

Annual Quality Assurance Report (AQAR)

For the Period of 2017-18



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

Sree Narayana College, Kollam

The Annual Quality Assurance Report (AQAR) 2017-18

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:

http://snckollam.ac.in/modules/uploads/2016/01/KLCOGN10199_SNCollege_Kollam_Kerala_-AQAR_2017-18.pdf

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. AQAR2009-10 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
- viii. AQAR 2016-17 on 31-08-2017

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: UGC-CPE

DST Star Scheme UGC-CE

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	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

2.11 No. of meetings with various stakeholders: No. Faculty

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. New NAAC accreditation process for aided colleges
2. API to Assistant Professors
3. 'Learning How to Learn'
4. Career advancement scheme for college teachers under UGC regulations

2.14 Significant activities and contributions made by IQAC

- Preparation of master plan for the academic year 2018-19
- Conducted review meet at the end of academic year
- Orientation programmes for first year UG students on learning techniques, general orientation towards the U.G programmes & ASAP
- Maintenance of a dynamic and up-to-date college website
- 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 77 programmes
- Orientation programme on new NAAC accreditation process for aided colleges
- Career advancement scheme for college teachers under UGC regulations

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 submit Annual Quality Assurance Report for the year 2016-17	Submitted the AQAR 2016-17 to NAAC on 30-08-2017
To organise orientation programmes, seminars and training programmes for quality enhancement	Orientation Programme for U.G Students ‘Learning How to Learn’ (09.11.2017): Resource Person- Dr. K. Vijayakumaran, Principal Scientist, Madras Research Centre of Central Marine Fisheries and Research Institute & Former Director General, Fishery Survey of India.
	Orientation Programme on New Accreditation Process of NAAC for Affiliated Colleges (24.11.2017): Resource Person- Dr. R. Selvam, Former Dean of Sciences, Bishop Heber College, Trichy, Tamilnadu.
	Orientation Programme on API to Assistant Professors (13.10.2017): Resource Person- Dr. B. Hari, Assistant Professor, Dept of Zoology and IQAC Co-ordinator, S.N. College.
	Orientation Programme for First Year U.G. Students (19.09.2017 & 20.09.2017): Targetted all first year U.G students. Resource Persons: S. Vineeth & S. Priyanka, Skill Development Executives, ASAP, Gov. of Kerala, Organised by Additional Skill Development Programme (ASAP), Gov. of Kerala and S.N. College, Kollam and facilitated by IQAC, S.N. College, Kollam as per the direction from Kerala Government.
To conduct more number of IQAC meetings	Four IQAC meetings were conducted
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- 76 Scientific papers published: <ul style="list-style-type: none"> • Peer Reviewed International Journals- 06 • National Peer Reviewed Journals- 76
To encourage teachers to acquire higher academic degrees	Two faculty members have utilized sabbatical leave provision under the Faculty Development Programme of UGC for

	completing their Ph.D. work.
To revamp college website & blog	Documenting the daily activities of college regularly and keeping the digital presence alive.
To mobilize funds for research, seminars and conferences.	Seminars funded by Indian Science Congress Association (ISCA) (01) and Kerala State Council for Science Technology & Environment (KSCSTE) (02)
To submit proposal for DST-FIST funding	Submitted proposal for DST-FIST fund on 22.06.2017; Rs. 80 Lakhs was sanctioned.
Best practices for college	The following two Best Practices were identified and continuing the same for the academic year 2017-18 also <ol style="list-style-type: none"> 1. S. N. College- Palliative Care Unit 2. Share and Care
To analyse result & failure of U.G & P.G. students based on University Results (2017-18)	Format for subject-wise failure analysis was prepared and sent to all HODs with a title 'Result Analysis'. All the HODs were directed to submit a report after the publications of the results of each semester in UG and PG programmes.
To co-ordinate student support programmes of college like- Additional Skill Acquisition Programme (ASAP), Walk With the Scholar (WWS) and Student Support Programme (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 Submit Proposals for RUSA	Submitted Proposal for RUSA funding in the prescribed format
To organize academic programmes (UGC-Sponsored National Seminars, Regional Seminars, Conferences and Workshops) during this academic year and submission of reports to IQAC	77 programmes were organized during the academic year 2017-18
To prepare individual teaching staff data, department profiles &	Prepared revised formats for individual data input and department profiles & annual reports for 2017-18 and sent to

