

Annual Quality Assurance Report (AQAR)
For the Period of 2016-17



SREE NARAYANA COLLEGE

KOLLAM

Kerala, South India 691001

Affiliated to University of Kerala

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

SreeNarayana College, Kollam

The Annual Quality Assurance Report (AQAR) 2016-17

Part – A

1. -Details of the Institution

1.1 Name of the Institution

SREE NARAYANA COLLEGE

1.2 Address Line 1

SREE NARAYANA COLLEGE

Address Line 2

KOLLAM

City/Town

KOLLAM

State

KERALA

Pin Code

691001

Institution e-mail address

snckollam@gmail.com

Contact Nos.

0474-2741793

Name of the Head of the Institution:

Dr. K. ANIRUDHAN

Tel. No. with STD Code:

0474-2741793

Mobile:

9447062613

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. &Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no.is available in the right corner-bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2002	2007
2	2 nd Cycle	A	3.02	2016	2021
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC:

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2009-10 on 23-05-2015
- ii. AQAR 2010-11 on 23-05-2015
- iii. AQAR 2011-12 on 23-05-2015

- iv. AQAR 2012-13 on 23-05-2015
- v. AQAR 2013-14 on 23-05-2015
- vi. AQAR 2014-15 on 06-10-2015
- vii. AQAR 2015-16 on 11-09-2016

1.9 Institutional Status

University State Central Deemed Private

Affiliated College: Yes

Constituent College: Yes

Autonomous college of UGC: No

Regulatory Agency approved Institution: No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution: Co-education & Urban

Financial Status Grant-in-aid: UGC 2(f) & UGC 12B



1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the College*): University of Kerala

1.12 Special status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR, etc.

Autonomy by State/Central Govt. / University: No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme DST-FIST: No

UGC-Innovative PG programmes: Yes P.G. Diploma in Biomedical Sciences

UGC-COP Programmes: No

2. IQAC Composition and Activities

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

-

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:

04

Faculty

04

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year?: No

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. Orientation programme on NAAC reaccreditation
2. E-resources and e-learning
3. NAAC Reaccreditation & Peer Team visit
4. Career advancement scheme for college teachers under UGC regulations

2.14 Significant Activities and contributions made by IQAC

- Orientation programme on NAAC re-accreditation
- Seminar on e-resources and e-learning
- Orientation NAAC reaccreditation & peer team visit
- Workshop on career advancement scheme for college teachers under UGC regulations
- Preparation of master plan for the academic year 2017-18
- Conduct of a mock visit in all departments before the NAAC peer team visit
- Internal auditing of all the departmental files
- Coordinating all the activities for NAAC per team visit and the process of reaccreditation
- Formation of student IQAC
- Publication of profiles of recognized research guides of the college
- Conducted review meet at the end of academic year
- Release of hand book on e-resources
- Publication of multi-disciplinary research abstract part A&B for Science and Arts, Commerce and Literature respectively
- Campus recruitment for Additional Skill Acquisition Programme (ASAP) - Communicative English Teacher (CET)
- Maintenance of a dynamic and up-to-date college web site

- Overall quality improvement of the college
- Promotion and facilitation of improved teaching-learning practices
- Encouragement for quality research in college
- Inculcation of a vibrant cultural perspective through variety activities spread over with 93 programmes
- Introduction of e-learning resources to enhance student-learning

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
To equip the college for NAAC peer team visit and re-accreditation	IQAC played a major role in the successful conduct of NAAC peer team visit which was scheduled on 7-9 November 2016. IQAC team was in the forefront to co-ordinate the visit and to present all the relevant documentary evidences to the Peer Team for validating the claims in the SSR. The College was re-accredited by NAAC with A Grade and the CGPA is 3.02
To organise orientation programmes, seminars and training programmes for quality enhancement	<ul style="list-style-type: none"> • Orientation programme on NAAC re-accreditation • Seminar on e-resources and e-learning • Orientation on NAAC re-accreditation & peer team visit • Workshop on career advancement scheme for college teachers under UGC regulations • Computer training programme for non-teaching staff • Orientation programme on 'University Examination Invigilation'
To timely submit the Annual Quality Assurance Report for the year 2015-16	AQAR for the period 2015-16 was submitted to NAAC
To equip the college for the re-accreditation process and to conduct mock visit of NAAC peer team	An interactive session by Dr. S.V. Sudheer, Director, ASC-University of Kerala & NAAC Peer Team Member on NAAC peer team visit was organized on 30.10.2016. A mock peer team visit was conducted in every Departments of the College
To conduct more number of IQAC meetings	Four IQAC meetings were conducted

