



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SREE NARAYANA COLLEGE, NATTIKA
Name of the head of the Institution		DR REENA RAVINDRAN
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04872391246
Mobile no.		9349321464
Registered Email		snnattika@gmail.com
Alternate Email		sncniqac@gmail.com
Address		Nattika P O
City/Town		Thrissur
State/UT		Kerala
Pincode		680566
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	DR JAYA P S
Phone no/Alternate Phone no.	04872391246
Mobile no.	9447003399
Registered Email	snnattika@gmail.com
Alternate Email	jsjsharitham@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.sncollegenattika.ac.in/admin/images/Iqac/AQAR%202017-18.pdf">http://www.sncollegenattika.ac.in/admin/images/Iqac/AQAR%202017-18.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.sncollegenattika.ac.in/About.php?pageid=80#">http://www.sncollegenattika.ac.in/About.php?pageid=80#</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	76	2005	21-Sep-2005	20-Sep-2010
2	B	2.55	2014	10-Dec-2014	09-Dec-2019

<b>6. Date of Establishment of IQAC</b>	17-Nov-2005
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Conducted a NAAC Sponsored National	13-Jun-2019 2	156

Seminar on Futuristic Trends in Teaching-Learning Process: Prospects & Praxis		
Green Audit	20-Apr-2019 14	0
Farewell Programme in Honour of the Retiring Teachers	26-Mar-2019 1	0
Participation in AISHE	27-Feb-2019 0	0
Conducted General Alumni Meet	14-Mar-2019 1	0
Participation in NIRF	30-Nov-2018 0	0
Sent DPR to RUSA	24-Nov-2018 0	0
Seminar Series Parampara: After the Deluge with a focus on the impact of Recent Flood on Kerala	22-Nov-2018 10	1114
Timely submission of Annual Quality Assurance Report (AQAR) to NAAC	30-Sep-2018 0	0
Published Code Conduct for Researchers	14-Sep-2018 0	0
Published A Handbook on Human Rights, Democracy & Ethics	14-Sep-2018 0	0
Anti-Ragging Campaign	06-Aug-2018 14	0
Prepared College Academic Calendar	01-Jun-2018 0	0
Prepared Action Plan for the Academic Year	01-Jun-2018 0	0

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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sree Narayana Study Centre	Seminar in connection with Indian Philosopher's Day	ICPR (Indian Council for Philosophical Research)	2018 2	20000

ASAP	Skill development programme	Central Govt.	2018 150	43000
WWS	Programme for advanced learners	State Govt.	2018 180	194400
SSP	Programme for slow learners	State Govt.	2018 180	75000
Biodiversity Club	Ozone Day	State Govt	2018 2	20000
Red Ribbon Club	World AIDS Day	State Govt	2018 1	4000
IQAC	NATIONAL SEMINAR	NAAC	2019 2	100000
WSC	PRE-MARITAL COUNSELLING	KSWC	2019 4	4000
Dept. of Physics	Sasthrajalakam	State Govt	2019 5	135000
Biodiversity Club	Wetland Day	State Govt	2018 2	20000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View Link</a>
<b>10. Number of IQAC meetings held during the year :</b>	9
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View Uploaded File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	Yes
If yes, mention the amount	100000
Year	2019

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

• National Seminar • Seminar Series • Partakes in UBA (Unnat Bharat Abhiyan) • Participated in AISHE and NIRF and scored a rank in the band 150200 • Publication of code of conduct for Research scholars and A Handbook on Human Rights,

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

Plan of Action	Achievements/Outcomes
Organize a Seminar Series in which students and teachers of all the departments and Resource Persons from outside present papers	Parampara: Kerala after the Deluge Conducted from 22 Nov to 05 Dec 2018
Organize a national Seminar under the aegis of NAAC	Conducted on 13, 14 June 2019
Participation in NIRF	Participated and the institution has been placed in the rank band between 150-200
Timely submission of AISHE Report	Submitted in time
Apply for MLA LAD fund	Applied for assistance to enhance facilities for the differently abled. Application is under processing.
More facilities for Differently abled students	Renovated a room with special facilities for the students with special needs
Apply for funded programmes	Conducted ten funded programmes
Plan for Improvement of results of students	Remedial Teaching has been made more effective Question Bank for targetted learning
Start Yoga Course	Started with the support Dept. of Holistic Medicine, Thiruvananthapuram
More Professional Diploma Courses under CCEK	Started 3 courses
Bridge Courses for new entrants	Conducted 2 weeks' bridge course for the first Semester students