evaluation report for the year 2017-18	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 (2017-18).
IQAC decided to collect Student Feedback on Teachers from all batches at the end of every semester. Consolidated reports are needed for faculty improvement. The data can be included in AQAR.	IQAC collected the Student Feedback on teachers from U.G. students through HODs.
To collect Exit Feedback from all final year U.G. and P.G. students at the end of semester 6 and semester 4 respectively	IQAC collected the Exit Feedback from UG students through tutors.
To collect Parents Feedback	IQAC collected the Parents Feedback at the end of the programme through tutors.

2.15 Whether the AQAR was placed in statutory body: Yes No

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.	09	-	-	-
P.G.	14	-	-	-
U.G.	17	-	-	03
P.G. Diploma	01	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	42	-	-	03

Interdisciplinary	04	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	32
Trimester	-
Annual	-

1.3 Feedback from stake holders 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
	107	83	24	--	01 (Part-time)

2.2 No. of permanent faculty with Ph.D.

59

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
	-	35	-	-	-	-	-	-	-	35

2.4 No. of Guest and Visiting faculty and Temporary faculty

46

-

-

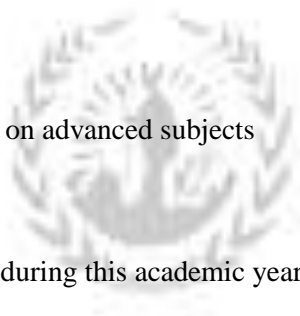
2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	17	65	46
Presented papers	13	76	14
Resource Persons	02	05	03

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 reinforce 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	BOS: 21
2.10 Average percentage of attendance of students	84 %

2.11 Course/Programme wise distribution of pass percentage for the year 2017

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. Malayalam	12	38	-	-	-	31.60
B.A. English	25	45	-	-	-	55.60
B.A. Journalism	20	45	-	-	-	44.40
B.A. Hindi	14	33	-	-	-	42.40
B.A. Sanskrit (Vedanta)	04	17	-	-	-	23.50
B.A. Philosophy	05	33	-	-	-	15.20
B.A. History	15	45	-	-	-	33.30
B.A. Political Science	11	57	-	-	-	19.30
B.A. Economics	24	72	-	-	-	33.30
B.Sc. Mathematics	30	53	-	-	-	56.60
B.Sc. Physics Computer Applications	08	21	-	-	-	38.10
B.Sc. Physics	22	35	-	-	-	62.90
B.Sc. Chemistry	34	49	-	-	-	69.40
B.Sc. Botany	20	41	-	-	-	48.80
B.Sc. Botany and Biotechnology	17	24	-	-	-	70.80
B.Sc. Zoology	14	34	-	-	-	41.20
B.Com.	41	68	-	-	-	60.30
Post Graduate Programmes						
M.A. English	11	10	10	01	-	69.50
M.A. Malayalam	18	16	16	02	-	93.40
M.A. Hindi	17	15	15	-	-	88.60
M.A. History	19	11	11	05	-	78.10
M.A. Politics	17	11	11	-	-	54.30
M.A. Economics	13	10	07	03	-	64.30
M.Sc. Mathematics	17	11	11	-	-	62.30
M.Sc. Physics	18	04	04	-	-	29.10
M.Sc. Chemistry	15	08	08	-	-	57.30
M.Sc. Zoology	14	12	12	-	-	94.90
M.Sc. Botany	15	12	12	-	-	78.10
M.Sc. Botany and Biotechnology	11	11	11	-	-	80.40
M.Com.	19	17	17	-	-	70.90

M.Sc. Analytical Chemistry	11	05	05	-	-	53.50
P.G. Diploma in Biomedical Sciences	02	02	02	-	-	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