To form a student-IQAC unit	Two student representatives from every class were selected to form a Student-IQAC unit for our college as students are one of the important stakeholders in quality initiatives. SIQAC was inaugurated by College Principal on 01.11.2016.
To motivate teachers to present and publish their research works	Number of paper presentations in seminars and conferences: <ul style="list-style-type: none"> • International seminars-13 • National conferences-69 Scientific papers published: <ul style="list-style-type: none"> • Peer Reviewed International Journals-27 • National Peer Reviewed Journals-8.
To encourage teachers to acquire higher academic degrees	6 faculty members have utilized sabbatical leave provision under the Faculty Development Programme of UGC for completing their Ph.D. work.
To renovate IQAC room	A new well-furnished IQAC room was set up
To revamp college website & blog	Documenting the daily activities of college regularly and keeping the digital presence alive.
To promote campus recruitment for ASAP Communicative English Teacher (CET)	The selection process for campus recruitment was facilitated by IQAC as per the instruction from State Co-ordinator (Colleges), ASAP. 9 students got selection.
To publish the reports of clubs, committees and forums from the year 2009 to 2016 in relation to NAAC visit	Compiled and published 7 reports in book format in the context of forthcoming NAAC Peer Team Visit.
To compile and publish abstracts of P.G and U.G research projects	Compiled and published the abstracts of student research projects of our college as <i>Young Researcher</i> (Book of Abstract) during the academic year in two volumes.
To mobilize funds for research, seminars and conferences.	Seminars funded by UGC (2), KSCSTE (3) and ICPR (1)
To submit project proposal for DST-FIST & DBT- Star Colleges	Submitted project proposal for DST-FIST fund & DBT- Star College

To organize annual alumni meet of the college and department-wise alumni meetings	Organised 'Guru Vandanam' - Guru-Shishya Sangamam-2016 on 02.10.2016, an Annual Alumni Meet of the college and honoured 101 former teachers in the function. All departments were directed to organize Department-wise Alumni Days. 14 departments conducted Alumni meetings till date.
To start a best practice for college	Started " <i>S. N. College-Palliative Care Unit</i> " in the college with 82 trained student volunteers, in association with District Hospital, Kollam.
To analyse result & failure of U.G & P.G. students based on University Results (2015-16)	Format for subject wise failure analysis was prepared and sent to all HODs with a title 'Result Analysis'. All the HODs are directed to submit a report after the publications of the results of each semester in UG and PG courses.
To co-ordinate student support programmes of college like, ASAP, WWS and SSP	A co-ordination committee was constituted to monitor the activities of the student support programmes such as ASAP, WWS, and SSP in the College.
To prepare the department-wise action plan for the period of December 2016 to March 2018.	Department level meetings were organized and two members from each department were selected to prepare an action plan of the respective department for a period of December 2016 to March 2018. The action plans were collected and compiled by IQAC.
To organize academic programmes (UGC-Sponsored National Seminars, Regional Seminars, Conferences and Workshops) during this academic year and submission of reports to IQAC	93 programmes were organized from 1 st June 2016 to May 31 st 2017
To prepare individual teaching staff data, department profile & evaluation report for the year 2016-17	Prepared revised formats for individual data input and department profiles & annual reports for 2016-17 and sent to all the teaching faculties and departments. Collected the duly filled formats, compiled and maintained as part of the annual basic data base of the College (2016-17).

2.15 Whether the AQAR was placed in statutory body Yes

Management

Syndicate

Any other body

IQAC Meeting & College
Council

Provide the details of the action taken

This AQAR was placed in the IQAC meeting and college council before submission. The report was thoroughly analysed by the members. Suggestions and comments for improvement were incorporated. The next council meeting approved the corrected report.



Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	08	-	-	-
P.G.	14	-	-	-
U.G.	17	-	-	03
P.G. Diploma	01	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	05	-	-
Others	-	-	-	-
Total	41	05	-	03

Interdisciplinary	04	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	32
Trimester	-
Annual	-

1.3 Feedback from stakeholders Alumni Parents Employers Students
(On all aspects)

Mode of feedback: Online Manual Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	127	95	31	--	01 (Part-time)

2.2 No. of permanent faculty with Ph.D.

69

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	95	16	31	-	-	-	-	-	127	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

34

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	93	72
Presented papers	12	37	05
Resource Persons	01	08	06

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- ICT Enabled teaching learning method
- Interactive approach
- Peer group teaching
- Debate, discussion sessions, article reviews, etc.
- Use of power point presentations, taking pedagogy beyond text books
- Familiarization of students with e- resources, experiential learning to re enforce the fundamentals of the subject
- Conducted periodic test papers to evaluate the learning level of students.
- Class room discussions on relevant topics