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
College Council	23-Sep-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2019
Date of Submission	27-Feb-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System is in place in the office and Library. These systems include a wide range of support facilities, which include processing, filing, electronic mail, data storage, data and voice communication. Software used are eCollege Solutions and Libsoft. SPARK, software developed by the State Govt. IT section manages the distribution of Salary of the Staff. Admission of students is centralised online through Single Window System. Students' scholarships are entirely done online. The modules that are operational in eCollege Solutions are:</p> <p>Student Admission Register Flexible Custom Student Report Complete Information Report of a Student Date of Birth Report Identity Card SMS Module: Provision for sending SMS to Guardian's Mobile Performance, Diary Reports. Attendance: Hourly Attendance Entry consolidated Report Academic Calendar Shortage List Mark Entry Progress Report with Attendance Consolidated Reports Analysis Reports Reports for Internal Assessment Different Analysis Graphs Fees Collection and Billing Fees Scheduling Reservation, Exemption, Fine Settings Student Liabilities Caution Money Fees Collection Billing Fees Day Book Daily Fees Collection Report Defaulters' List Due List and Other Reports LIBSOFT Library Software: Library Management Book Details Entry Bar Coding Class Numbering Gate Register Student Staff Members Issue, Return, Renewal Catalogue printing Periodicals Quick Search Search option for Students Fine Collection Reservation of Books Shelf Details Due List Customized Reports</p>

Part B

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

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

Sree Narayana College, Nattika being an affiliated Institution, the curriculum is designed by the University. There is limited scope for any addition/alteration in the prescribed curriculum. Still it is supplemented with institutional practices as per the Vision and Mission of the institution.

Curriculum related courses, value addition skill courses, seminars, assignments, projects, and invited talks are the methods used for augmenting the curriculum. The IQAC prepares the Plan of Action for the whole year. IQAC convenes meetings with Academic Monitoring Committee to prepare the College Academic Calendar based on University Academic Calendar. This provides the frame work for effective curriculum delivery. Subsequently Department meetings are conducted to prepare Department Academic Calendar based on the College Academic Calendar. The departmental Academic calendar schedules submission of assignments, presentation of seminars, test papers, PTA meetings, field visits, and project work and study tours. Academic work is allotted by the Heads of the Departments to members of the Faculty according to their area of interest and specialization. The teachers prepare Teaching Plan for the Semester. They maintain an individual Teacher's Work Diary to self-monitor the delivery of allotted work. Departments conduct Curriculum related Courses as a means of supplementing the existing programmes. Departments have the freedom to conduct academic works like class room seminars, assignments, student presentations and class tests on days of their choice within the stipulations of the College Academic Calendar. Two internal examinations are conducted at the college level by the Committee for Internal Examinations. Department level meetings are held at frequent intervals to monitor the progress of work allotted to the members of the faculty. The Heads of Departments monitor this and give suggestions at these meetings. The College Council, the supreme statutory body of the college is convened frequently for the overall supervision of the effective curriculum delivery. Through Aptitude Tests Tutors identify the academic levels of students and advanced learners are given focused training under Walk With Scholar Programme. Special attention is given to the slow learners through Remedial Coaching and SSP. Skill development Programmes are done under ASAP. Peer Teaching is also encouraged. Reusable learning materials help them perform better. We encourage students to use ICT for learning. Students can have free access to e-learning materials and inflienet in the library. The college has a very effective tutorial system in which 20-30 students are tutored under the personal attention of the teacher. Every teacher has to submit a statement regarding the successful completion of their curricular work at the end of each semester. After the publication of internal marks, PTA meetings are held in each class and feedback is taken. Analysis of the Feedback from students, their respective Tutors and Parents help assess the curriculum delivery, its strengths and drawbacks.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
--	Professional diploma in fibre optics digital	24/08/2018	365	Employability	--

security system	24/08/2018	365	Employability
-- Professional diploma in mobile technology			--

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	BOTANY	03/06/2019
BCom	COMMERCE	03/06/2019
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
PhD or DPhil	Not Applicable	01/01/2018

