40-60% students opt for B. Ed courses and others (20%) especially girls get married and settle for family life. PG students get exposure to research field through their projects. Some of them join reputed research institutes during the course of their studies itself, availing summer fellowships and other fellowships like ASPIRE and INSPIRE.

In addition to academic processes, institution provides other facilities to expose them to better opportunities. The skill development centre SEEK offers Diploma courses like DCA (<https://www.sncollegenattika.ac.in/Facilities.php?pageid=51>) and ASAP offers various skill courses like 3D Modeling for Animations, Accounting Technician Course, Certified Banking and Global Business Foundation Skill Course. (https://www.sncollegenattika.ac.in/Student_desk.php?pageid=55#) . Kerala Government funded programmes like ‘Walk with Scholar’ (https://www.sncollegenattika.ac.in/Student_desk.php?pageid=53#), and Student Support Programme also create a platform for effective knowledge transfer.

The Institution is recognised as one of the CUBE centre - (CUBE SN College Nattika) in collaboration with Post graduate and Research Department of Botany. Students and Members of the Faculty are active in ‘CUBE’- Collaborative Undergraduate Biology Education, which helps them attend seminars and visit other laboratories and to understand the subject in detail.

The Department of Botany conducts training sessions in Mushroom Cultivation. Training is given to

participants from outside and to the students of the Institution.

Various clubs and forums also create suitable platforms for students to develop their skills in various sectors. Research and Publication Committee arranges a multidisciplinary annual seminar series for students in which they get opportunity to experience presentations of original research from scholars. Students also present papers theme based papers in their field. ED club in our college train students to develop entrepreneurship capacity.

File Description	Document
Any additional information	View Document

3.2.2

Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 12

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	6	3

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1

The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2

The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3

Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4

Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.32

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	7	1	6	4

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5

Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.23

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	1	10	0

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1

Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The Institution has always been keen on fulfilling its social commitments. It has always creatively involved in the developments of our neighbouring community.

- Role of the college in rebuilding Kerala after Oakhi and deluge of 2018 was significant. The staff contributed to the CMDRF about 37 lakhs and students and teachers were Volunteers to reconstruct Kerala. The Department of Chemistry did analysis of soil and water resources in neighbouring villages. Electronic survey was conducted for determining the impact of flood.
- During 2017 – 18, the Golden Jubilee year, the college organized socially relevant programmes such as E-Valappad, *Sahapadikkoru Veedu* (Home for the Homeless), *Pudhukulathinu Puthujeevan* (renovation of pond) etc. Seminars, exhibition of books of Guru and a Proclamation rally were conducted to disseminate the vision of Sree Narayana Guru. The

Institution brought out a Postal Stamp in Guru's name. The E-Valappad Project was highly appreciated by the Governor of Kerala.

- Science Exhibitions, seminars and workshops for students of neighbouring schools are conducted to motivate school students for higher education. Among these programmes *Sasthrajalakam*, funded by Government of Kerala is remarkable. 28 students selected from various high schools of the district were provided the opportunity to take part in residential science camp. Scholarly talks and exhibitions were conducted in Physics, Chemistry and Biology.
- The inter zone Best Physique Championship was conducted in the year 2017-18 and Vineeth C. S. of Department of Chemistry won the third prize. He also became the pride of our nation by winning Mr. Asia runner up.
- NCC unit of the Institution is the largest in Thrissur District. They took part in Army camps and residential camps and also in Republic Day parade in New Delhi.
- The Institution hosted All India Trekking Camp in the year 2017-18. About 530 students from various colleges all over India took part in the camp.
- Every year, our NSS volunteers and volunteers of Red Ribbon club organize blood donation camp and AIDS awareness classes. The Institution has prepared a Blood Group Directory and students and staff donate blood to the needy. recognition from IMA Thrissur has recognized the Institution as the best blood donation camp in the district.
- "Haritham" Farm Club promotes Organic Farming in the Panchayat. Kitchen gardens are set in the neighbouring houses with the help of farm club members.

File Description	Document
Any additional information	View Document

3.4.2

Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 9

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	1	1	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3

Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 71

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
30	17	15	6	3

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4

Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 45.23

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
547	582	583	559	566

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1

Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 28

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	10	5	7	2

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.5.2

Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 3

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	1	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The Institution is affiliated to University of Calicut and has adequate facilities for teaching – learning as per the stipulations of the Calicut University Act 1975. External and Internal funds have been utilised to set up adequate facilities for Teaching – Learning to ensure access and provide quality education. The Planning Board, College Council and the IQAC regularly take stock of the infrastructural needs and provide the necessary inputs to the Management. The major financial assistance for infrastructure is from the UGC, FIST and the Management. RUSA fund of two crores have been sanctioned for further developments. With 25 acres of land in its possession the Institution offers adequate infrastructure facilities for curricular and extracurricular activities.

The facilities available in the college for teaching/learning are:

The facilities available in the college for teaching/learning		Facility	Nos.	
		Class rooms	40	
		Smart class rooms	2	
		ICT enabled class rooms	12	
		BSc Laboratories	4	
		MSc laboratories	6	
		Research laboratory	3	

Tissue culture lab	1	
FIST lab	1	
Computer labs	4	
Seminar halls	3	
Staff rooms	10	
Herbarium	1	
Museum	2	
Botanical garden	1	
e- Learning room	1	
Language lab	1	

	Alumni office	1	
	Principal's Chamber	1	
	Administrative Office	1	
	IQAC Room	1	
	CCTV	18	
	Ladies waiting room	1	
	Rest room for Differently Abled	1	
	Chief superintendent room for University examinations	1	
	Examination Hall	8	
	Visitors Lounge	1	
	Day Care	1	
	Sick Room	1	

File Description	Document
Any additional information	View Document

4.1.2

The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

The college cherishes a very proud tradition of sports and it can claim among its alumni sportsmen of National reputation. The College has been consistently and progressively maintaining and bettering its track record in the field of sports and games.

The playground is 300 metres away from the main campus and has an area of 10065 sq.m.

Facilities for sports - outdoor Games:

Facility	No	Description
Football field	1	100×65m outdoor football field
Volleyball court	1	18m×9m outdoor volleyball court
Athletic Track	1	200m track

Indoor facilities

Gymnasium	1	Gymnasium of area 576sq.feet with basic weight training and cardio equipment.
Tread Mill	1	Under maintenance
Chess	12	

File Description	Document
Any additional information	View Document

4.1.3

Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 35.71

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 15

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4

Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 22.52

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
2.50125	39.90595	53.18271	44.24331	9.92424

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated using Integrated Library Management System (ILMS)

Response:

The Library Complex is a contribution of Alumni, staff, students and well-wishers. It is housed in a separate building in a serene atmosphere, with a built up area of 6061sq.ft and is spread over two floors. The ground floor has the reference section and the reading area, and the first floor accommodates the stacking section. The library functions from 9.30am to 4.30 pm on all working days including Saturdays and during vacations. The UGC-qualified Librarian and two library assistants are well-versed in the management of the library.

The Fully Automated Library Management System

The management of the Library is fully automated using the Library Software Package Libsoft 4.1

version. It is a multi-user package designed for effective management of a library in all respects. It is Windows based and runs in any Windows environment and has excellent Graphical User Interface. It is user-friendly and any user, irrespective of background or knowledge, is able to access information available in the library from anywhere. The package includes Gate Register with recording of Member Entry, Exit with Date & Time using Barcoded ID-Card. Arrangement of books is done according to DDC (Dewey Decimal Classification) Scheme.

E-Library

The e-library is set up with 20 systems where readers can have access to books, journals, novels, articles, or any other information over internet free of cost. Students can access N LIST of INFLIBNET and other libraries online.

Web OPAC:

OPAC (online public access catalogue) provides remote access to the titles online. It deals with the Catalogues that help to get bibliographical details of the library collection. The books present in the Library can be searched on the basis of criteria like: Title, Author, Subject, Publisher, Year of Publishing, Classification Number, ISBN No., Editor and Document Type. A computer is made available at the entrance of library for this purpose. Announcements/news/messages will be displayed to all members. Members can check transaction details of the books (title of their transaction, due date, fine amount and reserved material details) through web OPAC.

N-LIST of INFLIBNET

The College is subscribed to N-LIST of INFLIBNET. Students and staff are given ID and password, providing access to e-resources. Open access initiatives like e-ShodhSindhu, OJAS, Shodhganga, Shodhgangotri, e-PG Pathshala, A Gateway to All Post Graduate Courses can be accessed.

Sree Narayana College Nattika Digital Library (<http://www.sncndigital.libsoft.org>)

SNCNDL is an online platform where students can access e-resources of online courses; career sites like PSC, UPSC, SSC, Indian Railways and Monster India; live news, e-newspapers; and N-LIST and DOAJ (Directory of Open Access Journal).

Books

The library possesses a rich collection of 46132 book, 15 periodicals and 10 dailies. Latest issue of the dailies and periodicals are displayed in the reading area. Library also stocks bound back volumes of journals. There is a separate collection of books for competitive examinations; Reference section has 9 Braille books. The complete works Sree Narayana Guru occupies a separate section.

The Library Advisory Committee advises on all matters relating to the organization and service of the library.

File Description	Document
Any additional information	View Document

4.2.2

Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The list of the rare books available in the library including the details of publishers, year of publishing, authors and number of copies is provided here.

Sl No	Name of The Book	Name of The Publisher	Name of The Author	Number of Copies	Year of Publishing
1`	The Cambridge History of India	S Chand & Co.	E J Rapson	1	1962
2	Everyman's Dictionary of Literary Biography	J M Dent & Sons Ltd	D C Browning	1	1965
3	Encyclopedia of Sports and Games	Tharang Paper Backs	R G Goel	1	1986
4	Shaileepradeepam	Kamalalaya Printing Works	Vadakumkurraja Raja Varma Rala	1	1967
5	Apashabdabodhini	National Book Stall	P Damodaran Nair	1	1982
6	Tribhasha Nikhandu	V Publishers	V Moosakkutty B.Sc	K1	1983
7	Kristu Bagavatham	Cultural Publication Department	Prof. P C Devasya	1	1985
8	Kerala Sthalanama Kosham	Kerala Basha Institute	Vilakkudi Rajendran	1	1984
9	A Classical Dictionary of India	D K Print World (P) Ltd.	John Garrett	1	1999
10	The History of The Russian Revolution	Victor Gollancz Ltd.	Leon Trotsky(Trans by Max Lastman)	1	1965

File Description	Document
Any additional information	View Document

4.2.3

Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4

Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.06

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0.225	0.024	0.066

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5

Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6

Percentage per day usage of library by teachers and students

Response: 0

4.2.6.1 Average number of teachers and students using library per day over last one year

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has integrated technology augmentation in all its future activities. It has remarkably developed its ICT facilities in recent years and has planned to purchase some more to augment the existing facilities through RUSA fund in the coming years. All Departments are provided with Desktop computers and Wi-Fi, but teachers mostly use Laptop computers because of their portability and as they facilitate ICT enabled classes. The bandwidth of Internet connection has been raised from 50 mbps to 100 mbps in 2018.

Computers:

The Institution has one Common Computer Lab which was set up using UGC's Additional Grant to Covered Colleges. It functions with 22 computers connected through N-Computing LAN, and Wi-Fi

facilities. The Departments of Commerce, Economics and Mathematics have separate Computer Labs as they have courses on Computer Applications.

LCD Projectors:

All the Departments have LCD projectors and accessories for engaging ICT enabled classes. The Seminar Halls are also provided with LCD Projectors. The IQAC Room has two computers, one tab and one LCD Projector.

Internet & Wi-Fi:

The Common Computer Lab has NMEICT Connection of the MHRD. Other labs, all departments, library, Language Lab and seminar halls have internet connection with a bandwidth of 100 mbps. The entire campus is covered with JIO Wi-Fi connection.

E-Learning Room

E-Learning Room was set up with the FIST Assistance. It has a Video-Conferencing unit with internet facility.

E-Library:

The e-library is equipped with 22 systems and internet facility. The Central Library is automated and 6 computers are used for this purpose.