- Screening of historical movies
- Periodic visit to local historic sites
- For slow learners: Remedial classes; curative approach; repetition type; individualized tutoring
- For Advanced Learners: seminar presentations; co-operative group assignments ; give problems to solve; attending seminars and workshops
- Use of right blend of ICT based teaching aids such as Smart Boards, LCD projectors, NPTEL modules and e-resources
- Conducting tutorials and seminar classes
- Continuous assessment of the students using periodic class test and internal assessment test both in practical and theory twice a semester
- Exposing the students to expert lectures
- Quiz verbal illustrations: use of anecdotes and parables to illustrate
- Micro-teaching sessions - Peer group and to juniors
- Conducted free Integrated M.Sc. entrance coaching classes for final B.Sc. Students
- Conducted free special coaching for NET
- OHP projection
- Open Text Exam
- Eminent lecture series on advanced subjects.
- Regular assignments



2.7 Total No. of actual teaching days during this academic year

194

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

-

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

18		BOS: 19
----	--	---------

2.10 Average percentage of attendance of students

86 %

2.11 Course/Programme wise distribution of pass percentage for the year2016

Title of the Programme	Total no. of students appeared	Total no. of students passed	Division			
			First Class	Second Class	Third Class	Pass %
Under Graduate Programmes						
B.A. English	49	29	-	-	-	59.20
B.A. Journalism & Mass Communication & Video Production	-	-	-	-	-	-
B.A. Malayalam	29	06	-	-	-	20.70
B.A Hindi	34	20	-	-	-	58.80
B.A. Sanskrit	15	03	-	-	-	20
B.A. Economics	49	15	-	-	-	30.60
B.A. History	39	03	-	-	-	7.70
B.A. Philosophy	41	04	-	-	-	9.80
B.A. Pol. Science	46	14	-	-	-	30.60
B.Sc. Maths	51	25	-	-	-	49
B.Sc. Physics	34	10	-	-	-	29.40
B.Sc. PCA	17	07	-	-	-	41.2
B.Sc. Chemistry	49	21	-	-	-	42.90
B.Sc. Botany	44	10	-	-	-	22.70
B.Sc. Bot. Biotech.	24	24	-	-	-	100
B.Sc. Zoology	39	17	-	-	-	43.60
B.Com.	66	40	-	-	-	60.60
Post Graduate Programmes						
M.A. English	23	22	15	07	-	95.70
M.A. Malayalam	18	17	17	-	-	94.40
M.A. Hindi	18	18	17	01	-	100
M.A. Economics	17	13	12	01	-	76.50
M.A. History	19	18	12	05	01	94.70

M.A. Political Science	19	16	08	08	-	84.20
M.Sc. Maths	14	14	14	-	-	100
M.Sc. Physics	16	12	12	-	-	75
M.Sc. Chemistry	16	10	10	-	-	62.50
M.Sc. Analytical. Chemistry	11	09	09	-	-	81.80
M.Sc. Botany	17	16	16	-	-	94.10
M.Sc. Biotech.	14	14	14	-	-	100
M.Sc. Zoology	15	15	15	-	-	100
M.Com.	20	19	19	-	-	95
P.G. Diploma in Biomedical Sciences	04	04	04	-	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC of the college functions to ensure high quality of all curricular, co curricular and extracurricular activities. The IQAC channelizes the responsibilities of curriculum transaction through the HODs. The HODs and IQAC check the teaching plan and work diary periodically and suggest alterations, modifications and additions, if needed.

Under the guidance of IQAC, various departments, clubs, committees, forums conducted seminars, workshops, invited talks, exhibitions, etc. which contributed to efficient curriculum transaction. Apart from the teaching learning process and assessment, the college conducts several co curricular activities, social extension and community development programmes in order to strengthen the campus-community linkage and to develop the multifaceted skills of the students.

The IQAC, considering the contents of the student's feedback on teachers, evaluates the quality of teaching process, locates the strength and weakness of the curriculum transaction methods adopted by each teacher, appreciates their strength so that they are further motivated, and suggests methods of improvement in order to rectify their defects.

Through the Continuous Evaluation (CE), weak students and the weakness of each student are identified. Remedial measures suitable to different categories of weakness and weak students are taken through the Tutorial System.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	07
UGC – Faculty Improvement Programme	05
HRD programmes	-
Orientation programmes	04
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	08
Summer / Winter schools, Workshops, etc.	63
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	42	08	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC in association with Research Committee conducted one day Seminar on E-resources and e-learning
- Motivated teachers for their active involvement in research activities leading to Ph.D. programmes and paper publications in scientific journals.
- IQAC through the Research Committee oriented the faculty to the grants available from different funding agencies.
- Promoted teaching faculty to prepare research proposals and encourages timely submission to various funding agencies.
- Five teachers applied for externally funded projects.
- Enabled five faculty members avail themselves of leave under the Faculty Development Program.
- Monitored publication of the Multidisciplinary Biannual Journal '*Holistic Thought*'.
- Compiled recognised research-guide profiles of the college.
- Compiled the abstracts of U.G. & P.G. research projects.
- Increased the research culture by extending the working hours of Central Library.
- Informed staff and students about the various fellowships available and encouraged them to apply for the same.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	4,60,000	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	12	04
Non-Peer Review Journals	01	02	15
e-Journals	01	01	-
Conference proceedings	07	19	-