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	53	147

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Foundations of environmental economics	10/10/2018	25
Apiculture	10/10/2018	33
English for Specific Purposes	10/10/2018	50
Latex	10/10/2018	17
PreMarital Course for Minority Students	07/02/2019	20
YOGA	15/10/2018	19
Certificate Course in Business Correspondence and Business Facilitator by ASAP28	21/08/2018	28
Foundation Programme In Banking And Financial Services	10/10/2018	37
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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BA	ECONOMICS	50
BA	MALAYALAM	36
BCom	COMMERCE	63
MCom	COMMERCE	20
MA	ECONOMICS	19
MA	MALAYALAM	13
BSc	BOTANY	30
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#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>Feedback is collected from students on curriculum and Programme. Student evaluation of teachers and exit survey are also done. This year (2018 -19) feedback was collected using Google forms. Students evaluate the various aspects using numerical rating scale. The strengths, weaknesses and suggestions for improvement mentioned by the students are summarized and analysed. It is discussed in the IQAC Meeting. Steps are initiated to improve the shortcomings. Student feedback on teachers is highly useful to make the teachinglearning process more meaningful. The feedback is analysed by the Departments and suggestions for betterment are given to the teachers. Every teacher also keeps a copy of student evaluation report of her/ his performance and makes a selfevaluation. Feedback is collected from the parents, Alumni and teachers. Parents are given print out of the questionnaire prepared during Parent Teacher Meetings (class PTAs). The areas where improvements are required are discussed in respective committees/departments. The proposals given by the committees and departments are discussed in Academic Monitoring Committee and IQAC meetings for necessary action. Members of the alumni are better judges of the effectiveness of curriculum in terms of its efficacy in application. So, in general as well as department level alumni meetings, members are encouraged to give their feedback. Alumni have done several developmental activities in the college, taking into consideration the needs of the students. The library complex, chairs in the auditorium, Endowments for meritorious students, water purifier in the office, portable generator, sponsoring of seminars, financial help for students to participate in University arts and sports festivals, Career Guidance talks for students, 'Guruvandanam' – a program honouring the retiring teachers etc. are some of the initiatives from the Alumni. Teachers can judge a curriculum and its various aspects from an experiential level. Their feedback is more scientific and accurate as they deal with it at the execution end. This is considered for organizing seminars, talks and such academic activities which can make up the pitfalls and strengthen the curriculum. Teachers who are members in Board of Studies of the University inform the suggestions regarding curriculum and programme in the meetings for curriculum restructuring.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ECONOMICS	65	2915	64
BA	MALAYALAM	40	2145	40
BSc	MATHEMATICS	48	1108	45
BSc	PHYSICS	48	1628	46
BSc	CHEMISTRY	48	1793	46
BSc	BOTANY	40	2198	39
BSc	ZOOLOGY	40	2658	39
BCom	COMMERCE	65	3811	64
MA	ECONOMICS	20	490	20
MA	MALAYALAM	16	412	16
MSc	MATHEMATICS	20	406	20
MSc	PHYSICS	16	666	16
MSc	CHEMISTRY	16	815	16
MSc	BOTANY	16	809	16
MSc	ZOOLOGY	16	769	16
MCom	COMMERCE	23	821	23

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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1110	243	8	0	66

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
74	59	59	13	2	59

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Structure Function Tutorward (Mentor Mentee) system has been in practice in the college since 1995. The

system has been envisaged by the UGC and implemented vide G.O.. (MS) No. 118/93/H.Edn. dt. 13.09.1993, and Circular from the Director of Collegiate Education, No. Spl.30532/94/Coll. Edn. dated 18.06.1994. Four hours of the 40 hour workload in 5day week are set apart for mentoring. Principal is in overall charge of the system. There is a committee consisting of a coordinator and one faculty member from each department to assist the Principal. Students are grouped into batches of about 20 numbers and each batch is guided by a teacher designated as Group Tutor. S/he shall guide and evaluate the curricular and cocurricular activities of the ward. Students of each class in the college are having a fulltime teacher as their mentor. At the beginning of the academic session, the classwise names of the mentors are displayed on the college website. The report regarding the student shall be kept for the entire period of study. Objectives MentorMentee system aims at improving the allround performance of the students. Provides better opportunities for personal rapport between the teacher and the student. Identify the strength and weakness of each student Assist the student to plan and choose a suitable career. Obtain feedback from students and forward them to appropriate administrative bodies Identify students requiring counselling, health checkup and remedial coaching and direct them to the concerned centres. Direct the students to join various clubs and centres according to their tastes. Conduct class PTAs. The mentors are responsible for academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance and academic progress of the students. At the beginning of the academic session, the mentors conduct orientation programmes for the students, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university. The biographic details of each student including educational background and socioeconomic status are kept in record. They also maintain record of their class attendance, classperformance and academic progress. The mentors use both formal and informal means of mentoring. The mentor system acts as a mechanism to boost inclusiveness, gender sensitivity and social responsibility of students. The Tutorial Committee monitors that the system is effectively implemented.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1361	73	1:19