Language Lab:

The Language Lab, which has been set up for SC/ST students under the XI Plan of the UGC, has been using the Orell software installed in 2010. There were 10 student consoles and 1 teacher console in the lab. In the Peer Team Report (Cycle 2), it was pointed out that the language lab is in an infancy stage and that it should be upgraded. Now we have upgraded the software to its high-end version iTell Oréll Digital Language Lab, a comprehensive and user friendly language learning software by Oréll Techno systems (India) Pvt Ltd. The number of systems has also been increased to 50.

Office Automation

All the members in the administration section have desktops with internet facility. Admissions are through the online Centralised Admission Portal of the University. Student registration for examination remitting fees, scholarship for students, e-grants and 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 also made available to check the absentees in the campus. Surveillance camera facility is available in the whole campus.

In the next stage of upgradation of technological devices, installation of smart TV in every classroom is planned, as LCD Projectors are outmoded.

File Description	Document
Any additional information	View Document

4.3.2

Student - Computer ratio

Response: 7.05

File Description	Document
Any additional information	View Document

4.3.3

Available bandwidth of internet connection in the Institution (Lease line)

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4

Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 76.36

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities

excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
34.12	79.57	90.40	138.51	70.74

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2

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

Response:

The Institution maintains a system of decentralized management with regard to utilization and upkeep of its facilities. There are various committees to monitor the infrastructure and support facilities.

Procurement & Maintenance of Infrastructure

The Management, UGC, Alumni, PTA and PD fund are the financial sources for procurement and maintenance of infrastructure in the Institution. There is a well-charted process for this. Every year the IQAC collects the list of requirements from all departments, office and library. There will be requirements to be fulfilled in long term and short term. With the help of the Planning Board, the IQAC tabulates these under different heads and prepares plans to procure them. The list of items to be obtained from management is handed over to the RDC (Regional Development Committee, which is the local counterpart of the Management) by the Principal. Others are secured from the PTA or PD fund as the case may be. PD Fund is utilized strictly for the purposes delineated under each head. PD fund utilization is annually audited by the Government. The requirements which need external funds are attempted to bring around through proper channel. All purchases are done by the Purchase Committee.

Maintenance and Utilization of Laboratory:

The purchase and maintenance of lab equipment is done by the Purchase Committee with the approval of Planning Board. The regular 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 are advised to handle the instruments and glassware with care. Those who handle things carelessly have to replace the equipment or glassware 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 and the Principal regularly before the next purchase. Annual maintenance contract ensures the upkeep of sophisticated equipment. UPS is provided to all equipment which use

power. Sensitive instruments are used in Air-conditioned rooms. The optimum utilization of the lab is ensured by providing additional lab hours for student projects, water analysis tests and research activities.

Library:

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. The optimum use of the library is made by providing temporary reference membership to alumni, former teachers and research scholars from outside.

Sports Facilities Sports amenities are maintained by the support staff. Time is allotted for the students to use the Gym & Health club. College Playground is available for championships and for the public and neighbouring schools on request.

Computers:

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. Computers with special software are provided with anti-virus protection. All systems and accessories are recorded in the stock register. Stock verification is carried out every year by the members of the faculty.

Classrooms, Auditorium and Seminar Halls, Examination Halls:

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 (2 cleaning staff, one watchman and one gardener). 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. Open air auditorium and Seminar halls and are extensively used for the conduct of academic and cultural programmes. Examination Halls are given for the conduct of examinations of students in the Distance Education Stream and for PSC, UPSC examinations.

Cooperative Store

A Committee has been constituted for the proper functioning of the Cooperative Store. Annual election is conducted or else when there is no election the executive committee members are nominated as per rules and regulations from among the teaching and non-teaching staff. The cooperative society is maintained by its on revenue.

Canteen:

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.

Ladies Hostel

The Hostel Committee consists of the Warden (Principal of the College), Deputy Warden (Member of the Faculty) and a few senior teachers and hostellers. The mess is run on equal division system by the students. Every month a new mess committee which comprises of the Deputy Warden and the students of a particular department who stay in the hostel runs the mess. There is a matron who is in charge of the administration and accounts. There are two cooks to prepare food and a night watchman. The Infrastructure maintenance charges of the hostel are borne by the Management and other expenses are met by the inmates.

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 78.75

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1079	1129	1065	949	750

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2

Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 2.38

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
55	39	31	23	6

File Description	Document
Any additional information	View Document

5.1.3

Number of capability enhancement and development schemes –

1.For competitive examinations

2.Career counselling

3.Soft skill development

4.Remedial coaching

5.Language lab

6.Bridge courses

7.Yoga and meditation

8.Personal Counselling

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4

Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 49.4

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1174	410	647	478	443

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5

Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 6.81

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
118	55	106	150	0

File Description	Document
Details of the students benefited by VET	View Document
Any additional information	View Document

5.1.6

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1

Average percentage of placement of outgoing students during the last five years**Response:** 6.85**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
15	30	38	38	29

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2**Percentage of student progression to higher education (previous graduating batch)****Response:** 18.49**5.2.2.1 Number of outgoing students progressing to higher education**

Response: 93

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3**Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)****Response:** 5.03**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
12	6	10	6	3

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
156	145	160	128	125

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 1

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2

Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Sree Narayana College Nattika has a well-organized and democratically elected Student Council elected through the parliamentary mode of election as stipulated in the report of the Lyngdoh Commission and guidelines laid down by University of Calicut every year. An Election Committee formed for the purpose conduct the election under the close monitoring of the discipline Committee. Two class representatives from each class, wherein one female is mandatory, are elected and they form the Electoral College. From the members of the Electoral College 9 Students Council Office bearers – The 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:

- The Union Inauguration
- Fresher's day
- Arts Festival and cultural programmes.
- Onam & X mas celebration
- Food festival
- Department Association Activities
- Awareness Programmes
- Celebration/Observeance of National/International days
- Annual Sports meet
- Prepare students for Zonal & University level Competitions
- College Day
- Printing and publishing of College Magazine

- Farewell functions

Voluntary Activities

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

- Assist the public to recover from natural disaster such as flood distress relief
- Muster help for students in need
- Social and charity works are undertaken to nurture social responsibility among the students.
- Campaigns against gender discrimination, exploitation of nature, waste mismanagement etc.
- Inform the authorities about the problems faced on the campus

Student Representation in Administrative and Academic Bodies:

Student participation in the academic and administrative bodies empowers them and helps 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, Bhumihrasana 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.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3

Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 12

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
24	10	8	14	4

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1

The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Mother Alumni Association, its chapters in UAE and Qatar and Department Alumni of Sree Narayana College, Nattika are highly responsive to the alma mater and active in their 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. The College has provided a permanent room for the Alumni to use as their office and conduct executive meetings.

Financial contributions of Alumni:

- **Library Complex:** The Alumni has contributed significantly to uplift the college to this level. The Alumni Association has generously contributed and raised funds for the Library Complex which was a long cherished dream of all stakeholders.
- **Sponsorships and Endowments for students:** Every year Alumni sponsors students and provide freeships and scholarships for deserving students. These are distributed on the merit day of the college.
- **In-kind Contributions:** 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.
- **For Academic Activities:** Alumni are the main contributors to the seminars conducted in the College, especially the Annual Series of Seminars, *Parampara*.
- **For Co-curricular Activities:** 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:

- **Mentoring:** 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.

- **Career Guidance:** Throughout these years college alumni association took initiatives to conduct a wide variety of career orientation classes, life skill trainings etc.
- **Resource Persons:** The prominent alumni of all the departments visit the college as resource persons in both academic and non-academic matters.
- **Yoga Classes:** Some of Alumni are trained Yoga practitioners. They conduct Yoga Classes for students and teachers
- **Honouring the Achievers:** They honour the rank holders and other achievers of the college in their Annual Meet.
- **Honouring the Retiring Staff:** Farewell ceremonies are organised on the retirement teachers and non-teaching staff.
- **Guruvandanam:** They conduct *Guruvandanam*, a programme to honour the former teachers of the institution
- **Family Meet:** A get together of families are conducted every year to strengthen the bond of relations.

There are separate wings of Alumni for the Departments. Of these, *Ganitham*, the Alumni of the Department of Mathematics and *Haritham* the Alumni of Department of Botany are the most vibrant.

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.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2

Alumni contribution during the last five years(INR in Lakhs)

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3

Number of Alumni Association / Chapters meetings held during the last five years

Response: 31

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	7	3	4	7

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision and mission of the institution on the Nature of Governance:

The institution strives to realize Sree Narayana Guru's ideals on education and social empowerment. The motto of the college is his own adage: "*Seek freedom and enlightenment through education*". The vision of the Institution *to create an egalitarian & humanistic society by educating the youth belonging to the socially and economically backward sections of the society* is the basic principle by which the institution's policies and practices of governance are guided.

Sree Narayana college was founded in Nattika, a panchayat in the coastal area of Thrissur District, to cater to the higher education aspirations of the students belonging to socially and economically backward sections. The management of the college is vested in the S. N. Trusts, Kollam. The Regional Development Committee (RDC) which is a local body of the Management supports the Principal in governance. While following the reservation policies of the Government, the institution caters to the interests of the marginalized by admitting socially and financially deprived students in the seats reserved under management quota. The college endeavours to achieve the holistic development of students and strives to inculcate sound moral character in them through counselling sessions and yoga training.

Perspective Plans

Vision 2030, the Perspective Plan of the Institution, was released on 08 April 2018 by the Honourable speaker of Kerala at the valedictory session of the Golden Jubilee Celebrations. It is a blueprint regarding the objectives and targets of the institution in the next decade. It was envisioned by the IQAC in consultation with all the stakeholders.

Technology can be instrumental in the empowerment of the marginalized. It can work wonders in deciding/designing the future of the coming generation. It can be an answer to many constraints that an institution like ours faces. Vision 2030 has been planned with this perspective of development. (weblink)

Participation of Teachers in the Decision Making Bodies:

The organogram of the Institution places the teachers in a highly significant position. The Managing Committee follows a decentralised governance process. Principal is the ex-officio member of the Regional Development Committee of the SN Trusts. The college council, consisting of the Principal, all Heads of the Departments, two elected teacher members, librarian and the superintendent of the

administration section, is the apex body with a pivotal role in governance. The action Plan of the College is sent to the Management to design strategic plans and prepare the budget of the Trust. Reports of the activities are also submitted annually. From 2005 onwards, IQAC prepares the action plan for the academic year. These include inputs from all stakeholders. Retired Teachers' Association (RETINA) supports the institution in all its major activities. The Alumni has a teacher representative, who is also an alumna/alumnus, as one of the office-bearers. The President of the PTA is the Principal and Secretary is an elected member of the faculty. Students' Union has three members of the faculty designated as Staff Advisor, Fine Arts Advisor and Staff Editor to monitor the activities.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2

The institution practices decentralization and participative management

Response:

Decentralization & Participative Management: A Case Study

Title of the Project: Infrastructure Development

Context:

Sree Narayana College, Nattika was established fulfilling the long cherished dream of the people of the coastal area. But even at the threshold of its Golden Jubilee, the college lacked some facilities. There was a severe space constraint in the college. While preparing the SSR for the second cycle of Assessment by NAAC, the IQAC felt the need for a separate **Library Block** as the present Central library was inadequate to store around 40,000 books, with a built up area of 3000 sq. feet. At times, when there were exams for regular and Distance Education streams of students simultaneously, the reading room had to be doubled up as an examination hall. This often led to protests from students. The need for a Library Block was put to discussion in all forums of the Institution. Slowly this became the dream of all stakeholders.

Objective:

Construct a library complex as a Golden Jubilee Memorial with a built up area of 6000 sq. ft., with a separate section for e-learning.

Method:

The IQAC planned pooling the amount from the stakeholders and well-wishers of the college. A Committee under the name Nattika Sree Narayana College Welfare Committee was formed to collect funds. The committee comprised of the Principal, Alumni, teachers, Members of RETINA, well-wishers,

representatives of the RDC and PTA. The major contribution was from the Alumni. The Management helped mobilize funds from the expatriates of the locality.