3.5 Details on Impact factor of publications:

Range Average H-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	03	-	-	-
Minor Projects	02	U.G.C.	4,60,000	3,65,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	ASPIRE	32,000	32,000
Any other(Specify)	-	-	-	-
Total	-	-	4,92,000	3,92,000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No. Books edited

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	03	10	03	19
Sponsoring agencies	-	UGC, KSCSTE, P.T.A	KSCSTE,P.T.A	KSCSTE, P.T.A	P.T.A, KSCSTE, ICPR, Kerala Hindi Prachar Sabha & Departments

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : 4,60,000/-

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist.	College
01	-	01	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded to faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: Nil

University level State level National level International level

3.22 No. of students participated in NCC events:

University level: Nil

State level: Nil

National level: One

International level: Nil

3.23 No. of Awards won in NSS: Nil

University level State level National level International level

3.24 No. of Awards won in NCC: Nil

University level State level National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The college established partnership with GOs and NGOs for the implementation of extension activities. Some of the important programmes are briefed below:

- Blood donation camps, medical camp on gynaecological issues of girls, Thyroid detection camp and eye care camps for students & public.
- Orphanage and old-age home visits and extension of financial supports & geriatric care.
- Local village adoption (SMP Colony). Health surveys & awareness programmes in adopted villages.
- Tribal village adoption (Achenkoil) and donation of books to school libraries.
- *S.N. College-Palliative Care Unit* with 82 trained student volunteers.
- Lunch packet distribution to Puttingal firework mishap victims at Kollam.
- Plastic elimination programme as a part of '*Malinya Muktha Keralam*' - Second Level.
- Fund raising campaign for Saigramam Housing Project (for 108 endosulfan victims).

- Orientation programmes for blood donation; ASAP- '*Summer Skill Skool*'; Kollam district bird count; Bird survey; Facing competitive examinations. Conducted orientation programmes for, ASAP, Summer Skill School Courses.
- Workshops on palliative care; Bonsai; Visual arts; Media & ethics, Android application development; Financial education for young investors; Research methodology; Writing practices; Language and soft skills; Aquarium fabrication & maintenance.
- Invited talks on Marine life; Reflections on Kerala economy.
- Seminars on Anti-Corruption; E-Resources & E-Learning; Sustainable consumption and production: Accelerating the transition to sustainable societies; Augmentation of groundwater resources: Problems, constraints & challenges; Palliative care; Ozone & climate, Philosophy of human rights in the present scenario; Protection of Western Ghats: Issues, concerns & policy alternatives; International year of pulses; Environmental pollution; Disaster management & emergencies; Youth against drug abuse & alcoholism.
- Awareness programmes on organ donation; Anti-Drugs & Anti-Trafficking; Anti-Ragging; Human trafficking; Women empowerment; Disaster management & emergencies; Youth against drug abuse & alcoholism; Oil and gas conservation.
- Workshops on aquarium fabrication, Water conservation and entrepreneurial start up-policies.
- Training on palliative care for student volunteers; Waste management techniques.
- Local biodiversity assessment; bird survey & counting; Campus bird count; Beach cleaning

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	27 acres	-	-	27acres
Class rooms	82	-	-	82
Laboratories	17	-	-	17
Seminar Halls	03	-	-	03
No. of important equipment purchased (\geq 10 lakh) during the current year.	214	12	PTA	214
Value of the equipment purchased during the year (Rs. in Lakhs)	60.32	2.56	PTA	62.88
Others	-	-	-	-

4.2 Computerization of administration and library

- Office and library were computerized.
- 10 new computers were added to the centralized library
- Important administrative circulars are circulated through e-mail.
- Library was centralised with online e-resource and browsing facilities
- Rs. 42,175/- spent towards automation and centralization of library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	55,331	13,94,874	369	62,037	55,700	14,56,911
Books	42,446	11,34,567	244	41,341	42,690	11,75,908
Reference Books	12,811	1,36,714	198	90,432	13,009	2,27,146
e-Books	31,35,809	-	N-List-INFLIBNET renewed	-	31,35,809	5,750
Journals	48	101567	03	6,500	51	1,08,067
e-Journals	6,237	-	N-List-INFLIBNET renewed	-	6,237	5,750
Digital Database	01	5750	-	-	01	5750
CD & Video	08	-	-	-	08	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Computers in Office	LCD/LED projectors	Smart boards	Scanners	Printers
Existing	80	05	19	01	01	06	17	12	13	22
Added	12	-	01	-	-	01	-	-	01	01
Total	92	05	19	01	01	06	17	12	13	22