Faculty/Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC- Faculty Improvement Programme	02
HRD programmes	00
Orientation programmes	11
Faculty exchange programme	00
Staff training conducted by the University	01
Staff training conducted by other institutions	04
Summer/ inter schools, Workshops, etc.	09
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	41	09	-	-
Technical Staff	-	-	-	-



Criterion – III

3. Research, Consultancy and Extension

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

- 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.
- Two teachers applied for externally funded projects.
- Enabled two faculty members avail themselves of leave under the Faculty Development Program.
- Monitored publication of the Multidisciplinary Biannual Journal '*Holistic Thought*'.
- Informed staff and students about the various fellowships and scholarships 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	-	01
Outlay in Rs. Lakhs	-	4,60,000	3,60,000	40,000

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	-
Interdisciplinary Projects	01	KSCSTE	350,000	350,000
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	01	KSCSTE	41000	41,000
Any other (Specify)	-	-	-	-
Total	-	-	8,51,000	391,000

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	03		20
Sponsoring agencies	-	ISCA, KSCSTE, Indian Science Congress, Cochin Chapter, Dept. of Environment and Climate Change	KSCSTE P.T.A		P.T.A KSCSTE

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
08	-	07	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: 16 State level: 05
National level: 06 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

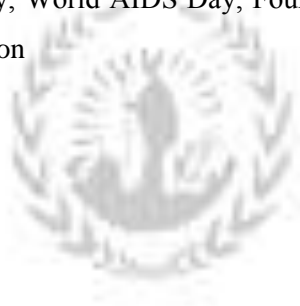
3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

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

- S.N. College-Palliative Care Unit with trained student volunteers.
- Blood donation camps
- Invited talks on Civil services, Personality development for science students, China-India rivalry in the globalisation era, Various analytical studies in Hindi literature-Hindi sahitya mein tritiyalingi vimarsh, Various critical studies in Hindi literature, Current trends in laser science and Atomic bomb blast at Hiroshima and Nagasaki
- Seminars on New horizons in cancer treatment and prevention: From bench to bedside, Revamping the Indian financial system- The democratic approach, Advanced polymer

materials and characterization, Sustainable environment and science, An introduction to quantum mechanics, Biodiversity conservation, Reaching the unreached through science and technology, Wetlands for a sustainable urban future', GST and Recent trends in advanced chemistry research

- Awareness programmes on finance management of postal life insurance and on transgenders
- Workshops on Skill building in business research, Research methodology, Environment conservation practices and green technology in daily life, Aquarium fabrication & maintenance, Career advancement scheme for college teachers under UGC regulations, Civil service examination- Easy to crack
- Training and exhibition on paper bag making
- Swach bharrath programme for pollution abatement.
- Participation in local biodiversity assessment, Asian water fowl census, District bird survey & counting, Campus bird count and beach cleaning
- Programmes related with National Science Day, World Environment Day, World Ocean Day, World Wetland Day, World AIDS Day, Founder's (Sanker's) Day, World Ozone Day and Pi day Celebration



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 1-0 lakh) during the current year.	214	-	-	214
Value of the equipment purchased during the year (Rs. in Lakhs)	60.32	-	-	60.32
Others	-	-	-	-

4.2 Computerization of administration and library

- Office and Library were computerized.
- Important administrative circulars are circulated through e-mail.
- Library was Centralised with online e-resource and browsing facilities
- Rs. 42,175/- spent towards maintenance of Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	55700	1456911	74	119945	55774	1576856
Books	42690	1175908	272	79896	42962	1255804
Reference Books	13009	227146	-	-	12932	227146
e-Books	313580	-	N-List- INFLIBNET renewed	-	323336	5750
Journals	51		07		58	70015
e-Journals	6237	5750	N-List- INFLIBNET renewed	-	6237	5750
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	92	05	19	01	01	06	17	12	13	22
Added	05	-	01	-	-	02	-	-	-	-
Total	97	05	20	01	01	08	17	12	13	22

4.5 Computer, internet access, training to teachers and students and any other programme for technology up-gradation (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	92,644/-
ii) Campus Infrastructure and facilities	14, 11, 385/-
iii) Equipment	30,754/-
iv) Others	153,687/-
Total :	16, 88, 470/-