Outcome:

The foundation stone was laid on 11 September 2014 by Sri. V.P. Nandakumar, the college alumnus and M.D & CEO of Manappuram Group of Companies. The college library with a built-up area of 6016 sq. ft. was inaugurated on 27 July 2017 by Padmasri. M A Yousafali, in the presence of all the stakeholders. They also declared their whole-hearted support for the construction of a convention centre on the campus.

The Central Library is centrally situated, in the serene ambience of the college campus. The newspaper and periodicals can be read sitting in the open in front of the library. This arrangement controls rush inside the library. There is a pathway to approach the library from all directions. It can be used by the differently abled also. There is a separate section with 20 computers for those who wish to use e-learning materials. The amenities consist of the stack room, the reference section, the periodical section and the reading room.

All the books are classified according to DDC (Dewey Decimal Classification scheme) and the library is fully automated using the software LIBSOFT. The digital libraries can be freely accessed through <http://sncndigital.libsoft.org>. Titles can be remotely accessed through WEBOPAC.

This success story of participative management in infrastructure development gives the stakeholders the impetus to proceed with the next project – a state of the art Convention Centre and its initial work has already been started with the laying of the foundation stone by the Manager Sri Vellappally Natesan on 11 September 2017.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1

Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Since its establishment in 2005, as a post accreditation initiative after the first assessment and accreditation by NAAC, the IQAC has been functioning as a crucial task force effecting desirable changes in the institution. It has made proactive interventions in all the important areas, and has made significant contributions with a view to ensure quality in higher education. With the declaration of its motto – “Quality is Everyone’s Responsibility”, it formulates action plan at the beginning of every

academic year, collecting inputs from all stakeholders. The annual Plan of Action follows a decentralized management in administrative, academic and non-academic matters. Likewise, the IQAC collects the reports from all departments, centres, clubs and committees at end of every year.

The year 2017-18 was a significant milestone in the history of the college as the year marked its Golden Jubilee. The one-year long celebration of the Golden Jubilee was kick started with the release of a **10-point Programme** an action statement for the whole year. It envisioned a host of programmes named **Golden Initiatives** to make the Golden Jubilee Celebration meaningful and creative. These programmes are a testimonial to the institution's commitment to its values and convictions, its pursuit of excellence in academics and its commitment to the society to which it belongs. All the projects undertaken were completed within the one year span of the Golden Jubilee.

TEN POINT PROGRAMME

1. **Institution & Infrastructure** - Golden Jubilee Memorial Library at an estimated cost of Rs.1crore.
2. **Institution & Technology** - E-Village project in collaboration with Manappuram Group of Concerns.
3. **Institution & Environment** - Greening Manappuram Project
4. **Institution and Society** - *Sahapadhikkoru Veedu* (A home for a homeless student)
5. **Institution and Sree Narayana Guru** - a series of ten lectures based on the teachings of Sree Narayana Guru and a Guru-Mandapam with his idol.
6. **Institution and Agriculture** – Encouraging organic farming and Back to Agriculture Project by Haritham Farm Club
7. **Institution and Academia**: a series of seminars on academic and topical issues.
8. **Institution and Women Empowerment** - Women Entrepreneurship Projects and Celebrating Pioneering Women.
9. **Institution and Healthy Life Style**-Awareness Programmes for the youth.
10. **Institution & Culture** - Cultural Programmes involving reputed artists, alumni, staff and students.

Vision 2030, Master Plan Document - the Perspective Plan of the Institution, was released on 08 April 2018 by the Honourable speaker of Kerala at the valedictory session of the Golden Jubilee Celebrations. It is a blueprint regarding the objectives and targets of the institution in the next decade. It was envisioned by the IQAC in consultation with all the stakeholders.

Specific Objectives of the Plan are enumerated under the heads:

- Curricular/Co-curricular Aspects
- Research activities
- Infrastructure
- Technology
- Clean Green Campus
- Extension Activities
- Institution and Social Responsibility
- Faculty/Administrative Staff Improvement Programme
- Sports and Fitness
- Cultural Activities

- Stakeholder Initiatives
- Other Support Facilities

This Vision Document is guided by the principles of progress based on diversity, inclusion, and social justice. Both Perspective Plans are available in print format and have been uploaded on the College website.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.2

Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Governing Body

The college is affiliated to University of Calicut and is under the management of Sree Narayana Trusts, Kollam, Kerala. The Secretary of Sree Narayana Trusts, Sri. Vellapally Natesan is the present Manager of the college.

RDC (Regional Development Committee), a local representative body of the management assists the principal in governance.

Administrative Setup

The Principal who is the head of the institution is in charge of administration of the college. The college council meetings are conducted at regular intervals to ensure the active participation of the staff in the decision making and implementation of administrative activities. The college council consists of the Principal, the office Superintendent, all Heads of Departments, librarian and 2 elected members from among the teaching staff. The College council is the statutory governing body of the college, the decisions of which are executed by various bodies in the college. However the decisions taken at the council can be modified in the General Body of staff.

Functions of Various Bodies

IQAC is the most important body after the council. It monitors both academic and non-academic activities and ensure the quality culture of the institution. All other committees/clubs/centres work as per the Plan of Action of the IQAC.

PTA is a mandatory body with the Principal as the President, an elected teacher as Secretary, an elected parent as vice-president, some of the elected teachers and parents as members of the executive committee and all parents and teachers as members. There are units of PTA in all classes.

Alumni Association has no administrative powers, but has supportive role in all matters. There is a mother Alumni as well as Department units of alumni.

RETINA, an association of retired teachers is also one of the important stakeholders of the institution.

Service Rules

The institution follows the service rules of the UGC, State Govt., and the University.

Recruitment

All the permanent appointments of teaching and non-teaching staff are done by the Manager constituting interview boards as per the rules and regulations of the UGC/Govt./University. The temporary appointments are done by a committee headed by the Principal and Heads of the Departments and the office superintendent as members.

Promotional Policies

The institution follows the rules of the UGC, State Govt., and the University in promotion of staff.

Grievance Redressal Mechanism

There is a three tier mechanism for Grievance Redressal of students. They can approach the Tutor (mentor), Head of the Dept. and the Grievance Redressal Cell for redressal. Then there are Internal Complaints Committee and anti-Ragging Cell for the specific types of complaints. The University has a grievance redressal mechanism to look into the service conditions of the staff.

Students Union

The Students union is a body of the students elected in the Parliamentary mode. Besides, there are department associations.

Other Statutory Bodies

SC/ST, OBC & Minority Committees, Ethics Committee, Guidance and Counselling Centre, Committee for Scholarship etc. work for student welfare and to provide guidance and counselling in academic, social and personal matters.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3

Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4

Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Prevention of Vandalism on Campus

A Higher Education institution should be a place where knowledge should be acquired, produced and disseminated for individual and social good.

Nattika, where the Institution is located, is a highly politicized area and every year a few students from the locality come to the institution with their die-hard political ideologies. Though very few in number, their political affiliations made them intolerant to opinions contrary to theirs and this in turn caused many altercations, clashes and untoward incidents on the campus, often amounting even to vandalism during the time of election to the Students' Union. In a year as many as 40 working days were lost due to strikes. Students who were not part of this ruckus felt it unjust and violation of their rights. The atmosphere became all the more intolerable as there was political interference and pressure from outside.

The Management and the PTA wanted the Discipline Committee to take strict action against the indiscipline. The College Council entrusted the Discipline Committee with the power to enquire into the incidents without fear or favour and prepare report with recommendations of disciplinary actions to be taken against those who violated the code of conduct of the Institution. The students who vandalized on the campus were suspended as an exemplary punishment. Their suspension was revoked only after special meetings with their parents. The students were made to apologize before the College Council. They were made to submit a written statement admitting their mistakes. They were allowed to enter the campus on condition that the repetition of indiscipline on their part would result in their expulsion. The containment of unruly acts in the name of politics became possible through the concerted effort of the stakeholders of the Institution.

The College Council also wanted the Discipline Committee to prepare an action plan which could proactively curb the excess of violent activities.

As per the action plan prepared in consultation with the stakeholders and legal advisors, the Principal filed a petition in the High Court of Kerala, requesting police protection against student wings of political parties and permission to conduct the Students' Union Election in the parliamentary mode. This was permitted by the honourable High Court resulting in a peaceful election process.

The Discipline Committee had also suggested the implementation of dress code for the students, as students often came wearing dress that openly declared their political affiliations. It contended that a uniform dress code would ensure uniformity among students and iron out the difference between the rich and the poor. Parents were also of similar opinion as many of them were daily wage earners and the expenses were extremely taxing. A referendum was conducted among the parents and the dress code was implemented in 2017.

Owing to the unrelenting efforts of the Discipline Committee the campus is now conducive to undistruptive academic exercises. Not even a single working day has been interrupted by student agitations since.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1

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

Response:

As Sree Narayana College, Nattika is a Government aided college, all Government initiated welfare schemes for Government employees are enjoyed by the staff of this college.

- Duty leave to all the staff members to attend training Programmes/Orientation/Refresher/Workshop/Seminar/Exam as per Government rules
- Group Insurance Scheme
- State Life Insurance
- Provident Fund
- Medical Reimbursement
- Accident Insurance
- 15 days of casual leave to the teaching staff and 20 days for non-teaching staff
- Half pay leave or ten days commuted leave per year for staff.
- Six months Maternity Leave for lady teachers as per Government rules
- Grace time for lactating mothers
- Paternity Leave for male teachers
- Gratuities, Pension and all other such Government welfare schemes

In addition to these, facilities provided to the staff are:

- Lab Facility is provided to teachers to conduct research.
- Refundable advance to guest faculty from PTA.
- Professional development programs: IQAC arranges professional development classes for teaching and non-teaching staff.
- Cooperative store: The cooperative store is relied upon for books, and other necessary items.
- Ladies hostel: The ladies hostel built under UGC assistance provides accommodation to lady staff and students. A teacher staying in the hostel is the deputy warden of the hostel, who facilitates smooth running of the hostel.
- Canteen: The college canteen provides food at subsidized rate to teaching and non-teaching staff and students. The canteen committee conducts surprise inspection and ensures quality of food.
- Day care: it was set up with UGC assistance for kids of teaching/no-teaching staff and students. The day care also provides after school care for children of staff. The day care has toys, mattresses for kids to have afternoon nap, toilets and a play area.
- Staff Association: The staff association of the college is an association of all teaching and non-teaching staff. Staff association works with a secretary and an executive committee. The executive committee which consists of teaching and non-teaching staff convenes meetings to schedule program for the college staff. Staff tour, Onam celebration, X-mas celebration, retirement functions, and charities are organized by the staff association.
- First Aid Appliances: First aid kits are available in the departments and sick room.
- Washrooms: The college has provision for washrooms in all departments. There are also common washrooms.
- Vehicle Parking: There is ample two-wheeler and four-wheeler parking facility for teaching, non-teaching staff and students.
- Drinking Water Facility: Water coolers are installed in key spots for students. There is drinking water facility in the college office for staff.
- Yoga Class: A certified yoga class is organized for teaching and non-teaching staff.
- Fitness training using treadmill and gymnastic equipment
- Carom board, chess board and Table Tennis for recreation
- Computer Centre: The college has a full-fledged computer centre, which provides browsing, printing, photostat facilities to the teaching and non-teaching staff at a nominal rate.
- Free Internet access in all departments and office

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2

Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3

Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	1	0	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4

Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 9.04

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	10	8	3	4

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5

Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The Institution has a three-tier mechanism for evaluating the performance of the teachers.

Teacher's Evaluation by Students

The students are provided with an opportunity to evaluate the performance of the teachers annually. As

per the procedures stipulated by the IQAC, the link to the questionnaire in Google form is given to the Heads of Departments who in turn provide the evaluation questionnaire to the students online. Students can mark the rating of their choice using computer or mobile phone. The parameters evaluated in the rating scale are inclusive of the communication skill, knowledge base of the teacher, sincerity and commitment of the teacher, teacher's ability to integrate course material with environment and other issues to provide a broader perspective and the accessibility of the teacher in and out of the classes. The Heads of the Departments hand them over to the Principal. The performance of the Heads of the Departments is also assessed by the Principal solely.