4.5 Computer, internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Central library has a browsing centre where teachers and students can browse internet for the academic requirements.
- N-List-INFLIBNET subscription at central library
- Orientation by tutors for first year students on internet uses.
- Certificate course in tally & hindi Computing is ongoing.
- Conduct of one day seminar on e-resources and e-learning for teachers and research scholars

4.6 Amount spent on maintenance in lakhs :

i) ICT	81,555
ii) Campus Infrastructure and facilities	8,20,252
iii) Equipment	15,754
iv) Others	53,687
Total :	9,71,248

Criterion – V

5. Student Support and Progression

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation to first year students along with their parents on the day of commencement of classes. Orientation class include details about general discipline, facilities, scholarships, student support programmes like Tutorial System, Remedial Classes, and Government programmes like Additional Skill Acquisition Programme (ASAP), Scholar Support Programme (SSP) and Walk With a Scholar (WWS).
- Distribution of College-Handbook containing academic calendar and details of all student support services.
- Short Orientation classes on Open Courses are arranged through tutors for Second Year UG students.
- Co-ordination of Clubs, Committees, Forums, Cells and Centers and equip second year UG Students for Compulsory Social Service.
- Awareness programmes on Anti-Sexual Harassment Laws and Grievance Redresses Cell.

5.2 Efforts made by the institution for tracking the progression

- Tutors maintain biodata of their wards and update the documents regularly. After analyzing the data, proper guidance is given to students.
- Tutors and their students personally meet during off-teaching hours in every semester and discuss personal and academic progression. Tutors direct needy students to remedial classes, counseling sessions, SSP, WWS and ASAP.
- The academic progression and results of internal assessments are discussed with parents.
- Necessary steps are taken based on parent feedback.
- Students on completion of their courses are asked to keep track on with the college through various e-mode facilities of the college.
- Annual Alumni Meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	P.G. Diploma
2675	472	76	06

(b) No. of students outside the state

Nil

(c) No. of international students

No	%	Men	No	%	Women
1180	37.5		1967	62.5	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
568	567	07	1789	06	2937	726	562	08	1697	13	3006

Demand ratio -- Dropout (%): 3.22

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Special coaching for competitive examinations, NET, SET, civil service, and career guidance

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

103 students are benefited by counselling and 415 students benefited by career guidance

Total No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	20	08	07

5.8 Details of gender sensitization programmes: Nil

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

Fund	Number of students	Amount (Rs.)
Financial support from institution		
Student Aid Fund	20	10,000
PTA	26	1,07,850
Financial support from government		
Scholarships	1043	77,96,948
Fee Concessions	1608	54,71,075
Financial support from other sources		
Alumni	18	1,800
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Grievances received from students of various departments were redressed by Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC) and College Principal.



Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The institution's vision is embodied in the exhortation of Sree Narayana Guru: "Emancipation through Education".

Our Mission is to make the students skilful, competent in diverse fields of knowledge and activity, and to make them adaptive and broadminded, so as to enable them to be compatible with the drastically and swiftly changing life situations.

6.2 Does the Institution has a Management Information System:No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum Development and revision is solely done by the University in the case of affiliated colleges except autonomous colleges. However our faculty members are influential in the Curriculum Development and revision being the Chairperson and members of various University Boards and Committees.

6.3.2 Teaching and Learning

Efforts have been taken to improve the quality of Teaching-learning by using ICT enabled class rooms in the College. Feedback system ensures the proper quality in teaching –learning process. Apart from classroom interaction, the following methods are used:

- Peer group teaching within and outside the class hours.
- Remedial teaching
- Learning through community survey, case study, industrial visits and field study.
- Guided library assignments, group discussion, seminars, debates, quiz, etc.
- Collaborative and co-operative learning through group project work.

6.3.3 Examination and Evaluation

- One internal examination per semester was conducted as part of the Continuous Evaluation.
- Apart from internal examination class tests are conducted to measure the performance of the students at regular intervals.
- Seminars and assignments of students are evaluated on the basis of its content, presentation and interaction.

- Tutors make an analysis of the performance of students after every internal examination and at the end of every semester university examinations.
- After the publication of the University end semester examination (ESE) results each departments prepare the statement of result analysis which is presented before the College Council meeting.
- Regular Department P.T.A. meetings were conducted at the end of each semester and the progress of the students was discussed with their parents.