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
74	74	0	5	24

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	PRIYANKA A S	Assistant Professor	Appreciation Certificate from IMA
2018	DIVIYA K D	Assistant Professor	Appreciation Certificate from IMA
2018	DR RENJINI R VARMA	Assistant Professor	Appreciation Certificate from ASAP
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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last	Date of declaration of
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			semester-end/ year-end examination	results of semester-end/ year- end examination
BA	ECONOMICS	VI SEM	25/03/2019	10/06/2019
BA	MALAYALAM	VI SEM	25/03/2019	10/06/2019
BSc	MATHEMATICS	VI SEM	25/03/2019	10/06/2019
BSc	PHYSICS	VI SEM	25/03/2019	10/06/2019
BSc	CHEMISTRY	VI SEM	25/03/2019	10/06/2019
BSc	BOTANY	VI SEM	25/03/2019	10/06/2019
BSc	ZOOLOGY	VI SEM	25/03/2019	10/06/2019
BCom	COMMERCE	VI SEM	12/03/2019	06/06/2019
MA	ECONOMICS	IV SEM	25/03/2019	03/06/2019
MA	MALAYALAM	IV SEM	28/11/2018	03/06/2019
MSc	MATHEMATICS	IV SEM	28/11/2018	03/06/2019
MSc	PHYSICS	IV SEM	28/11/2018	03/06/2019
MSc	CHEMISTRY	IV SEM	28/11/2018	03/06/2019
MSc	BOTANY	IV SEM	28/11/2018	03/06/2019
MSc	ZOOLOGY	IV SEM	28/11/2018	03/06/2019
MCom	COMMERCE	IV SEM	28/11/2018	03/06/2019
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Assessment and its systematic analysis is one of the quality benchmarks in higher education. It is the culmination of teaching-learning process. The institution has adopted a Centralized system of Continuous Internal Evaluation (CIE) to standardise the process of evaluation. But at the same time some parts of evaluation are customised to suit each subject in order to give flexibility to the system. College Academic Calendar provides the dates for Internal Examination. Department Academic Calendar prepared in line with the College Academic Calendar, schedules the dates for assignments, seminars, project work, study tour, field visits etc. which are part of Internal Evaluation. Internal Examinations are conducted by the Committee for the same. The Academic Calendar is published in the website and displayed on the notice board. Orientation Classes are given to the new entrants at the beginning of the first semester to make them aware of the evaluation process. Tutors also provide necessary directions as to the changes and amendments in the evaluation process. Usually 20 of the total marks is allocated for internal evaluation. Of these attendance carries 5 marks. We use software (e college solutions) for calculation of attendance. Attendance Committee publishes monthly consolidated attendance of each student so that the student can meet the tutor well in advance, if there is any discrepancy. 9 days' attendance is given to students for participating in Cocurricular activities in each semester. The coordinator of the respective activity should vouchsafe to the participation of the student in any activity. Submission of assignment and Seminar presentation carries 5 marks. We try to avoid repetition of topics for assignment by giving a large number of topics. Seminars presentations are usually group presentations for UG students and they can do using PowerPoint. However PG students do individually using PowerPoint. Test papers, for which 50 of the CIE marks are earmarked, are conducted by the centralised Committee for Internal Examination. Modules for the Test are decided well in advance in each department, and inform the

students. Surprise tests and quizzing are also part of evaluation. Result Analysis is done by the class tutors after every CIE Test and pass percentage of each course is calculated. The performance of the students is monitored by the Academic Monitoring Committee. The Principal conducts Review Meetings to give necessary feedback for the improvement of students' performance. Progress Reports Parents Meetings: The institution is keen on monitoring the performance of the students and reports to the Parents. Progress Reports are given to the parents by the tutors at PTA meetings. Remedial Classes are conducted for the slow learners and those who are absent due to unavoidable reasons. This practice helps the slow learners to update their subject knowledge and helps them to catch up with their peers. Peer Teaching is also encouraged.