Teacher's Self-Appraisal Form

It is a mandatory process for every teacher to have the self-appraisal form furnished every year. The PBAS (Performance Based Appraisal System) is an assessment on the activities pertinent to the creation and dissemination of knowledge apart from the teaching learning process. It also makes known the involvement of the teacher in the administrative, extracurricular and co-curricular activities. Participation in seminars and conferences; presentation of papers in seminars and publication of articles in journals and involvement in extension activities are also assessed. The self-furnished appraisal form is then handed over to the Head of the Department who hands it over to the IQAC. This is used for the Career Advancement of teachers.

Academic Audit

The Academic Audit is an evaluation mechanism administered in the department biannually. Each teacher in the Department furnishes the academic audit proforma which is almost a replica of the self-appraisal form. The difference is that it has its focus on the teaching-learning activities. The performance of the duties bestowed upon the teacher to be performed is assessed in this stage. The duly furnished academic audit, which stands as witness to the excellence of the department, is then sent to the IQAC which assesses it and recommends the suggestions for improvement.

The non-teaching staff keep a personal resister to record their performance in work. This is periodically checked by the Principal.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution conducts internal and external financial audits regularly

Response:

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.

File Description	Document
Any additional information	View Document

6.4.2

Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 92.14

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
2.53322	43.57066	30.54518	10.38159	5.11250

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3

Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The financial resources are effectively mobilized and utilized under the guidance of the College Council, IQAC, Planning Board, Purchase Committee and Library Advisory Committee.

From Govt. Agencies through submission of Proposals

- **UGC** : As the institution is recognized under 2f & 12B of the UGC act of 1956, the institution applies for grant in every five-year plan. The college has availed grants under Additional Grant, General Development Assistance under Capital Assets 35 and Grant-in-Aid 31. It is one of the major sources of funding for developmental activities, renovations, academic resources such as books and journals, infrastructure such as lab equipment, computers and sports facilities.
- **DST-FIST** funds have been availed of and utilized for the development of infrastructure facilities for teaching and research.
- **RUSA** has sanctioned Rupees 2crores under the heads – Construction, Renovation and Purchase. The fund is yet to be availed of.
- Governmental funds are received from departments like KSCSTE, Agriculture, Forest, Women's

Commission, and Rural Development etc. for academic activities.

- RGNIYD Fund for conducting workshop.

Salary from Government

The college being a Government grant-in aid institution, salary of teaching and non-teaching staff is from the Government exchequer.

Funds for Regular Activities

- NSS and NCC receive Central/State Government funding for conducting various activities.
- ASAP, SSP and WWS receives funds for their regular activities

Through Fees during Admission

- PTA funds are collected during the admission and utilized for the betterment of facilities for students.
- Cultural Fund, Fund for Sports
- Fund for Computer facilities
- Fund for College Magazine

From Management and RDC

- For the building and maintenance of infrastructure.

Through Contributions

- From Alumni
- From philanthropists - Endowments and Scholarships are given to the meritorious students by philanthropists and retired teachers
- Expatriate Industrialists like M. A Yousafali for building infrastructure.
- Firms of the locality like Manapuram Group of Concerns
- From the staff - for the maintenance of the infrastructure and providing financial assistance to the financially and socially backward students.

From sharing infrastructure

- For Conducting Diploma programmes under State Resource Centre (SRC) and Centre for Continuing Education, Kerala (CCEK), 5% to 30% of the fees is the share of the Institution.
- Conducting PSC examinations

No Profit No Loss Basis

- The Computer Centre of the Institution levies a nominal fee for the services and the amount is used for maintenance of Computers.
- The inmates share the expenditure incurred in the Hostel.

All resources and infrastructure of the Institution are optimally used. The Computer Centre is doubled up

as classroom for Diploma in Computer Application (DCA) Course before and after the regular working hours. The Examination halls are given for conducting PSC and other examinations. College ground is given for nearby schools and the public for conducting games.

File Description	Document
Link for Additional Information	View Document

6.5 Internal Quality Assurance System

6.5.1

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

Response:

Established in 2005 after the first assessment and Accreditation by NAAC, the IQAC has been instrumental in devising many quality initiatives in the institution. With the motto, “Quality is Everyone’s Responsibility”, the IQAC takes a proactive role in all the activities of the college. The IQAC meets every month to review the outcome of the activities in the institution. While formulating the strategies for the coming year, the IQAC analyses the feedback from all stakeholders. Two practices institutionalized as a result of IQAC initiatives are:

1. Workshops and seminars for members of Faculty, Non-teaching staff and Students.

The conviction that a well-informed human resource is the backbone of the institution made the IQAC organize a host of workshops and seminars to enhance the quality of the teaching and non-teaching staff and students. Both externally and internally funded seminars and workshops were conducted with the active participation of students. Each department conducted seminars/workshops. Every year 10 seminars were conducted on an average. Apart from career enhancement, IPR, MOOC Courses, Moodle Platform, Prospects of Higher Studies Abroad, Cracking the IELTS were the some of the thrust areas.

An Annual Seminar Series titled **Parampara** was started in 2018. The theme of the first edition of the Seminar Series was **Kerala: After the Deluge**, with a focus on the impact of recent floods on the social, economic, cultural and health scenario of Kerala.

2. Orientation Programme for the newly admitted students and their parents

In order to cope with the new atmosphere of higher education which is entirely different from that of the schools, an orientation class is arranged for the newly admitted UG students and their parents every year.

There will be three sessions in the Programme. The first session is a presentation of the Philosophy of Sree Narayana Guru, the cultural legacy we have inherited from him, and the history of the Institution. A general orientation regarding the rules and regulations of the college, the university, mandatory committees and centres and the CUCBSS is given in the second session. The new entrants are given detailed instructions about the tutorial system, counseling centre, anti-ragging committee, ethics committee, e-grants, various scholarships available online, how to make use of the library and e-learning resources, grievances redressal committee etc.

The third session is handled by a reputed motivational speaker hired from outside. It has always been highly effective in instilling enthusiasm and positivity in the students. The feedback from the students is vindication enough for the decision of the IQAC to continue the practice in the coming years.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.2

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The most important parameter of excellence in a higher education institution is the quality of Teaching Learning Process. It is measured through the concrete achievement of learning outcome. IQAC has initiated several measures to review the teaching, learning process and implemented methods to evaluate student's learning outcome.

STRUCTURES TO SUPPORT TEACHING LEARNING

IQAC:

The IQAC set up in 2005 as per the norms stipulated by National Assessment and Accreditation Council has been instrumental in bringing about qualitative shifts in teaching learning process. With the motto, "Quality is Everyone's Responsibility", the IQAC takes a proactive role to ensure participatory methods in all its activities. The IQAC meets every month to review the outcome of the activities in the institution. While formulating the strategies for the coming year, the IQAC analyses the feedback from all stakeholders.

College Council

The College Council is the statutory body formed as per the UGC/Govt. University regulations. It is the aped body of taking and implementing decisions. College Council meetings are conducted at regular intervals on an average of two meetings at every quarter of a year to ensure the active participation of the

staff in the decision making and implementation of academic and administrative activities. The college council consists of the Principal, the office Superintendent, all Heads of Departments, librarian and 2 elected members from among the teaching staff. The decisions of the IQAC are ratified by the Council and executed through various bodies in the college.

Department Councils

The decisions taken in the College Council are discussed in the Department meetings. Also, decisions of the department councils are presented in the College Council before execution. Departments have the freedom to make the teaching learning evaluation flexible without losing the essence of its aims and objectives.

Academic Monitoring Committee

All matters related to teaching learning and evaluation come under the purview of Academic Monitoring Committee. It schedules the activities in consultation with the IQAC.

METHODOLOGIES OF OPERATIONS

Teaching Learning Process is regulated through some standardized measures:

College Academic Calendar

Academic activities are charted in the academic calendar, with systematic work plan, schedules for internal examinations, continuous evaluation, PTA meeting, feedback, and publication of results. It provides the frame work for curriculum delivery.

Department Academic Calendar

Department Academic Calendar is prepared by each department based on the College Academic Calendar. It schedules test papers, publication of internal marks submission of assignments, presentation of seminars, PTA meetings, field visits, and project work and study tours. Syllabus and Academic Calendar are published on the notice boards and college website.

Teaching Plan

The teachers prepare teaching plan for each of the Semesters. Teachers maintain an individual **Teacher's Work Diary** since 2018 to self-monitor their work.

REVIEW OF TEACHING LEARNING PROCESS

Monitoring by Committees Concerned

Department level meetings are held at frequent intervals to monitor the progress of work allotted to the members of the faculty. The IQAC convenes meetings with the Academic Monitoring Committee. The College Council, the supreme statutory body of the college is convened frequently for the overall supervision of the effective Teaching Learning.

Tutorial (Mentor-Mentee) System

Tutors/Mentors identify the problems faced by students and assist them to overcome difficulties. The college has a very effective Mentor-Mentee System in which 20-30 students are tutored under the personal attention of the teacher. Special attention is given to slow learners.

Remedial Coaching

Students can attend Remedial Classes if they find it difficult to follow the content in regular classes.

Grievance Redressal

Students can approach the Grievance Redressal cell with complaints regarding teaching and evaluation.

Statement from Teachers

Every teacher has to submit a statement regarding the successful completion of their academic work at the end of each semester.

The College Library

There are around 48,000 books in the central library. Students have free access to the digital library, and can use Infolibnet and digital website. Web OPAC gives them remote access to the titles. Language lab provides facilities to improve language skills. The number of students who visit the library every day is indicative of the efficacy of learning process.

REVIEW OF LEARNING OUTCOME

Result Analysis

Results of students are collected category-wise in the prescribed format. Semester-wise analysis of the results of all batches is done under the supervision of IQAC. This practice provides an assessment of academic outcome of each department.

Feedback

Feedback from students and Parents help assess the content delivery, its strengths and drawbacks. Academic Monitoring Committee analyses the feedback and reviews the teaching learning process and suggests necessary steps towards modifications and corrections.

Academic audit:

Teaching-learning process is regularly audited by a systematic process annually. There is a prescribed format for collecting data for academic audit. All members of the faculty are involved in the process.

PTA Meetings

Support from the family is decisive in moulding the future of students. Tutors/Mentors will monitor the academic progress of each student and inform the parents about the strengths and weaknesses of students individually in PTA meetings conducted in each semester.

Technology Support in Teaching Learning Process and Feedback

Technology is less expensive, less time consuming and in vogue among the younger generation. Over the past five years, the institution has been shifting its focus to bring technology to the forefront of teaching learning and evaluation process. Students and teachers are encouraged to use e-learning materials and LMS platforms. Quizzes and MCQ tests are conducted online. Seminar presentations are done using PowerPoint. Now Moodle is used for assignments and content teaching.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3**Average number of quality initiatives by IQAC for promoting quality culture per year**

Response: 3

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	1	3	2

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5

Incremental improvements made during the preceding five years *(in case of first cycle)*

Post accreditation quality initiatives *(second and subsequent cycles)*

Response:

Assessment and Accreditation process by NAAC has been of great help for the Institution to fine tune the quality benchmarks focusing on the core values earmarked by NAAC for the Higher Education Institutions in India. The Assessment and Accreditation process has helped the Institution make introspection. Quality enhancement and sustenance have been the thrust areas since the last accreditation (Cycle 2) in 2014. The IQAC has given a new direction to the initiatives of the Institution towards academic excellence with the unconditional support of all stakeholders. We have not left any stone unturned in our attempt to fulfill the requirements of an esteemed Higher Education Institution as envisioned by the NAAC.

The **Post Accreditation Initiatives** of the Institution has always been with a view to overcome the

shortcomings pointed out in the last Peer Team Report. In addition to the improvisation of several existing procedures and practices to sustain its performance, the college has ventured on new and proactive initiatives to improve the overall quality in all its spheres:

Data Preparation and Submission

- Participated in NIRF and was placed in the Rank band between 150-200
- Have Participated in AISHE for the last 5 years
- Participated in KSHES (Kerala State Higher Education Survey)
- Timely submission of AQAR
- Vision 2030 – Perspective Plan Document, a blueprint regarding the objectives and targets for the institution in the next decade. It was envisioned by the IQAC in consultation with all the stakeholders.