Criterion – V

5. Student Support and Progression

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC in organized an Orientation Programme for U.G. students ‘Learning How to Learn’
- Two Orientation programmes were organized for first year students along with their parents during the commencement of first semester UG. 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
2798	529	74	02

(b) No. of students outside the state

(c) No. of international students

No	%
1202	36.10

Men

No	%
2125	63.90

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
726	562	08	1697	13	3006	865	586	29	1847	08	3335

Demand ratio -- Dropout (%): 3.89

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

20 students are benefited by counselling and 17 students benefited by career guidance

Total No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	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	17	7765/-
PTA	80	1,81,145/-
Financial support from government		
Scholarships	186	15,52,000/-
Fee Concessions	1324	57,43,437/-
Financial support from other sources		
Alumni	17	21,250/-
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

- DST-FIST proposal at 0 level was accepted and sanctioned and released Rs. 80 lakhs
- 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.
- Three teachers applied for externally funded projects. One UGC funded minor project is ongoing. One UGC minor project with a financial outlay of Rs 40,000/- was completed and UC and final reports were submitted. Current year department of Malayalam was accepted as University of Kerala approved research center and thus a total of nine departments are Research Centres of University of Kerala. 74 research scholars are working under 34 research guides of the college.
- Two 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

- The general library is centralised and computerised.
- The stack strength is 113,745 books.
- Purchased books worth Rs. 1, 99, 661/- during this year utilising P.D. funds.
- Library infrastructure was upgraded with new furniture and facilities utilising Rs. 41,700/- from PTA funds.
- 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 3, 23, 336 e-books.

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 M.S. Office and E-mail and Internet use
- 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 staffs 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.11, 50, 961/-

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 U.G. Programmes: No

For P.G. 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.
- Organised Annual Alumni Meet on 02-10-2017, as "Guru Shishya Sangamam" of the college Auditorium.
- 'Career Crunch 2018', a career guidance programme was organised for commerce students on 27-02-2018.
- Essay writing competition was conducted for UG students on 09-03-2018 and cash awards were distributed to the winners.
- Cash awards worth Rs. 1,04,176/- and mementos were presented to the University Rank Holders and Toppers among graduates/postgraduates of the college during the academic year 2017-18 at Annual Merit Day (*Prathibhasangamam-2018*) was conducted on 28-03-2018.
- Rs. 23,642/- was distributed to promising students from financially backward families (Rs. 1250/-per head).
- Awards were distributed to best male and female NSS volunteers from the NSS units of our College.
- 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.

- Audited statement passed for the financial year 2017-18 for Rs. 3, 97, 901/-.

6.12 Activities and support from the Parent- Teacher Association

An Assistance of Rs. 46, 26, 536/- 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 organized.

The details of PTA-funded activities are given below:

PTA Activities (2017-18)	
Item	Details of Activities
Constructions	Ladies rest room renovation (roofing, false roofing and tiling), Renovation of canteen (false roofing, electrification)
Electrical works	Installation of LED bulbs for energy conservation
Other developmental activities	Installation of two high capacity sanitary pad incinerators, Racks for library, Shelf for office
Regular financial support	Electricity bills, Water bills, 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, Toilet & septic tank cleaning & Sports grounds
Repairing& maintenance	Electrical & plumbing works, Computer services, Painting works, Repair & maintenance, Renovation of auditorium interlocking floor, Maintenance of botanical garden, Cost of hardware, Chair repairing & weaving, Other Carpentry works
Academic activities	Stationary, Green boards, Printing charges of handbook, Bulk SMS
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, Merit Day, Sports meets
Support to office	Office expenses, Admission work, Computers, Photostat machine, Bureau, TA for University, Dy. DC & DD office works, Audit fee, Furniture for library
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.

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

- Workshop on environment conservation practices and green technology in daily life as part of World Environment Day
- Training and exhibition on paper bag making
- Awareness on green protocol in the college
- Quiz competition and power-point presentation competition as part of World Ozone Day for awareness creation
- Quiz Competition, Thematic Poster Designing Competition & Exhibition, Digital presentation Competition and Field trip in association with World Wetland Day for awareness creation
- Orientation for Common Bird Monitoring Programme
- Participation in Campus Bird Count 2018- A sub-event of the global Great Backyard Bird Count and identification of 19 species of bird from our campus
- Regional Seminar on Biodiversity Conservation



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.