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

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

**2.6 – Student Performance and Learning Outcomes**

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

<http://sncollegenattika.ac.in/courses.php?pageid=23>

**2.6.2 – Pass percentage of students**

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					
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**2.7 – Student Satisfaction Survey**

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

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

**CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION****3.1 – Resource Mobilization for Research**

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	KSCSTE	0.09	0.09
Minor Projects	365	KSCSTE	0.08	0.08
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**3.2 – Innovation Ecosystem**

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

Title of workshop/seminar	Name of the Dept.	Date
SEMINAR ON INTELLECTUAL PROPERTY RIGHTS	IQAC	20/11/2018
ENVIRONMENTAL IMPACT ASSESSMENT	BOTANY	19/06/2019
BIOCISION 2019	BOTANY	28/01/2019
FIBRES AND RIBBONS FOR POWERING WEARABLE DEVICES	PHYSICS	04/01/2019

## 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Collaborative Biology Research	Dr.Binumol M	CUBE of HBCSE	20/06/2019	Teacher-Mentor Award
Collaborative Biology Research	Krishna M.S	CUBE of HBCSE	20/06/2019	D DKosambi Young Scientist Award
Collaborative Biology Research	Sanjana Sanjayan	CUBE of HBCSE	20/06/2019	D DKosambi Young Scientist Award
Collaborative Biology Research	Lakshmi P.J	CUBE of HBCSE	20/06/2019	S.K Mahajan for popularization of Science
Collaborative Biology Research	Drishya V. Soman	CUBE of HBCSE	20/06/2019	S.K Mahajan for popularization of Science
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## 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Cultivation	Mushroom Cultivation	Krishi Bhavan and	Edible Mushroom	Technology Sharing	22/08/2019

Nattika Grama Panchayat	Cultivation
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Malayalam	2

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>No Data Entered/Not Applicable !!!</b>			
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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
<b>No Data Entered/Not Applicable !!!</b>	
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#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
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#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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#### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	12	44	74	74
Presented papers	5	24	44	32
Resource	2	8	13	16

persons

[View Uploaded File](#)

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
IBM	01/08/2018	Training Partner	186

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
48.02	15

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Seminar Halls	Newly Added
Seminar halls with ICT facilities	Newly Added
No file uploaded.	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Libsoft Version	Fully	4.1	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	2291	1145500	100	71600	2391	1217100
Text Books	46132	6919800	286	107856	46418	7027656
Library Automation	0	75000	0	600000	0	675000
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr Binitha	Zoology	Moodle	10/10/2018
No file uploaded.			

### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	133	11	193	40	20	8	16	100	0

Added	60	60	0	0	0	0	0	0	0
Total	193	71	193	40	20	8	16	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
----------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Video Camera, Voice Recorder, Electronic Lectern with Recorder	<a href="https://www.sncollegenattika.ac.in/Facilities.php?pageid=104">https://www.sncollegenattika.ac.in/Facilities.php?pageid=104</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4.28	3.56	5	3

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

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. The Management, UGC, Alumni, PTA and PD fund are the financial sources for procurement and maintenance of infrastructure in the Institution. Every year the IQAC collects the list of requirements from all departments, office and library. The list of items to be obtained from management is handed over to the RDC by the Principal. Others are secured from the PTA or PD fund as the case may be. The requirements which need external funds are attempted to bring around through proper channel. All purchases are done by the Purchase Committee. 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 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. Library is kept properly by the library assistants under the guidance of the librarian. The Library Committee consisting of the Principal, Librarian and senior faculty members from all streams of study has the overall charge of the maintenance and sustenance of facilities in the library. Sports amenities are maintained by the support staff. The maintenance of computers is done with support from PTA. Annual maintenance contract with the suppliers ensures the proper maintenance of the computers. All Computers are supported by UPS. Network maintenance and repair is done by the technicians from outside. Stock verification is carried out every year by the members of the faculty. Cleanliness and maintenance of Classrooms and Campus are ensured by the support staff. The RDC and the PTA provide the salary for the support staff. The NSS also does cleanliness activities on the premises of the Campus. Examination Halls are neatly kept

with the fund from the University for the Purpose. A Committee has been constituted for the proper functioning of the Cooperative Store. The cooperative society is maintained by its on revenue. The Canteen Committee is in charge of all matters related to the canteen. It is run on lease through open tender invited by the committee. The regular maintenance is done by the canteen staff themselves. The PTA or the Management does the annual repair. The Hostel Committee consists of the Warden, Deputy Warden and a few senior teachers and hostellers. The Infrastructure maintenance charges of the hostel are borne by the Management and other expenses are met by the inmates.

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

#### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	7

### 5.2 – Student Progression

#### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
<b>No Data Entered/Not Applicable !!!</b>		
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## 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)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Mr Asia Mens Physique Silver medalist	International	1	0	52197176 6671/41821	VINEETH C S
<b>No file uploaded.</b>						

### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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/Observance 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, Bhumithrasena and Farm Club have active participation of students in them. The Students Council works in tandem with the NSS and NCC in matters of social importance. Students generally like to shoulder the responsibilities that are entrusted to them. The Institution follows the policy of teaching the students that duties go with the rights they enjoy on the campus.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of Sree Narayana College, Nattika, has been functioning since 2003. It was formed with a view to keep the link between the old students and the Institution. Sree Narayana College has shaped many educationists, scientists, writers, managers, entrepreneurs, politicians, teachers etc. The Alumni Association brings all these people together on a single platform and develops plans to promote and improve Institutional matters. The alumni members meet for an Annual get-together every year. They share their details of employment and achievements. All the Alumni can participate in various entertainment programs and games organized by the college, with their spouse and children and are provided with lunch and refreshments. Also arranged program to honour the deserved. The Alumni are also involved to promote the students for their higher education thereby future career. The HODs also interact with the members of Alumni Association especially on the matters to enhance the academic quality and the infrastructure development. The Objectives of the Association are: a) To maintain the contacts with the alumni b) To interact and network with the past and the present students of the institution c) To inform the growth and development of the institution to the members of alumni d) To enhance the academic and infrastructure development of the institution e) To promote and support the Institutions wherever possible.

**MEMBERSHIP- OFFICE BEARERS** All graduates and post graduate students who completes their course from Sree Narayana College, Nattika, is eligible for the membership of the Association with life membership of Rs1000/-. Campus has an Alumni Relations office, the Alumni Association elects an Executive Council every two years, and we have about 2 Alumni Chapters (Qatar Chapter and UAE) The Association consists of President, a Vice President, a Secretary and a Treasurer, elected at the general body meeting of the Alumni Association. All

officers are members of the Alumni Association. The college provides a room for the functioning of ALUMNI in our college. The current office bearers: a) Chief Patrons: Mr. Vellappilly Natesan, Manager of Sree Narayana Colleges Mr. V P. Nandakumar, MD of Manappuram Finance Ltd a) President : The President, Principal of the institution, preside over all the meetings of the Association and co-ordinating the functions of the association. b) Vice President : In the absence or inability of the President the Vice President Ms. M. R. Drisya, Assistant Professor of Sree Narayana Guru College, Nattika, perform all the duties of the President and also perform other duties assigned by the President. c) The Secretary Mr. T. K.Haridas, Senior Biologist of Health Service (Retd) keep the records and minutes of the Alumni Association meetings. d) Treasurer : The Treasurer, Dr. Firoze, P. S., Associate professor of Commerce (Retd), is the custodian of Alumni funds and also responsible to present a financial report at each regular meeting only under the direction of the Alumni Committee. e)Executive Committee : The Executive Committee consist of 12 elected members from the General body are responsible for the smooth running of Association's programs.

5.4.2 – No. of enrolled Alumni:

14662

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

121000

5.4.4 – Meetings/activities organized by Alumni Association :

1. Regular annual meeting named Ramaneeyamee kalalayam 2. Installation of Water purifier 3. Contribution of Generator to the college 4. Provided Financial assistance for new library block 5. Co-partner with PTA to organise seminar series named Parampara, every year 6. Mathematics alumni association "Ganitham " gave financial support to flood affected students in the department 8. Botany alumni meet - Haritham - honoured retiring teachers and toppers of botany department(13-1-2019) 9. Sponsored Water Purifier 10. Inauguration of Seminar Series "Parampara" in Association With Alumni of Sree Nrayana College, Nattika 11. Alumni Financial Support Given To Victims Of Flood - 2018 Of Kerala 12. Re - Union of Qatar Chapter at Doha 14. Our ALUMNI Sri. A P Manikandan has been selected as the President of Indian Culture Centre. He was honoured in the College 15. Executive Meeting of Qatar Alumni on 26/11/2018 for evaluating cricket tournament conducted under ICC. Our Alumnus Sri. A P Manikandan has been selected as the president of ICC . 16. Annual General Body Meeting of S N College Alumni on 28/07/2018 in College Seminar Hall. 17. Executive Body Meeting of S N College Alumni on 31/07/2018 18. A family get together of alumni members 20. Whatsapp group of Alumni members formed. 21.Executive Meeting of S N College Alumni on 18/03/2019 in College Seminar Hall. Discussion on the future plans of Alumni activities in College and taking steps for enhancing the membership of Alumni Association of Sree Narayana College, Nattika.