Golden Jubilee Celebration with Ten-Point Action Plan (2017-18)

- **Institution & Infrastructure** - Golden Jubilee Memorial Library at an estimated cost of Rs.1crore.
- **Institution & Technology** - E-Village project in collaboration with Manappuram Group of Concerns.
- **Institution & Environment** - Greening Manappuram Project
- **Institution and Society** - *Sahapadhikkoru Veedu* (A home for a homeless student)
- **Institution and Sree Narayana Guru** - a series of ten lectures based on the teachings of Sree Narayana Guru and a Guru-Mandapam with his idol.
- **Institution and Agriculture** – Encouraging organic farming and Back to Agriculture Project by Haritham Farm Club
- **Institution and Academia:** a series of seminars on academic and topical issues.
- **Institution and Women Empowerment** - Women Entrepreneurship Projects and Celebrating Pioneering Women.
- **Institution and Healthy Life Style**-Awareness Programmes for the youth.
- **Institution & Culture** - Cultural Programmes involving reputed artists, alumni, staff and students.

Academic

- Applied for and conducted Seminars 8 national seminars with external funding
- Conducted 27 other funded programmes
- Started Annual Seminar Series (each series containing 12 seminars) in which resource persons from outside, members of faculty and students participate.
- “*Sasthrajalakam*” – A State Funded Science Awareness Programme for select talented students of High Schools in the district.
- Feedback from Parents and Alumni
- **SubCentre**
- Started a Sub-Centre of Continuing Education Kerala and conduct NSDC compliant Diploma Courses

Infrastructure

- A Library block of 6016 sq.ft with the support of Alumni, Retired Teachers (RETINA), Well-wishers, Staff and Students
- Language lab renovated with 50 computers
- FIST funded computer lab in the department of Mathematics
- Purchased equipment - FTIR, HPLC, Hall Measurement instruments from FIST fund for promotion of research.
- The terrace of the main block was truss roofed (fund from Management) and was converted into classrooms and examination halls (UGC fund) so that no classes are to be let off on examination days.
- Rest room for the Differently abled – with a wheel chair, bed, specially arranged washroom
- Sick room for students with first aid and couch.
- Water filter and cooler in all blocks and office
- CCTV surveillance in exam halls and at all important places including office and library
- Converted the old library hall into a seminar hall with all modern facilities
- Day Care Centre was renovated with more playing area.
- Renovated the Hostel with a washing area and roofed area with clothes lines for drying clothes.
- RUSA Fund (2crores) got sanctioned for Construction Renovation and Purchase in the ratio 50:30:20

Research

- IQAC promotes research culture by encouraging teachers to publish papers and to attend seminars. During this period, research activities have increased and 150 papers were published.

Technology

- Complete automation of the library
- Software E-college solutions for office management
- Internet connections with increased bandwidth(100 mbps) and Wi-Fi
- Created LMS and MOODLE Platform(sncn e-learning)
- Digital Library - sncndigital@libsoft.org

Staff support

- Career development programmes for Staff
- Staff Association was formed. Staff Association is a venue for leisurely activities in which all the members of the staff can participate. It organizes Celebrations (*Onam*, Christmas), staff tour, retirement functions and house visits.

Social Commitment

- Mushroom Cultivation Training to Members of Kudumbasree for the last 5 consecutive years.
- Science Exhibition and Classes for School Children of the locality
- Wednesday Bazaar in which the students and the local people can sell the vegetables and fruits grown in their yards.
- Organic Vegetable Cultivation in the locality by Haritham Farm Club

Others

- National NCC Trekking Camp in which 300 cadets from various states of India participated.
- Parliamentary mode of election to the Students' Union which lessened disciplinary problems on the campus.
- Dress code (Uniform) for students.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Number of gender equity promotion programs organized by the institution during the last five years

Response: 20

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	7	2	2	5

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security

2. Counselling

3. Common Room

Response:

The college considers one of its aims - education to the marginalized sections of the society – partially fulfilled as majority of its student strength consists of girls belonging to economically backward communities.

Awareness Programmes

The Institution strives to sensitize the students on gender issues – making them aware of the way

society thinks about gender, and how to redefine the assumptions made from the traditional view on the roles of men and women. It is all about equal distribution of respect, care, responsibility, opportunity and honour among men, women and transgender. The Institution strives to generate this consciousness among students as it is essential for an advanced society. As the majority of the students hail from economically and socially jeopardized backgrounds, the exposure they get from the institution needs to be sufficient to support their emotional and intellectual growth.

Inclusion

We do not have any transgender students on roll. But we have honored the transgender activist of the locality Seethal Shyam in a function. Dept. of Malayalam has produced a short film titled “Apaharikkapettayidam”(***stolen spaces***) with the theme of transgender inclusion. The Institution ensures that no student is deprived of any right or discriminated against on the basis gender. Girls and boys enjoy equal freedom on the campus. More than half of the Student Council members are girls.

The Institution takes extreme care in providing safety and security to its students by providing them with the necessary psychological and physical support systems.

a) Safety and Security: Ensuring safety and security of all the students, teachers, non-teaching staff and the visitors to the college has always been a matter of prime importance. To ensure a safe campus and a secured environment the college has embarked upon the following initiatives:

- **YOGA** is offered as a certificate course in our College. Apart from that, sessions on Yoga and *Pranayama* are conducted frequently as it is a natural stress buster. It makes Students feel confident and emotionally secure.
- **Distinct code of conduct** for the students, teaching and non-teaching staff. A handbook *Jagrata* has been published to this effect. The Discipline committee takes strict disciplinary action against students who violate the code of conduct.
- There is a three-tier Grievance Redressal Mechanism for the students to register complaints pertaining to issues they face on the campus.
- **Anti-ragging committee & Anti-ragging Squad**, formed as per the U.G.C. guidelines, make sure that there are no instances of ragging anywhere on the campus, including in the girls’ hostel. The students at the entry level sign an affidavit regarding non-involvement in ragging activities. Anti-ragging posters are displayed at all prominent places with the phone numbers to contact in need. Anti-ragging films produced by the UGC are screened every year for all students.
- **Internal Complaints Committee (ICC)** constituted under “The sexual harassment of women at workplace (prevention, prohibition and redressal) act, 2013” functions to accept and redress complaints from students, teaching and nonteaching staff.
- **Women Study Centre** conducts awareness classes to students on several topics related to the common issues of Safety and security.
- **Committee for Health & Hygiene of Girl-students** takes special attention in the health and hygiene of girl students, especially in gynecology related issues.
- **ED Club** conducts training programmes with a view to develop entrepreneurial skills in women.
- **Self-defense Techniques** are taught with the help of Police Department. Classes are conducted on Cyber Security to make the students aware of the treacheries involved in Cyber spaces.
- **NCW nation-wide competition** on Laws Related to Women after giving classes on the same.

- **Legal Security Classes** are conducted in association with the District Bar Association. Helpline numbers are prominently displayed.
- A **sickroom** is provided for Girls as they are likely to have more indisposition during teenage than boys.
- **First aid** is provided for all students.
- **Hostel facility** for women students and teachers.
- A senior and experienced **gate keeper** and a **night watchman**.
- **CCTV surveillance** in important places in the campus including hostel.
- **Identity cards** issued to all the students, teachers and non- teaching staff to control the entry of outsiders.
- Visitors are entertained in the **visitors' lounge** and not allowed to enter the classrooms without permission.

b) Counselling:

- **Guidance & Counselling Centre:** A separate centre is working for counselling, with a senior and experienced member of Faculty with a PG Diploma in Counselling as coordinator. At the beginning of every academic year guidance and counselling centre arranges an orientation class for the newly admitted UG and PG students. Students will be given personal counselling, if needed.
- **Mentor-Mentee System** - A well-organized system for mentoring exists in the institution. Mentors give special attention to their wards and, on identification of any problem, they give proper guidance to their mentees and send them for further counselling if needed.
- A **Career Guidance & Placement Centre** for giving proper guidance on job opportunities, competitive exams and higher studies.
- **Regular PTA meetings** are held to ensure that parents are aware of matters concerning gender equity and to ensure equal support on their part.
- **Student representation** is ensured on all the mandatory clubs and committees.
- **No discrimination** is allowed on the campus. Girls and boys are given equal opportunities in Cultural festivals, sports, seminars, fairs and every other activity conducted in the college.
-

c) Common Room:

- **Common room for girl students**, where they can spend their leisure hours. It has washroom and toilet facilities.
- **Common room for Differently Abled** students with washroom and toilet.
- A **room and loge** for NCC girl students and another for NCC boys.
- A **sickroom** with first aid facilities, especially for girl students where they can relax when there is any physical indisposition. A water filter is also there.
- **Sanitary napkin** is available in the college cooperative store.
- **Incinerators** are set up for napkin disposal in bathrooms in college and hostel.

File Description	Document
Any additional information	View Document

7.1.3

Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 5.55

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 1520

7.1.3.2 Total annual power requirement (in KWH)

Response: 27397

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.4

Percentage of annual lighting power requirements met through LED bulbs

Response: 5.1

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 146

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 2860

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5

Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid Waste Management

Disposal of solid materials that are no longer useful may create unsanitary conditions such as pollution of the environment and outbreak of vector-borne diseases. The tasks of solid-waste management involves complex technical challenges. The college works towards achieving the goal of zero waste in the near future by handling the regular solid waste responsibly and cost effectively.

Plastic Waste

- **Survey & Reduce Plastic Campaign:** The institution has conducted a survey on the usage of plastics, amount of waste produced, their disposal and its adverse effects on environment in Nattika panchayath, and nearby campuses, with the help of the members of Boomithrasena Club (BMC). We have also given awareness classes to the people about the damaging effects of plastics in the ecosystem during 2017-2018.
- **Bins to collect used pens:** The largest quantity of plastic waste on the campus is used pens. The BMC members and NSS volunteers of our college have placed bins in all blocks with the slogan, 'Be a Part of Solution, Not Pollution', solely to collect plastic pens. This is a grand success.
- **'My Waste My Responsibility'** campaign has considerably reduced waste on the campus. This campaign urges students to dump waste papers and candy wrappers in the waste bins placed at several places on the campus.
- **Cloth & Jute- Alternative to Plastic:** The College has initiated and promoted the use of cloth bags and jute bags on the campus by selling them with the help of BMC to reduce the plastic carry bag wastes. All stakeholders are discouraged bringing plastic covers and bags to the campus.
- **Use of Steel Utensils** - The BMC of our college purchased 100 steel glasses and steel bottles and promoted the use of the same for general programs. NSS units also purchased 100 steel glasses and use them in all functions to serve water, tea and coffee. As we do not have shortage of on the Campus, this is a good alternative.

Dry Leaves

- **Thumboormoozhy model Project for waste Management:** As the campus has a sylvan surrounding, dry leaves littered from trees and piled every day in the back courtyard poses a threat of reptiles. The Thumboormoozhy model waste disposal plant erected under *Haritha keralam* project, is a solution to this problem. Leaf litter can be turned into compost in this method.

Food Waste

- A **Biogas plant** has been set up near the canteen. A good portion of the food waste goes into it. It diverts this food waste into cooking gas and its slur is rich compost, used as manure.

Paper Waste:

- The students are encouraged to use computers whenever possible. They can submit their assignments and other homework via email.
- Communications are mostly done through email and whatsapp.
- Office makes two-sided copies.

Non-Degradable Waste

- Bhoomithra sena Club and NSS have placed waste bins at various corners in the campus, to collect non-degradable waste. These are collected every week and are given to the Panchat recycling unit.
- Incinerators: Incinerators have been installed to dispose of sanitary napkins.
- Recycling Programme: Paper waste, used pen, some metals and other plastic materials are given to the recycling unit nearby.

Liquid Waste Management

Liquid waste consists of wastewater from washing and liquid chemicals from laboratories. These liquids are potentially harmful to human health and the environment.