6.3.4 Research and Development

- The research committee motivates the faculty and students to undertake research activities either as academic programme or project works. The committee provides all information about the research areas leading research institutes available financial assistance and funding bodies, supportive institutions, etc.
- The committee facilitates the availability of expert discourses in the institution and elsewhere too. Details regarding minor and major research projects and postdoctoral fellowships were intimated timely.
- Eight teachers applied for externally funded projects. One UGC funded minor project is ongoing. Eight departments are Research Centres of University of Kerala. 39 research scholars are working under 25 research guides of the college. The college granted leave to teachers pursuing research under the Faculty Development Program.
- Five faculty members availed leave under the Faculty Development Program.
- The college publishes an interdisciplinary multilingual research journal entitled “Holistic Thought” which is approved by University of Kerala.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library infrastructure was upgraded with new furniture and facilities Books worth Rs. 1,36,127/- were purchased during this year utilising U.G.C. and P.D. funds.
- The general library is centralised and computerised.
- The stack strength is 111,399 books.
- KOHA Open source Library software makes the lending transactions easy.
- U.G.C. aided Network Resource Centre is functioning in the campus
- N-List- INFLIBNET was renewed and all staff and students have access to 6237 electronic journals (Full text) and 31,35,809 e-books.
- Rs. 1,93,810/- was spent to purchase books during this year utilising U.G.C. and P.D. funds.
- The general library is centralised and computerised.

6.3.6 Human Resource Management

- Sufficient teaching and non-teaching staff were appointed in due course.
- College initiates the teachers to undergo orientation and refresher courses for improving the quality of teaching-learning process.
- Non-teaching staff got hands-on training on GAIN-PF.
- Teaching faculty is motivated to attend various training programmes and workshops to keep up to-date with academic developments.
- Teachers undertake additional charge of extra and co-curricular activities and they get an opportunity to develop leadership qualities.
- Clubs and committees of the college help to explore the potential of the students.

6.3.7 Faculty and Staff recruitment

The teaching and non-teaching staff are recruited according to the Government and University Rules and Regulations. For this, interviews were conducted by a board consisting of representatives of government, university and management. Selection of Guest Faculty was done on merit basis by the college itself. Preference was given to Ph.D. holders, U.G.C. /C.S.I.R-N.E.T. qualified candidates.

6.3.8 Industry Interaction / Collaboration

- Active Placement Cell ensures maximum recruitments in industry and industry institute interactions held at regular intervals.
- MoU was officially signed with Centre for Continuing Education Kerala (CCEK), Govt. of Kerala.
- Several departments associate with nearby research institutions for the conduct of UG and PG research projects.
- Institutes like NIIST, Thiruvananthapuram; Department of Physics, Kerala University departments like Chemistry, Optoelectronics, STIC; Sree Chithra Institute of Science and Technology, Thiruvananthapuram; Centre for Earth Science Studies, Thiruvananthapuram, M.G. University Departments like Physics and Chemistry; CMAT, Thrissur and various IIT's offered instrumentation and library facilities to the students and research scholars of the institution.
- Departments of Botany and Zoology have informal linkages with institutions like Jawaharlal Nehru Tropical Botanic Garden and Research Institute, Palode, Cashew Export Promotion Council of India, Kollam, Kerala Minerals and Metals Ltd. Chavara, and Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram.

6.3.9 Admission of Students

- Online admission through the university website as per the university schedule.
- The Admission Committee of the college monitors and supervises the part of the admission processes that are to be performed at the college level.
- Government rules were strictly followed for preparing the rank list.
- All reservation policies of the Government were strictly followed.

6.4 Welfare schemes for

Teaching	Medical reimbursement, Group insurance scheme, State life insurance, Financial aid from staff association, Personal accident insurance. Loan facility from Co-operative Society, Maternity leave, Festival allowance, Provident fund etc.
Non-teaching	Medical reimbursement, Group insurance scheme, State life insurance, Maternity leave, Financial aid from staff association, Personal accident insurance, Loan facility from Co-operative society, Bonus, Festival allowance etc.
Students	24 Scholarships and 11 Endowments. Financial support to the economically weaker students by P.T.A., Alumni and Teaching Staff Association. 'Share and Care' programme provides lunch, books, medical aid, etc. to poor students. 50 students are the beneficiaries. Support from Career Guidance Cell Trained Professional Counsellor Medical camps

6.5 Total corpus fund generated: Rs.14,60,168/-

6.6 Whether annual financial audit has been done: Yes

6.7 Whether Academic and Administrative Audit (AAA) have been done? : Yes

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	IQAC
Administrative	Yes	AG & Dy. DC	Yes	Principal

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes: No

For PG Programmes: No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The examination reforms are implemented by the University of Kerala. The Grade System has been converted to Grade-Mark System.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The university has formulated a set of norms for providing autonomy to the affiliated colleges.

6.11 Activities and support from the Alumni Association

- S.N.College Alumni Association (Reg.No. Q287/2002) provides financial and material support for the activities of the college and student progression. It has several overseas chapters in countries like the U.S., Malaysia and the U.A.E. It has an office on the college campus and publishes a News letter “*Souhridam*”.
- Planted saplings of fruit tree at college campus.
- An amount of Rs.25,000/- was contributed to unveil a statue of former principal, Prof. M.Srinivasan.
- Organised ‘*Guru Vandanam*’- *Guru Shishya Sangamam-2016* on 02.10.2016, an Annual Alumni Meet of the college.The programme honored 101 retired teachers and got a sponsorship of Rs. 2,00,000/-.
- Felicitation meeting was organised to honour Principal and teachers in relation to NAAC ‘A’ Grade award to college.
- Cash Awards worth Rs. 91,000/- and mementos were presented to the University Rank Holders and Toppers among graduates/postgraduates of the college during the academic year 2016-17 at Annual Merit Day (*Prathibhasangamam-2017*) on 27.02.2017. Rs. 16,000/- was distributed to promising students from financially backward families (Rs. 1000/-per head).
- A Short story competition was organised for students and distributed prizes to the winners.
- An award was given to best NSS volunteer.

- Various Department level and batch wise alumni association meetings were organised.
- Annual General Body Meeting of Alumni Association was held on 28.05.2017 at College Seminar Hall and the audited statement passed for the financial year 2016-17 for Rs. 5,38,436/-.

6.12 Activities and support from the Parent – Teacher Association

An Assistance of Rs. 47, 60,295/- was allotted for various developmental activities, and day to day activities of the college for the current year. Regular semester-wise Class-PTA meetings were organised

The details of PTA-funded activities are given below:

PTA Activities (2016-17)	
Item	Details of Activities
Constructions	Ladies toilet construction, Aerobic compost unit construction
Electrical works	Electricity wiring charges
Other developmental activities	Public water connection, Wall fans, Curtain fitting & accessories for departments, Public addressing system, Name boards for departments, Library shifting & setting to convenient rooms, Biogas fee to corporation, Rack and shelf for library
Regular financial support	Electricity bill of college, Telephone bills, Internet bills, Salary & festival allowance to PTA staff, Salary to PTA guest faculty & Maintenance charge of college website
Cleaning	Campus cleaning, Class room cleaning, Well-cleaning & installation of rings, Toilet & septic tank cleaning & Football ground & ground cleaning
Repairing& maintenance	Electrical & plumbing works, Carpentry works, Computer services, Painting works, Repair & maintenance, Cost of hardware, Chair repairing & weaving, Renovation & maintenance of botanical garden
Academic activities	Stationary, Green boards, Printing charges of handbook, Lab equipment, NAAC visit expenses
Support to students	Student welfare activities, Merit Day (<i>Prathibhasangamam-2017</i>), Conduct of CBCSS internal examinations

Co-curricular activities	Onam & Christmas celebrations, Funding for activities organized by departments, clubs & committees, University youth festival
Support to office	Office expenses, Admission work, Computers, Aluminum fabrication works TA for University, Dy. DC & DD office works, Audit fee
Refreshment charges	Refreshments for Class PTA meetings

6.13 Development programmes for support staff

- ‘Hands-on Training on GAIN-PF’ to Administrative Staff.
- A short term Training Programme on Basic Skills in Computer Applications.
- Orientation programme on NAAC Re-accreditation.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Celebrated World Environment Day and planted 50 tree saplings.
- Anti-plastic eradication programmes through student volunteering.
- Orientation programmes on bird survey and bird count.
- Student participation in Campus Bird Count 2017- A sub-event of the global Great Backyard Bird Count and identification of 18 species of bird from out campus.
- One day seminar on water conservation as part of World Water Day.
- Installation of bio-gas plant and Aerobic Composting unit.
- Inspiration to students to bring lunch in reusable tiffin boxes to reduce waste.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Literary & Pulses exhibitions
- Interactive session with media persons
- Promoting short films and documentaries made by students
- Virtual lab facility in association with “Amrita Vishwa Vidyapeetham” to conduct experiments by arousing their curiosity.
- Creation of weblog for online supply of study materials and research articles

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- The plan of action conceived during the beginning of the academic year has been successfully initiated and completed accordingly

7.3 Give two Best Practices of the institution

Best Practice 1- Share and Care: Share and Care is a faculty programme to help very poor students, with lunch, books, study materials, medical aid etc. The staff association provides noon meals to the poor students through the Share and Care Programme. The objective of the programme is to provide assistance to economically poor students. Total 50 number of students were Benefited for the academic year 2016-17. Rupees 1,20,400/- (One Lakh Twenty Thousand and Four Hundred Only) donated by teaching staff of the college was utilised to meet the expenditure incurred for the conduct of this programme. This programme will continue for the forthcoming years

Best Practice 2- S. N. College Palliative Care Unit: Palliative care Unit is aimed at improving quality of life, by employing what is called “active total care”, treating pain and other symptoms, while at the same time offering social, emotional and spiritual support.