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

### **6.1 – Institutional Vision and Leadership**

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

1. Parampara - A Multi-disciplinary annual Seminar Series lasting for 10 days, in which students are allowed to present papers with the invited Resource Persons from outside, is a joint venture of the IQAC, Research Committee, PTA and Alumni. 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. The seminar series

"PARAMPARA" 2018 was inaugurated by Dr. P. K. Biju, Hon. MP, Alathur on 22 November 2018 at 10.00 am in our Seminar Hall. This year we have earmarked for a comprehensive analysis of an unprecedented incident that devastated our state. We witnessed the once-in-a life time rainfall and severe floods during August 17-27, 2018. Kerala: After the Deluge, provided our students with a platform for open discussion on flood and its impacts on social life of humans and animals and the effect of flood on the growth of plants and microorganisms and the climate changes as well as their impacts on Indian economy. We conducted the Seminar Series from 22 November 2018 to December 5, 2018. Ten invited speakers and 47 student speakers transferred a wide spectrum of knowledge to the audience. The proceedings of the PARAMPARA 2018 were released by Dr. T. K. Narayanan, Hon. Vice Chancellor, Kerala Kalamandalam, Cheruthuruthy at the Valedictory function on January 22, 2018 after the Valedictory address. 2. A new venture "Wednesday Bazaar" was started by the Dept. of Commerce to initiate the students to production and marketing. This venture became a great success with the cooperation of the students, parents, staff and neighbours. Fruits and vegetables grown using organic methods are collected and sold in an open place on the campus by those who cultivate the produces themselves. This Wednesday Bazaar is organized once in every month. The success owes to the concerted effort of all stakeholders. Students get an experience in experiential learning and participative activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	Industrial visits are part of the curriculum in some courses.
Library, ICT and Physical Infrastructure / Instrumentation	A new library complex, fully automated, has been constructed. 197 computers are there for academic use.
Examination and Evaluation	Two internal exams based on the results of which the remedial teaching for slow learners is organized.
Curriculum Development	Members of the faculty are members of the Boards of Studies which restructure curriculum. The Institution takes initiatives to augment the curriculum by conducting short term courses, seminars and workshops.
Teaching and Learning	Integrating ICT in teaching, Peer Teaching, Participative learning
Research and Development	Applied for more Research Centres. Published Code of Conduct for Research and Publications.
Human Resource Management	Human Resource Management is effectively done especially as there are shortage of staff. The Management and the PTA has appointed staff on contract.
Admission of Students	Admission is purely on the basis of UGC/Govt. University rules and

regulations.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Student admission attendance scholarships fee collection communication
Finance and Accounts	salary other financial matters
Student Admission and Support	Through a software : e-college solutions
Examination	Registration for examinations SDE Student allotment hall ticket Communications regarding examination

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	5	0	0

6.3.5 – Welfare schemes for

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

#### 6.4 – Financial Management and Resource Mobilization

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

The Institution has both internal and external audit system for financial transactions. All the transactions are through bank accounts of the Principal and debited through cheque. The head accountant is responsible for primary

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

2120452
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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	PRINCIPAL, FORMER MEMBER OF THE FACULTY,

				IQAC COORDINATOR
Administrative	No	Nil	Yes	PRINCIPAL, FORMER OFFICE SUPERINTENDENT, IQAC COORDINATOR

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Providing support staff Endowments for Students Financial support for conducting extra curricular activities AMC to Solar Panel Bought Office Stationery and paper for Internal Examination Funded Seminar Series "Parampara - After the Deluge"

6.5.3 – Development programmes for support staff (at least three)

Bonus in festival seasons Subsidized food in the canteen medical leave

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Started a sub centre of Centre for Continuing Education Kerala and conduct Diploma courses A new Library Complex Halls solely for conducting examinations E learning Centre Internet connections with increased bandwidth and Wi-Fi (100 mbps) Unused area of the terrace was converted into examination halls by truss roofing Language lab with updated software Aailed FIST fund (99 lakhs)

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Debate on Gender Justice Women Empowerment programme in connection with the International Women's Day	08/03/2019	08/03/2019	60	16

Conducted competition for college students on Laws related to women with the support of National commission for Women	18/12/2018	18/12/2018	173	20
Observed World Population Day in association with District Medical Office (DMO), Vadanappilly and onducted a class on 'Family Planning is a Human Right', for girl students	26/07/2018	26/07/2018	57	34
Entrepreneurs hip Skill Development Training Programme for Women of the locality - Food Processing -Preparation of Squash and Jam	06/07/2018	06/07/2018	60	23
In connection with Women entry in Sabarimala ayyappa temple conducted a lecture on "Gurudarsanavum Mathanirapeksha thayum"	14/11/2018	14/11/2018	84	12
Interactive session with successful women entrepreneurs 1.Smt.Sumeela Jayaraj 2.Smt.Sreedevi Kesavan	13/08/2018	13/08/2018	63	33
Interactive session with	12/12/2018	12/12/2018	71	34

successful women entrepreneurs 1.Smt.Sumeela Jayaraj 2.Smt.Sreedevi Kesavan				
Honouring Seethal Shyam, a Transgender Activist during college union inauguration	09/11/2018	09/11/2018	867	221

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1520 Kwh/year

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	6
Ramp/Rails	Yes	6
Braille Software/facilities	Yes	2
Rest Rooms	Yes	6
Scribes for examination	Yes	6

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
<b>No Data Entered/Not Applicable !!!</b>							
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Jagrata: A Handbook on Code of Conduct for all Stakeholders based on Human Values and Professional Ethics	14/09/2018	Jagrata: A Handbook on Code of Conduct for all Stakeholders based on Human Values and Professional Ethics delineates the rules and regulations and etiquette to be observed by all stakeholders. The Handbook has been uploaded on the website for the public for

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observance of National Rededication day and National Unity day	31/10/2018	31/10/2018	923
A rally to create awareness on the importance of National Unity among citizens	31/10/2018	31/10/2018	142
Celebration of National Integration Day	19/11/2018	19/11/2018	210
National Constitution day	26/11/2018	26/11/2018	89
Power point competition for students on 'National Identities and Symbols'	01/02/2019	01/02/2019	16
Observed International Day of Yoga by conducting Yoga class in association with Isha HathaYoga, school of yoga	26/06/2019	26/06/2019	88

[View File](#)

## 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

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 'Karenelkrishi' (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.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

1. BST PRACTICE - I 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 Is 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. 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.

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

<https://www.sncollegenattika.ac.in/admin/uploads/best%20practices2.pdf>

### 7.3 – Institutional Distinctiveness

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

All the activities of the Institution are guided by the exhortation of Sree Narayana Gurudeva for 'social change through education to the marginalised'. Guru believed that only through education could the downtrodden people be uplifted. 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. 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. The objective of this project was to spread digital financial literacy in every household and shop in the village of Valappad. 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. 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. 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. The plan is to make the women enrol in a Certificate course in one of the areas of technology. 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. The Perspective Plan VISION 2030 is envisaged with this objective in its focus. This, the Institution believes, will be a leap in the development of the community as well.

Provide the weblink of the institution

<https://www.sncollegenattika.ac.in/Iqac.php?pageid=93>

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

Plan for the Academic Year 2019-20 Submit online AQAR on time Submit IIQA, SSR and expedite NAAC Accreditation Participate in NIRF Participate in AISHE Participate in Kerala State Higher Education Survey (KSHES) Submit SSR for SAAC (State Assessment and Accreditation Council) Conduct Activities under UBA Conduct Academic Administrative Audit with the assistance of an external expert Green Audit for the year More Institution- Community Engagements (ICE) Set apart a 'Laurels Day' for IQAC to honour the achievers among our stakeholders More Curriculum based Value Addition Courses to be introduced by the Departments More Skill and Employability Enhancement Courses under SEEK Start new UG/PG Programmes Organize International Seminars Creation of MOOC Courses Organize Seminar Series - Parampara Seminar on IPR and Patents Programmes on Gender Equity Start Research Centres in Chemistry, Zoology and Commerce Start an Incubation Centre Encourage all students to join MOOC Courses Planning for increased placements of students More Programmes for Advanced and Slow learners More Programmes for Differently abled learners Observe/Celebrate all National/International Days of Importance Organize more funded Programmes Orientation Classes to Office Staff on e-governance Complete Automation of Office Studio for creating MOOC Courses, e-content development and ELMS Purchase more computers and ICT tools Lift for the orthopedically challenged Generator back up for the whole college Solar Installation in all blocks More Facilities for Indoor Games