- **Waste Water Management:** The institution has effective drainage system and pits wherever necessary. As the soil is porous, it gets sieved into the soil.
- **Liquid Chemical waste from laboratories:** These are diluted and disposed of far away on the campus without harming the plants, tress and water resources on the campus.
- Waste water from the canteen is used to water the plantain trees and nearby plants.
- There are separate wash areas for students. The waste water from these areas flows to nearby trees.
- The Institution is making plans for a better method of liquid waste management from laboratories.

E-Waste Management

Electronic waste is the junk that is the result of excess, superfluous damaged and outworn electronic devices. Even though these electronic devices are completely useless, these devices can be turned into useful gadgets by recycling them. If e-waste is not disposed of properly then it can be detrimental to our health and our environment.

- **Repair & Reuse:** The defective electronic equipment is repaired if possible, with the help of our technician and electrician.
- Computer spare parts are **re-assembled** to make new systems.
- **Proper Maintenance:** On time maintenance of electronic goods is a way of reducing e-waste. Care is taken to make them last longer. This helps use them for a long period without having to trash them.
- **Collected and Separated:** Electronic wastes such as parts computers, printers, batteries, and LED lights are collected and handed over to scrap dealers for safe disposal.
- **Minimalism in Practice: All are encouraged to Store Data Online.** With the development of technology, it is easier to save data online. Service providers let us store data free of cost and allow us to lessen the number of electronic devices. This facility is widely used by teachers. Minimising the number of gadgets is sure to reduce the quantity of waste.
- **Thinking ahead of times:** Technology gets outdated fast. Purchasing e-gadgets in bulk may mean a lot of e-waste in the very near future as in the case of floppy discs and CDs. The institution plans to be very cautious and sensitive to the emerging trends in technology before its purchase.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6

Rain water harvesting structures and utilization in the campus

Response:

- The Institution makes effective use of Rain Water using the method of capturing rain water where it falls. The two main ways in which rainwater is collected and made use of are: Storage for future use and recharge into the ground.

The Institution is located in a coastal area. As there is excessive groundwater extraction, rainwater recharge is essential. The recharge of rainwater into the ground and well would prevent sea-water ingress into fresh water aquifers.

Rain Water is collected both from rooftops using pipes and from the ground using pits.

For Lab Experiments in the Department of Chemistry: The institution gives special attention to water conservation. There is a large reservoir to collect rain water in the campus. Rainwater is considered as the purest form of water as there are no impurities and salts present in it. This water can be used in labs as the absence of ions makes it similar to distilled water.

- **Ground water Recharge:** Rain water from the roofs of the buildings is channelized using Pipes and used for ground water recharge. We use water from the well in the campus for most purposes. Rainwater recharged into the ground would have a positive impact on groundwater quality through dilution of salinity found in coastal areas like Nattika. It would also stop the decline in groundwater levels.
- **Two large natural ponds:** These are properly cleaned and maintained before the rainy season so that these can contain large amount of rain water. The public are allowed to use water from one of these ponds.
- **Rain water pits:** (1m x 1m x 0.75m) have been dug in the campus for collecting rain water. This is an initiative of Bhoomithra Sena Club and NSS.
- Under the initiative of Student Council, posters sensitizing the importance of water conservation and water usage are displayed on the campus.
- **Trees and plants** in the campus help in the recharge of ground water and prevent excess water flow during monsoon season.
- **Mulching** helps conserve soil moisture during summer and increases water absorption during monsoon.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.7

Green Practices

- **Students, staff using**
 - a) Bicycles
 - b) Public Transport
 - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

Response:

- **Public Transport & car-pooling:** Our institution is located in a village, comparatively free from environmental pollution. The bus stop is nearby at a walking distance of 250 meters. Majority of the staff and students depend on public transport. Others make use of the car-pooling system to avoid unnecessary use of fossil fuel and to reduce carbon footprint.
- **Green Audit** is conducted to make the campus water and energy efficient, and eco-friendly.
- **Nature club, Bio diversity club, Bhoomithrasena, NCC and NSS** are actively involved in and committed to the protection of environment. They observe important days planting saplings in the campus and nearby places of the institution.
- **World Environment Day, Ozone Day and Wet Land Day** are observed every year with seminars, poster making competitions, power point presentation competitions etc. to create

awareness on environment protection.

- **Organic ‘Karanelkrishi’** (Paddy cultivation on land) & vegetables Cultivation by NSS and Farm club with the help of Agriculture Department.
- Students and Kudumbasree units of Nattika Panchayath were given training to make **eco-friendly carry bags**.
- **Restriction on paving concrete tiles: concrete tile paving on courtyard, though beautiful to look at, is restricted** to places where it is unavoidable, as this would prevent rainwater absorption by soil and would cause an increase in atmospheric heat.
- **Green Protocol** has been printed on cloth and exhibited near the portico to remind our responsibility of keeping the earth green and clean.
- Air Conditioners are restricted to Seminar Halls and refrigerators to Laboratories as part of Green Protocol.
- **Energy Audit** was conducted by Physics Students under the guidance of teachers to develop a policy for reducing electricity consumption and ensure energy efficiency.
- Filament Bulbs are being replaced by **LED bulbs**
- **Orientation Program** on energy conservation by a certified auditor was arranged for staff and students by Physics department.
- **Biogas Plant** is installed near the canteen to convert the food waste into biogas and compost.
- To reduce the use of papers: data collection is done through **Google forms**. Communications are mainly through **electronic media**.
- **Water Purity Check** is conducted by Department of Chemistry in the water resources on campus and in Nattika Panchayath.
- **Bio diversity** of plants is maintained by Botany department and displayed scientific details of the plants.
- **Department of Botany QR coded the trees**, the scanning of which will give scientific details of trees.
- **Department of Botany** keeps a record of herbs, endangered plants, rare plants and trees on campus
- NSS volunteers actively participate in **Swachh Bharat Abhiyan**.
- **Vehicle Parking Area** is provided near the entrance and entry of vehicles beyond this area is restricted to avoid air pollution and to reduce carbon footprint. Vehicle entry is not allowed inside the campus from 9.30 to 12.30 and from 1.30 to 3.30.
- **Ban on flex boards**, minimized use of plastic files, use of jute files, and digital display boards during Seminars/Conferences, encouragement of steel food containers and steel cups instead of plastic or paper cups.
- Pipes and taps are regularly checked to avoid leakage of water.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8

Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.12

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.37	0.50	0.124	7.23	0.25

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9

Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**Response: 8****7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	5	1	0	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11**Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response: 19****7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
4	8	4	2	1

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

Response: Yes	
File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13

Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14

The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15

The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16

The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17

Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 205

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
61	50	36	44	14

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18

Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Birth & Death Anniversaries of Great Personalities of India

The institution was founded in the name of Sree Narayana Guru whose philosophies and teachings still remain unparalleled in the ethos of Kerala. He stood for Inclusion, equality, equity, justice and empowerment for all the downtrodden in the casteist society of the state.

He attached more value to oneness of humanity even to the extent of expulsion of religions. Values were considered more precious than wealth.

The Institution is committed to inculcate a value system in the students, teach them respect differences, and be the proud proponents of the philosophies of the great Indians.

Gandhi Jayanthi is celebrated on the campus with one week's *shuchitwa* work. Cleaning programmes are arranged in the college and nearby area under the guidance of NCC and NSS. To commemorate the greatness of Gandhiji on the 150th year of his birth, starting from 2018 all the publications, brochures and notices of the Institution carry his emblem.

On October 31st, Sardar Vallabhabhai Patel's birth anniversary and Smt. Indira Gandhi's death anniversary are observed as **Rashtriya Ekta Divas** and **National Rededication Day** respectively. Rashtriya Ekta and Rededication pledges are taken by staff and students. Also seminars are arranged to mark the days.

Sree Narayana Guru's birth and death anniversaries are observed in our college with a number of activities.

Swami Vivekananda's birth day is observed as National Youth day on 12 January.

The birth anniversary of Dr. S. Radhakrishnan is celebrated as Teacher's day on September 5th. Students wish Principal and teachers with flowers and greeting cards.

National Integration Day is observed on November 19th under the auspices of National Integration & Peace Club. Rallies are conducted to create awareness among common people about the importance of national integration.

November 26th is observed as **Constitution Day**. The Preamble of our Constitution is read aloud by the students on the day. We have framed the **Preamble to Indian Constitution** and exhibited in the Main Block.

Founder's Day: Kerala's third chief minister and the founder of our Institution R. Sankar's Death Anniversary is observed on November 7th as our Founder's Day. We commemorate his contributions to the Kerala State and to the marginalized sections of the state.

National Mathematics Day: The birth anniversary of Srinivasa Ramanujan is celebrated as National Mathematics Day on December 22nd. Quiz competition, PPT presentation competitions are conducted by the department of Mathematics.

The NCC observes Martyr's Day and Cargil Victory Day.

National festivals:

Onam celebrations are organized on the previous day of Onam vacation. A common feast ‘*Onasadhya*’ is arranged for students, Teachers and staff. ‘*Atha Pookkalam*’ competition is also conducted. Entertaining games like ‘tug of war’, *uriyadi*, are arranged after lunch.

Christmas celebrations are organized every year. Teachers and students contribute to buy Christmas cake and share the joy. Christmas carol and crib making competitions are conducted. These activities help develop communal harmony among students.

New Year and **Holi** are celebrated by the Student Council.

File Description	Document
Any additional information	View Document

7.1.19

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The Institution maintains complete transparency in its financial, academic, administrative & auxiliary functions. The information regarding the College is freely accessible to the public through the college website. As the college abides by the RTI act, all the information is made available to the public on request. The name and contact details of the Public Information Officer are displayed on the College website and on the notice board.

The goals and objectives of the Institution are fulfilled under the combined efforts of the Principal, management, teaching and non-teaching staff and students. The principal is the academic and administrative head and is also responsible for the academic, administrative and financial management. All details regarding the activities of the college are made known to the stakeholders through circulars/ notices and displayed on notice board. The Institution works in harmony with its RDC (Regional Development Committee, which is the local counterpart of the Management), PTA, Alumni, RETINA (Retired Teachers of Nattika).

Financial: All the decisions regarding financial transactions are taken in the College Council, the apex body consisting of Principal, Heads of Academic and Administrative Sections. All purchases are done as per the decisions taken in meetings of the Purchase Committee. All the bank accounts are in the name of the Principal. Cashbook is updated every day and the principal verifies and approves the same. UGC funds and grants from other funding agencies are audited by external auditors. The external auditing is done for the accounts of NSS and PTA also. The college is under the direct payment system by the Govt. of Kerala and therefore the government also has control over the affairs of the college. All financial transactions including PD Accounts are examined by the Deputy Directorate of Collegiate Education and the Office of the Accountant General.

Academic: Students are admitted to the college through the Centralized Online Allotment Process of the University of Calicut. Rules and regulations of UGC/Govt., and University are strictly adhered to in the admission process. Academic activities are published through the College and Department Academic Calendars. Every academic activity is monitored by the College Council. There are various committees under the Internal Quality Assurance Cell (IQAC) to organize the academic activities. Academic Monitoring Committee, Time Table Committee, Committee for Internal Examinations, Committee for University Examinations are the significant among them. General PTA Meetings and Department-wise PTA Meetings are regularly conducted.

Administrative:

Principal is the administrative head of the college. All administrative decisions are taken in the college council. Administrative work is divided and entrusted with the administrative staff. The Deputy Directorate of Collegiate Education oversees the administrative activities of the college. The Office superintendent and Librarian are also members of the College Council.

Auxiliary Functions:

The Regional Development Committee (RDC) is the representative of the Management to facilitate the functions of the Institution. The auxiliary functions like maintenance and up keeping of the infrastructure are done with the help of the RDC and PTA.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1

Describe at least two institutional best practices (as per NAAC Format)

Response:

Best practices - I

Title of the Practice:

Training in Mushroom Cultivation

This activity is part of the Institution's Social Responsibility. It is done in association with the Nattika Grama Panchayat and Krishi Bhavan.

Objectives:

The objective of the training programme is to impart hands on training on entrepreneurship

development in Mushroom Cultivation to the *Kudumbashree* members who belong to the BPL category.

The Context:

This training programme is organized by the Department of Botany. Dr M P Subin is the coordinator. One of our library assistant, Sri Jayakrishnan is an expert in the field of Mushroom cultivation. The Department of Botany was encouraged by the IQAC to make good use of the expertise of Sri Jayakrishnan. He gives hands on training on how to fill trays with compost, how to control the soil temperature for about three weeks or until the mycelium is seen, how to keep the soil moist, and how to harvest them. But for the enthusiastic participation of Sri Jayakrishnan, this would not have materialised.

The Practice:

The training is usually organized in October or November as Mushrooms are to be harvested before the rainy season. As and when the Institution informs the date of training, the Nattika Grama Panchayat convenes a meeting of the Kudumbashree Mission (Kudumbashree, the Kerala State Poverty Eradication Mission was launched in 1998 and inaugurated by the then Prime Minister, Shri Atal Bihari Vajpayee. The Mission aims to eradicate absolute poverty within a definite time frame under the leadership of Local Self Governments formed and empowered by the 73rd and 74th Amendments of the Constitution of India.) under the Panchayat and selects the member beneficiaries for training. Training is given to 20 members of the Kudumbasree who belong to the BPL category. The institution approaches the Krishi Bhavan and they provide the spores free of cost. It is a one-day Training and is conducted in the Botany Laboratory. The Panchayat President and an officer from the Krishi Bhavan used to be present for some time during the training. The theory class is handled by Dr M P Subin, followed by the hands on training by Sri. Jayakrishnan.

Evidence of Success:

Mushrooms are one of the several types of fungi that are easy to grow indoors. They don't require light. There's no need of a dark room either. Mushroom cultivation is lucrative as it is a delicious and favourite item in Indian as well as continental cuisine. These are extremely healthy, fat-free, low in calories, and filled with vitamins, antioxidants, and other nutrients. These factors attract the entrepreneurs. Women are attracted because it can be cultivated inside home and no need of hard physical labour.

The training is organized in the Institution every year. Though not all, many of the women make a handsome profit out of Mushroom Cultivation. They are also invited during the training session to share their successful attempts.

Problems Encountered:

The initial investment in Mushroom cultivation is in a range of 10,000 – 25,000. Many women cannot afford this expenditure. Although Kudumbasree Mission provides loan for entrepreneurs, most of them have already availed loan for other purposes. The Institution is planning to take up this as a start-up under Atal Incubation Scheme next time.

Best Practice II

Title of the Practice:

Knowledge Exchange Programme (KEP)

The vision behind KEP 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.

Objectives:

KEP is an Inter-departmental 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:

Knowledge is divided into disciplines in higher education. Too much specialization has alienated those outside that particular field. Ultimately this widens the gap between the two cultures (Science & Humanities) as C P Snow has enunciated in his Rede lecture. Knowledge of popular interest should be shared to all, scientifically, without the media hype. If knowledge of public interest is imparted and discussed in an open forum, especially to those who are not in the fold of that particular discipline, it will be greatly beneficial.

The practice originated when some students of Economics approached the Department of Physics to know about the LHC experiment conducted at Cern, Geneva. It was a revelation to the teachers that there were students outside the Science classes who were interested in the happenings in Science. The IQAC organized an open forum in which the Post Graduate students of Physics presented a session on LHC experiments using PPTs and Videos to which all the students of Humanities were invited. This was followed by many more KEPs which could bridge the knowledge gap between disciplinary blocks.

Further, for practical purposes also, students of higher education institutions should be aware of the trends and tenors in all disciplines. That will help them acquire confidence while facing an interview board or competitive examinations and enhance their knowledge levels.

The Practice:

KEP is usually done when a path-breaking invention or theory hits the headline. The IQAC identifies this and asks the students of the concerned discipline prepare a presentation on the same. Usually it is done as a group work by PG students. Sometimes UG students also have taken lead. The presentation includes a conclusive study in a simplified manner as the audience are students from an entirely different discipline. Teachers just sit at the back and do not interfere. Students are encouraged to ask any question related to the subject; however naïve they may be.

Students enjoy this kind of knowledge sharing as KEPs are always made interesting with video clippings, photos, and even cartoons. The KEP on Demonetisation presented by PG students of

Economics was an interesting mixture of facts, fiction and trolls. This kind of postmodernist celebration of learning without any barriers attracts students. Usually KEPs are done on Friday afternoons.

KEPs are highly useful as they present complex ideas in simple terms. This can be conducted for the general public to make them aware of the major developments in the field of knowledge. The major constraint is that of time. In the tightly packed schedule of Semester system, it is difficult to find time for such exercises.

Evidence of Success:

All the KEPs have been of great interest to students. Often, they come forward to suggest topics on which they need to be enlightened. Some of the KEPs as per the suggestions of the students were 'Wearable Devices for Future', 'Budget and Common Man', and 'Deep Ecology'. Even slow learners in classrooms are eager to attend these programmes.

Problems Encountered and Resources Required:

Notes:

It is a fact that students love to learn from their peers. They feel free to ask questions and participate in discussions without any inhibitions. KEPs (other Institutions can rename the practice) can be presented as a group work of a department. Each student can present a small part. This way it can be made livelier. Ensure that the presenters and the audience belong to two different disciplines. The topics should be of contemporary relevance and the presentation should be scientifically accurate and objective. If the institutions can spare a 'zero hour' once in a month for KEP, students are sure to accept it wholeheartedly. They are likely to celebrate this kind of learning. Students can even make a short video and upload the same on college website or YouTube.

Best practices - III

Blood Group Detection & Donation Camps

The vision that inspires this activity is the conviction that donating blood is donating life.

Objectives

objectives of organizing Blood Donation camps are:

1. To equip students for selfless service in emergency situations
2. Motivate the students for Blood Donation and create a directory of donors.
3. To help anyone in case of any requirement for blood.
4. To reduce the scarcity of blood by ensuring continuous supply of blood through Voluntary Blood

The Context

Donating blood is a life-saving act. By donating blood, many lives can be saved. The students don't have enough opportunity to donate blood even though many of them are willing to do it. Again, it helps to break the myths and fears associated with blood donation so that more people may volunteer for this service. Contextual importance of blood donation is:

- A single session of blood donation can benefit as many as 4 sets of people when divided into its various components (red blood cells, plasma, platelets and cryoprecipitate).
- A premature baby can be given a second chance with as little as 3 teaspoons of our blood.
- Someone in this world is in need of blood, every 2-5 seconds.
- Donations of rare blood type may help to save several lives.
- There is no substitute for human blood. Therefore, all medical care depends on blood donation ability.

Hence it is important to create awareness among the students about the need and importance of blood donation.

Practice

Under the leadership of NSS units of our college we give awareness classes to students. Then the college organizes the camp in association with IMA Blood Bank Complex & Research Centre. Students from nearby institutions are also invited to participate. . Thus, we form a blood donors' forum with members from other institutions in Nattika. Now IMA itself and some regional voluntary organizations contact us confidently in needy situations.

This is now an established practice in our college, conducted every academic year in association with IMA. IMA provides the doctors, technicians and all auxiliary systems needed for collecting and storing the blood. Students are registered and after detecting the blood group and all the necessary checkups and related tests students are selected from the registered group. The students are supplied with a simple post-donation snack such as a glass of milk and some fruit to overcome their weakness. One will have regained the blood that s/he has donated within a few days with normal diet. From the experience of these camps, the students start to give blood without fear in other needy situations of their dear and near.

IMA issues a certificate to the students who donate blood. The students consider this certification as a matter of pride. In all the camps conducted in the previous years we had more than 150 registrations for blood donation. Out of which more than half were able to donate blood and all the remaining could detect their blood group. All the camps were great successes with sufficient number of blood donors. In their feedback the students show their positive responses as they feel happy to know that their blood will help three lives. Along with this, they get a chance for a free medical checkup. Again, it improves their social consciousness. The girl students, (who are more than 80% of our strength) generally won't get a chance to donate blood particularly in rural areas like ours, even though they are interested. Hence they are happy of getting a chance of doing a social service. The nearby institutions also actively participate and show their interest by giving feedback as they want to become part of such programmes regularly. IMA officials also give their feedback as they get a satisfactory response from the college.

Evidence of success

All our Blood Detection & Donation camps have had sufficient number of blood donors, is a proof of great success. It shows that its aim of motivating the students for donating blood and thus doing service to the society is fulfilled.

By such a programme we follow our Great Guru's teachings of correcting and helping the society. We consider it recognition from the society when people approach us for blood. Now we have an active blood donor forum. Students now even donate blood in their locality in dire need.

Our students got the opportunity to experience and understand the pattern and method of arranging and organizing a good camp. It is visible in their attitude and confidence in arranging programmes.

We have got good connection with IMA by which our students and their relatives benefit at emergency situations and they also contact us in emergencies.

Our relation with nearby institutions improved, which is evident from their co-operation in arranging and conducting programmes in recent years.

We received '**Model Voluntary Blood Donation Organization Award**' in 2017 and 2018 for our efforts in promoting voluntary blood donation camps on regular basis.

Problems Encountered

Initially we faced some resistance from the parents. But we could sensitize them.

Notes

We want to extend our programme far and wide in the coming years and create an online blood donors' group for the entire region so that it will reach the locality and the needy people in emergency situation fast. Our alumni who were the part of this programme in the previous years have informed their willingness to be a part of this programme. We expect the help of the local self-governments. We would like to extend this programme and to form an organ donors' forum here in which we want to include all students, alumina and students from the nearby institutions and the local people with the cooperation of the IMA.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1

Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

All the activities of the Institution are guided by the exhortation of Sree Narayana Gurudeva for ‘social change through education to the marginalised’. He was a *karmayogi* who fought against the inequalities in the society. His sayings ‘One caste, One religion One God for man’, ‘Any Religion Suffices if it Makes Man Virtuous’ etc. exploded on the narrow, caste-ridden social psyche. Guru believed that only through education could the downtrodden people be uplifted. He spearheaded the renaissance movement in Kerala.

Our Motto is “Seek Freedom & Enlightenment through Education.” Our institution is located in the coastal area of Thrissur District, Kerala. We are committed to empower the marginalised section of the society through education. Institution realizes its commitment to the society through various community enrichment programmes and initiatives.

The present era is augmented on Information and Communication Technology. Technology has proved its potential in various sectors of development in rural landscapes. **The Institution envisions Technology as a liberation force, an answer to many of the problems the rural society faces.** That is the impetus that drives us to undertake the mission of making the people of the locality techno savvy. The Institution embarked on several programmes with this objective in mind.

1.E VALAPPAD PROJECT

As per the **Financial Inclusion** programme of the Central Government, our Institution had made all the families of Valappad take a bank account in 2015.

NDLM Programme

The Institution took up the National Digital Literacy Mission and trained 287 women of the locality in basic computer skills in 2016.

E Valappad Project took the Financial Inclusion Programme and Computer Literacy Mission to its next level.

Objective:

The objective of this project was to spread digital financial literacy in every household and shop in the village of Valappad. In the new era of less cash and digital modes of payment, there were a lot of hardships for public if they did not know how to transact without cash. It was planned to conduct an intense exercise with a dedicated task force comprising of the students and staff of the Institution and the staff of Manappuram Finance Ltd., and with assistance of members of the Valappad Panchayat for educating the individuals in households of all wards to use the POS & other online payment means thereby creating a culture of comfort to transact without cash.

Valappad village has an area of **16.33 sq kms**. The total population is **35,237** out of which **19,029 are females & 16,208 are males**. **40%** of the population (8852 households) belongs to the **BPL** category.

86.5% of the total population are literate and only **13.5%** are illiterate as per 2011 census.

Plan of Action:

Field level training was imparted to every household of Valappad panchayat. Manappuram Finance Ltd. trained the students of the College & ward members of Valappad Panchyat. These students in turn under the leadership of the staff of Manappuram Finance Ltd., ward members and ward coordinators of Valappad Panchyat conducted field meetings to educate at least one member per household of Valappad Panchyat and impart awareness of the digital financial literacy. Every household of the panchyat was taught the different platforms of making cashless transactions thereby making Valappad one of the few 100% digital literate villages in India.

Outcome:

E Valappad Project was a great milestone in the history of Valapad Panchayat, Sree Narayana College and Manappuram Finance Ltd. The Hon'ble Governor Justice (Rtd) P. Sathasivam declared this in the Golden Jubilee Inauguration of the college.

Technology for Empowerment of Women

The Institution has planned to move forward with **Technology Inclusion** Programmes for women in the coming years. Many of the women are not familiar with the idea of life-long learning. They are unwilling to come out and undergo training even though they need a gainful job. Next time the plan is to make the women enrol in a Certificate course in one of the areas of technology.

Women use less technology and have fewer digital skills. This keep them away from many jobs which need technological knowledge. This is informed by access and affordability issues, lack of education, and socio-cultural norms. This digital/ technology divide should be lessened. More access to and control of technology for women and girls, especially in remote and marginalized areas will give them more confidence to be financially independent. A UN study estimates that 95% of harassment, derogatory language, and abusive imagery in online spaces are aimed at women. Technology-based solutions are key to gender equality issues. It will provide safer online spaces for women and girls. Our community activities are designed by identifying the needs and aspirations of the society as well as the development of our students.

The Institution has planned a shift in its focus area from **access and excellence** to **access and technology augmentation in all practices towards excellence**. The Perspective Plan VISION 2030 is envisaged with this objective in its focus. Infrastructure facilities are being set up for the same. The use of more technology will strengthen the extension activities. This, the Institution believes, will be a leap in the development of the community as well.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

- Every day the Institution begins its activities with the chanting of *daivadasakam*, written by Sree Narayana Guru, followed by reading of adages of great thinkers as ‘thought for the day’.
- Every day a word is written on the board in English, and its synonymous words in Malayalam and Hindi.
- 32 members of the faculty have additional qualifications (other than PG, M.Phil and Ph.D.)
- Every day the Department of English teaches the students a new word/phrase and its pronunciation and usage.
- The Discipline of students in the Institution is far better than that of the other co-education campuses in the district.
- Political activities on the campus are strictly kept under control as the Institution had filed a petition in the High Court of Kerala, and gained police protection against destructive activities on the part of student wings of political parties.
- Election to Students’ Council is in the parliamentary mode. This was permitted by the honourable High Court resulting in a peaceful election process.
- The Discipline Committee has implemented dress code for the students, as a uniform dress code would ensure uniformity among students and iron out the difference between the rich and the poor. Parents were also of similar opinion as many of them were daily wage earners and the expenses were extremely taxing. A referendum was conducted among the parents and the dress code was implemented in 2017.
- The campus is now conducive to undisruptive academic exercises. Not even a single working day has been interrupted by student agitations since 2017.

Concluding Remarks :

Sree Narayana College, Nattika has been focussing on giving access to the marginalised to quality education for the last 50 years. The Institution has considerably succeeded in its mission. Every year 85% of the students admitted to the Institution belong to SC/ST/OBC/ Minority category. However, this factor has often put major developments back stage. The locality disadvantages, the financial background of the students, inability to pursue great dreams, over politicised campus – all these posed stalemate in the great leaps of the Institution. Nevertheless, the Institution has always striven to keep a balance on quantity and quality without putting its objectives at stake.

With the one-year long Golden Jubilee Celebrations, the Institution has gained a new momentum in its sojourn, carving new qualitative benchmarks. The Perspective Plan **VISION 2030** prepared by the IQAC was released by the Honourable Speaker of Kerala Legislative Assembly during the Valedictory Ceremony of the Golden Jubilee Celebration on 8 April 2018. It delineates the activities of the Institution for the next decade.

The Institution has visualised a shift in the process of education - to integrate technology in every phase of teaching, learning and evaluation process. Technology ushers in fundamental structural changes that can be integral to achieving significant improvements in academic experience. Use of technology in education can increase productivity by accelerating the rate of learning; reducing costs associated with instructional materials;

and increasing quality teaching time.

The new objective is: Education -Technology Interface. Technology has the power to transform teaching-learning process by ushering in a new model of education and make the students globally competent. The Institution has integrated its new Objective into its Mission and hope to serve the nation with more vigour.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.2	Number of certificate/diploma program introduced during the last five years 1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>2</td><td>6</td><td>3</td><td>1</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>1</td><td>2</td><td>0</td><td>0</td><td>0</td></tr></table> Remark : Input edited with reference of metric id 1.2.3. DVV will not consider program based on curriculum.	2018-19	2017-18	2016-17	2015-16	2014-15	2	6	3	1	0	2018-19	2017-18	2016-17	2015-16	2014-15	1	2	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
2	6	3	1	0																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
1	2	0	0	0																	
1.2.2	Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented 1.2.2.1. Number of programmes in which CBCS/ Elective course system implemented. Answer before DVV Verification : 16 Answer after DVV Verification: 9 Remark : Input edited as per given document by HEI.																				
1.2.3	Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years 1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>154</td><td>84</td><td>80</td><td>54</td><td>110</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>17</td><td>56</td><td>0</td><td>0</td><td>0</td></tr></table> Remark : Input edited as per HEI clarification. DVV will not consider program less then 30hrs.	2018-19	2017-18	2016-17	2015-16	2014-15	154	84	80	54	110	2018-19	2017-18	2016-17	2015-16	2014-15	17	56	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
154	84	80	54	110																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
17	56	0	0	0																	

1.3.2	Number of value added courses imparting transferable and life skills offered during the last five years 1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 16 Answer after DVV Verification: 3																				
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 231 Answer after DVV Verification: 0 Remark : HEI input edited because required document not provided by HEI.																				
1.4.1	Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise Answer before DVV Verification : A.Any 4 of the above Answer After DVV Verification: C. Any 2 of the above Remark : Only students and teachers feedback forms are related to syllabus.																				
1.4.2	Feedback processes of the institution may be classified as follows: Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website																				
2.1.1	Average percentage of students from other States and Countries during the last five years 2.1.1.1. Number of students from other states and countries year-wise during the last five years Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>3</td><td>3</td><td>4</td><td>2</td><td>2</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>0</td><td>1</td><td>2</td><td>0</td><td>2</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	3	3	4	2	2	2018-19	2017-18	2016-17	2015-16	2014-15	0	1	2	0	2
2018-19	2017-18	2016-17	2015-16	2014-15																	
3	3	4	2	2																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	1	2	0	2																	
2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. 2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 59																				

Answer after DVV Verification: 30

Remark : It is not clear from the uploaded documents about the number of teachers using ICT facility. Link also not functioning. Input edited accordingly.

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0.17	0.32	29.48	57.56	2.00

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.17	0.22	29.48	57.56	2.00

Remark : HEI input edited as per HEI clarification.

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years

Answer before DVV Verification : 10

Answer after DVV Verification: 9

3.1.3.2. Number of full time teachers worked in the institution during the last 5 years

Answer before DVV Verification : 73

Answer after DVV Verification: 73

Remark : Input edited as per HEI clarification.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	2	19	6

	Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>2</td><td>1</td><td>0</td><td>6</td><td>3</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	2	1	0	6	3										
2018-19	2017-18	2016-17	2015-16	2014-15																	
2	1	0	6	3																	
3.3.2	The institution provides incentives to teachers who receive state, national and international recognition/awards Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : Input edited as per HEI clarification.																				
3.3.3	Number of Ph.D.s awarded per teacher during the last five years 3.3.3.1. How many Ph.Ds awarded within last five years Answer before DVV Verification : 3 Answer after DVV Verification: 0 3.3.3.2. Number of teachers recognized as guides during the last five years Answer before DVV Verification : 7 Answer after DVV Verification: 0 Remark : Input edited as per HEI clarification.																				
3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years 3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>14</td><td>28</td><td>16</td><td>19</td><td>7</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>5</td><td>7</td><td>1</td><td>6</td><td>4</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	14	28	16	19	7	2018-19	2017-18	2016-17	2015-16	2014-15	5	7	1	6	4
2018-19	2017-18	2016-17	2015-16	2014-15																	
14	28	16	19	7																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
5	7	1	6	4																	
3.3.5	Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years 3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>8</td><td>4</td><td>12</td><td>3</td><td>5</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	8	4	12	3	5										
2018-19	2017-18	2016-17	2015-16	2014-15																	
8	4	12	3	5																	

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	1	10	0

Remark : Input edited as per DVV clarification.

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
600	320	320	82	750

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
547	582	583	559	566

Remark : Input edited as per HEI clarification document.

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
18	19	13	12	12

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4	10	5	7	2

Remark : Input edited by selecting number of linkages. Number of certificates will not be counted.

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with

ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	1	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	1	0

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
48.02	44.74	52.10	109.2616 4	86.12358

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2.50125	39.90595	53.18271	44.24331	9.92424

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

Answer before DVV Verification : A. Any 4 of the above

Answer After DVV Verification: A. Any 4 of the above

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in

Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1.26	1.07	1.18	1.20	4.79

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0.225	0.024	0.066

Remark : Audited statement reflects entry for only Journal Subscription, no entry found for books. HEI input edited accordingly.

4.2.6 Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year

Answer before DVV Verification : 351

Answer after DVV Verification: 0

Remark : Input edited as per clarification given by HEI.

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : Input edited as per HEI clarification.

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
48.02	44.74	52.10	109.26	86.12

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
34.12	79.57	90.40	138.51	70.74

	Remark : Input edited as per clarification given by HEI.																				
5.1.2	Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years 5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>53</td><td>39</td><td>32</td><td>23</td><td>6</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>55</td><td>39</td><td>31</td><td>23</td><td>6</td></tr></table> Remark : Input edited as per clarification given by HEI.	2018-19	2017-18	2016-17	2015-16	2014-15	53	39	32	23	6	2018-19	2017-18	2016-17	2015-16	2014-15	55	39	31	23	6
2018-19	2017-18	2016-17	2015-16	2014-15																	
53	39	32	23	6																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
55	39	31	23	6																	
5.1.3	Number of capability enhancement and development schemes – 1. For competitive examinations 2. Career counselling 3. Soft skill development 4. Remedial coaching 5. Language lab 6. Bridge courses 7. Yoga and meditation 8. Personal Counselling Answer before DVV Verification : A. 7 or more of the above Answer After DVV Verification: A. 7 or more of the above Remark : Input edited as per clarification given by HEI.																				
5.1.4	Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years 5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years																				

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
821	340	340	376	221

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1174	410	647	478	443

Remark : Input edited as per clarification given by HEI.

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

5.1.5.1. Number of students attending VET year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
153	83	134	180	55

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
118	55	106	150	0

Remark : Input edited as per HEI clarification. DVV will consider vocational Education and Training of duration 3 months or more.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Answer before DVV Verification : ? 5 Lakhs

Answer After DVV Verification: <1 Lakh

Remark : Input edited because required document not provided by HEI.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	1	0	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Input edited as per HEI clarification.

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3.1. Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	2	1	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	1	0	1

Remark : Input edited as per clarification given by HEI.

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
8	13	13	3	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
8	10	8	3	4

Remark : Input edited as per certificate provided by HEI.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise

during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
21.20	89.48	75.12	28.85	19.53

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2.53322	43.57066	30.54518	10.38159	5.11250

6.5.3

Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
8	7	2	6	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	1	3	2

7.1.1

Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	5	2	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4	7	2	2	5

7.1.8

Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1.80467	1.89646	0.87051	7.51141	0.43067

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.37	0.50	0.124	7.23	0.25

Remark : HEI input edited as per clarification given by HEI.

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years
7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	12	10	6	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	5	1	0	1

Remark : HEI input edited as per HEI clarification.

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
7	11	6	4	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4	8	4	2	1

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 675

Answer after DVV Verification : 655

2.3 Number of outgoing / final year students year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
503	452	424	416	444

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
503	452	426	415	445

3.1 Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
73	73	73	73	73

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
073	73	73	73	73

4.1 Total number of classrooms and seminar halls

Answer before DVV Verification : 43

Answer after DVV Verification : 42

4.2 Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
48.02963	44.74339	52.10399	109.26164	86.12358

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
36.99	119.98	143.71	189.99	80.91