To inculcate caring mentality to our students, we started “S N College Palliative Care Unit” in 2016 at Sree Narayana College, Kollam. In a team effort, our trained students and staff work in partnership with Health Service Department offering patients and their loved ones expert clinical and moral support so that remaining at home for the rest of life is possible, peaceful and positive.

In connection with the formation of “S N College Palliative Care Unit”, an inauguration function and workshop were conducted in association with District Hospital and National Health

Mission for student volunteers on 18th & 19th August, 2016. Afterwards, volunteers were allotted to each palliative care team based on their home areas. Total of 82 volunteers were registered. The home care areas were Mayyanadu, Sakthikulangara & Kavanadu, Palathara and Eravipuram. On Saturdays and holidays, the officials from Kollam District Hospital & Panchayath together with our volunteers go for home care in their vehicle. Volunteers visited palliative patients near their home area in the evenings also. Total palliative patients in the four areas were 16 and total student visits were 53.

7.4 Contribution to environmental awareness / protection

The institution spread awareness and sensitized both the students and the community around the college regarding sustainable environment through the following programmes:

- Tree saplings were planted in the campus on World Environment Day
- Workshop on Bonsai
- Bird surveys were conducted
- Invited talk on 'Marine Life' as part of World Ocean Day Celebrations- 2016.
- Training Programme on Waste Management
- Organic Solid Waste Management, specifically Kitchen Waste, Using Composting Inoculum
- Energy efficient lighting
- Beach cleaning activities
- Maintenance of Shantishtal
- Introduction of RET plants and other new species in Botanical Garden and their conservation
- Solid waste management by Aerobic Composting Unit

7.5 Whether environmental audit was conducted: No

7.6 Any other relevant information the institution wishes to add.

SWOT ANALYSIS OF THE INSTITUTION

Strength

- Locality of the institution and public transport facilities promote accessibility of students
- Affordable and quality education
- Eight First and one Second Ranks; four Third Ranks in University of Kerala P G& UG examinations
- 16 UG and 13 PG departments, and eight Research Centres. 17 UG programmes and 14 PG Programmes and one PG Diploma Course

- 25 research guides and fully fledged eight Research Centres with a rich past.
- Strong student-teacher relationships through efficient tutorial system
- Faculties with research background (69 Ph.D. holders)
- Remedial Classes, Walk with the Scholar Programme (WWS), Scholar Support Programme (SSP), Additional Skill Acquisition Programme (ASAP) and ‘Share and Care’.
- Publication of multi-disciplinary biannual research journal, *Holistic Thought*, which is a referred journal of University of Kerala
- Central library with 1,11,399 titles, INFLIBNET facility and research journals.
- Representation of 19 of our faculty in various decision making bodies of University.
- Efficient P.T.A. and Strong Alumni Association

Weakness

- Students who come from socially and educationally backward background are poor in communicative English skill
- Absence of National level research laboratories
- Higher education is not a reality for a major section of students who come from poor background
- Lack of vocational courses
- Insufficient time for faculty for research activities due to hectic Credit and Semester System
- Delay in getting approval for faculty appointments
- Curtailment of vacancies of Non-teaching staff negatively affects the functioning of the office
- Lack of collaboration with other institutions or research agencies and low institution-industry interface
- Inadequate Smart Class rooms and Audio Visual equipment

Opportunities

- Eight research centres and 25 research guides are a strong asset to the college to move further in research activities and publications.
- Communicative skill and soft skill trainings will equip students with confidence and by a better living
- Collaborations with research institutions, University Departments, Government and Non-Government organisations for academic and extension activities will open up more windows.

- Human resource development with finishing school quality students may attract more companies and banks to conduct job recruitments at the campus.

Threats

- Increasing number of professional institutions and self-finance colleges
- Dropout rate is increasing in the case of female students from minority sections.
- Poor communicative skill of students
- Students who hail from socially and educationally backward background need more push towards the main stream.

7.7. Plans of institution for next year

- Introduction of certificate courses in all departments
- Introduction of Management Information System (MIS)
- Mobilisation of fund for improvement of Infrastructure in the Science and IT laboratories
- Strengthening of ICT enabled teaching & Learning
- Up gradation of Wi-Fi internet connectivity
- Industry or Higher Education Institution Collaborations
- More *memorandum of understanding* (MoU) with other organisations.
- Upgradation of more P.G. Departments into Research Departments.

Name: Dr. B. Hari

Name: Dr. K. Anirudhan



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