- Introduction of green protocol for college campus
- Promotion of short films and documentaries made by students

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 35 numbers of students were benefited for the academic year 2017-18. Rupees 1, 10, 000/- 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 the previous year and the activities are continuing. 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. Volunteers were allotted to each palliative care team based on their home areas. The home care areas were Peroor, Kottamkara, Mekkone etc. On Saturdays and holidays, the officials from Kollam District Hospital & Panchayath together with volunteers go for home care in their vehicle. 8 patients were targeted this year. Volunteers visited palliative patients near their home area in the evenings also. District Hospital, Kollam in association with S.N. College and Coloplast, Kerala conducted a training programme for lymphedema and cholestency patients.

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:

- Celebration of district 'Wildlife Week Celebrations 2017'
- Invited talk on atomic bomb blast at Hiroshima and Nagasaki
- Orientation for common bird monitoring programme, Campus bird count and bird survey, Participation in the orientation programme conducted as part of Asian Water Fowl Census, Volunteering in Asian Water Fowl Census 2018, Dr. Salim Ali Bird Week Celebration and volunteering for bird monitoring, and Student & faculty participation in the photo-exhibition which was organised as part of national bird watching day celebration.
- Quiz competition and power-point presentation competition as part of World Ozone Day
- Seminars on wetlands for a sustainable urban future and biodiversity conservation, Symposium on sustainable environment and science
- Workshop on environment conservation practices and green technology in daily life as part of World Environment Day celebrations
- Training and exhibition on paper bag making
- Volunteering for beach cleanup as part of World Ocean Day 2017
- Volunteering for Swachh bharaat programme and beach cleaning, Participation in swachhtha hi seva campaign
- Quiz competition, Thematic poster designing competition & exhibition, Digital presentation competition and field trip in association with World Environment Day.
- World Ozone Day 2017 celebrations

7.5 Whether environmental audit was conducted: Partial

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
- Two First and four Second Ranks; five Third Ranks in University of Kerala P.G. & U.G. examinations

- 16 U.G. and 13 P.G. departments, and nine Research Centres. 17 U.G. programmes and 14 P.G. Programmes and one P.G. Diploma Course
- 34 research guides and fully fledged nine Research Centres with a rich past.
- Strong Student-Teacher relationships through efficient tutorial system and efficient Parent-Teacher relationships through semester-wise Class- PTA Meetings
- Faculties with research background (59 Ph.D. holders)
- Remedial Classes, Walk with the Scholar Programme (WWS), Scholar Support Programme (SSP), Additional Skill Acquisition Programme (ASAP)
- ‘Share and Care’ and ‘S.N. Palliative Care Unit’ activities as Best Practices.
- Publication of multi-disciplinary biannual research journal, *Holistic Thought*, which is a referred journal of University of Kerala
- Central library with 1, 13, 745 titles, INFLIBNET facility and research journals.
- Representation of 21 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 and lagging of semesters due to university decided exam schedules
- Delay in getting approval for faculty appointments
- Curtailment of vacancies of office staff, laboratory assistants and library staff
- Lack of collaboration with other institutions or research agencies and low institution-industry interface
- Inadequate Smart Class rooms and Audio Visual equipments

Opportunities

- Nine research centres and 34 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

- Renovation of ladies waiting room and providing amenities
- Renovation of canteen facilities
- Introduction of 'Harithakeralam project' for inspiring students to agriculture practices
- Mobilisation of fund for improvement of infrastructure in the science research labs IT labs with the help of external funding agencies
- Renovation of college auditorium
- Construction of a hockey ground and preparation of a cricket pitch
- Strengthening of green protocol
- Introduction of certificate courses
- Strengthening of ICT enabled teaching & learning
- Conduct of workshops for skill development and orientation programmes for first year U.G. students
- 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. Anitha Sankar C.



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC