Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA**
Name of the head of the Institution	**Dr. K.C. PREETHA**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04702602362**
Mobile no.	**9895262736**
Registered Email	**sncvpr@gmail.com**
Alternate Email	**kcpreetha1990@gmail.com**
Address	**Sree Narayana College, Sivagiri, Sreenivasapuram.P.O, Varkala**
City/Town	**Thiruvananthapuram**
State/UT	**Kerala**
Pincode	**695145**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr.BABITHA.G.S**
Phone no/Alternate Phone no.	**04702602362**
Mobile no.	**9846743648**
Registered Email	**iqacsncv@gmail.com**
Alternate Email	**babithajoy2000@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sncsivagirivarkala.com/AQAR.php

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.sncsivagirivarkala.com/academicCalender.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**75**	**2004**	**03-May-2004**	**02-May-2009**
2	**B**	**2.65**	**2015**	**15-Nov-2015**	**14-Nov-2020**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**12-Jul-2005**

7. Internal Quality Assurance System

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

IQAC		
Club Orientation	01-Jul-2019 7	600
Career Guidance	28-Mar-2019 1	500
Anti Drug Awareness Programme	18-Mar-2019 1	1500
Life Skills and Stress Management	14-Feb-2019 1	250
Spiritual Disclosure	23-Jan-2019 1	200
Trendz Seminar Seies	25-Jan-2019 5	1800
Women Safety and Security-Cyber security	31-Oct-2018 1	500
Library Orientation	18-Sep-2018 2	600
Know Your College	04-Sep-2018 1	600
Faculty Improvement Orientation Programme	12-Jul-2018 1	50
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Walk with Scholar	State Government	2018 210	194400
Institution	ASAP	State Government	2018 210	131249
Dr.Leji.J (Dept. of Zoology)	National Seminar	Kerala State Council for Science, Technology & Environment	2018 1	40000
Institution	Scholar Support Programme	State Government	2018 210	85500
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File]()
10. Number of IQAC meetings held during the year :	5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• **Participated in NIRF ranking • Submitted DPR to RUSA • Implemented tutorial cum mentoring system • Submitted AQAR 2017 2018 • Organized a wide range of Programmes to enhance the holistic development of staff and students.**

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

Plan of Action	Achivements/Outcomes
Inclusive Education	**Purchased Wheel Chairs and Constructed Ramp for differently abled students.**
Physical verification of stock	**Department wise stock verification is done annually.**
Guidelines for teachers for career advancement	**Twenty-five faculty members were promoted to the next academic level after appearing before the screening committee.**
Monitoring the progress of research work of faculty members & promoting research culture	**Documented the details of research contributions of faculty members and organized a seminar on" Research Ethics" under the initiative of IQAC**
Promoting faculty members to acquire memberships in various academic bodies	**Two faculty members were nominated to syndicate , One faculty was elected to Senate and five faculty members were members of various UG ad PG Board of Studies under University of Kerala .**
Analysis of feedback forms	**Each department has collected (1) Evaluation of teachers by students and (2) Exit feedback and has analysed it . Steps were taken to redress the grievances**
Motivate departments to organise seminars /conferences and workshops	**All the department have organised seminars / workshops in collaboration with agencies like KHEC, KSSTEC and College PTA.**
Time bound conduct of remedial classes	**Each department has conducted an**

and peer team teaching	average of four remedial classes and three peer team teaching, for each course in a semester.
Mentoring of students	The class tutors have provided mentoring and psychological support to their wards. Special mentoring was given to selected students under WWS and SSP Scheme.
Use of ICT enabled teaching	Each department has conducted classes using various ICT techniques like PPT, Audio Video lessons etc. And students have presented their seminars using PPT and audiovisual aids.

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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College council	15-Sep-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019

Date of Submission	25-Feb-2019

17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college follows the curriculum implemented by the University of Kerala. The college strictly follows the academic calendar issued by the University. At the beginning of the academic year college level and department level meetings are conducted to evaluate strength and weakness. Semester wise academic plans are prepared separately by each department. Individual work diary is maintained by faculty members. Academic and library orientation are given for freshers. An effective tutorial system is maintained and remedial teaching for weak students are conducted. Student support programmes such as ASAP, SSP and WWS are successfully organized. As per university guidelines continuous internal

evaluation is a major component of the curriculum adopted by our institution .The college has a well maintained documentation system. Every department maintains work diary, attendance data, CE sheets, remedial coaching details, previous question papers, assignments and records for future reference. Extra curricular achievements of students are also documented. Systematic interaction and mentoring of wards are provided. The College offers a bridge course to the newly admitted students. Our students are coming from four Streams of Higher Secondary Education namely HSE, CBSE, ISCE, VHSE and usually they struggle during the initial semester of first Degree Programs due to language barrier and IT skills. The bridge course given emphasizes to equip the students with the University system of Education. The tutor identifies the weaker students from each class and the bridge course is given separately for Arts, Science and Commerce Students.The university curriculum stipulates a project report for all First Degree Programme students during their 5th and 6th semester. An orientation programme on the basis of project preparation and its presentation is conducted under the leadership of each department head .This programme also gives importance in power point preparation and presentation. A mock viva – voce is conducted in every department for the final year students. Model exams were conducted for both theory and practical papers. Guidelines were given for the preparation and submission of assignments and seminars. After evaluation, suggestion for improvements was given. Study tour and field visit were organized for all the final year students, to make the students aware about the real life situations. Internship was given to B.Com Hotel Management, M.Sc Physics, M.Sc Chemistry and M.Sc Geology students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Additional Skills Acquisition Programme		19/01/2019	180	Communication skills	Event Management GST accounting
Martial Arts And Self Defense For Women		13/08/2018	35	entrepreneurship	Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	60	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Library awareness class conducted for first year UG students -Library user education	01/08/2019	800
Class on Body Mass Index	21/11/2018	70
Blood Group Identification	10/10/2018	80
Preparation for Antiseptic lotion	26/11/2018	25
History of Human Rights Movement	30/08/2018	120
Legal Awareness	06/02/2019	120
Entrepreneurship development Programme	15/12/2018	67
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	ECO TOURISM	2
MSc	NANO SCIENCE	5
MSc	PHYTO CHEMISTRY & SYNTHESIS	10
MSc	MATERIAL SCIENCE & ASTRO PHYSICS	15
BCom	HOTEL MANAGEMENT (IET)	130
BSc	FLORAL DIVERSITY & FAUNAL STUDY	70
MSc	TECTONICS & SEDIMENTOLOGY	8
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Our college has an effective mechanism to collect and evaluate feedback from

the three important stakeholders -Students, Parents and Alumni. The student feedback is collected confidentially by the principal from the students. The students were selected from all departments by applying simple random sampling technique. The collected feedback is analysed and based on which each teacher makes a self-evaluation and general remarks were discussed and corrective measures were taken. At the department level, the Head of the department collects student feedback in every semester. The effectiveness of teaching methodology adopted for each subject by each teacher is evaluated in the department meeting in the backdrop of student feedback collected by Head of the department. Remedial teaching is designed based on the student feedback and discussions in the department meeting. Feedback and suggestions were collected from parents during departmental PTA meeting. General discussions on the tutorial system were encouraged in these meetings and measures were taken to strengthen the tutorial system. Their valuable suggestions were discussed in the PTA executive meeting at the college level and implemented accordingly. A general Body meeting of the College Parent Teacher Association was held once in every year and feedback was collected from parents and plan of action of the PTA was formulated accordingly. During the year PTA has initiated and allotted funds for various activities based on this feedback. Feedbacks were collected during general and departmental alumni meeting. These meetings are the important forum to suggest and improve the teacher student relation, placement progress and our institutional facilities. The Former Students Association (FSA), with the help of Principal collects feedback from those students who avail mid day meal facility. The quality and quantity of the meal was decided on the basis of this feedback. The United Arab Emirates (UAE) chapter of the alumni association often renders their feedback on the performance of the college in curricular and co curricular activities. Their words were taken into account while formulating future plans. Apart from this, college has a mechanism to collect feedback from students who are enrolled in NCC and NSS. Principal directly collects feedback from cadets and volunteers and discussed their suggestions in the College council. The ANO and Programme officers of NSS were informed about this feedback to improve the student satisfaction. Exit feedback was also collected from the outgoing students. Student Feedback was collected at the end of each programme organised by various clubs and committees. Feedback of resource persons were also obtained in the guest register. IQAC formulates programme protocols based on this feedback.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Zoology	43	2839	43
BCom	Hotel Management	44	2529	48
BCom	Finance	70	3591	75
BSc	Botany	43	2560	42
BSc	Chemistry	43	1783	40
BSc	Physics	43	1556	44
BSc	Mathematics	53	988	54
BA	History	44	3134	51
BA	Malayalam	57	3463	63

| BA | Economics | 135 | 3026 | 144 |

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	639	59	56	14	14

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
56	56	4	14	4	4
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college addresses the needs of student right from the time of admission. Hand book and academic calendar is provided to every student at the beginning of the academic year. Orientation classes are given for the newly admitted students. The rules and regulations, the facilities available and the general discipline of the college are made clear during the orientation programme. The effective tutorial cum mentoring system that functions in the college identifies the gifted and the slow learners. Special attention is given to enhance their abilities. The tutors monitor the attendance, academic progress and psychological well being of the mentees. The college maintains the details of mentees including their socio-economic status. The progress and the problems of the mentees are informed to the parents. Counselling is given to students as and when required. The tutors encourage students to enroll in various clubs and to participate in various extension activities of the college. The teachers make available textbooks and study materials free of cost to the needy students. Students who are interested in arts and sports are given opportunities to showcase their talents. Academically weak students are given remedial classes after the regular class time. The internal mentors of 'Scholar Support Programme' (SSP) give additional academic support and the external mentors provide classes on life skills, communicative skills, IT related skills, counseling and psychological support for academically weak students. 'Walk with a Scholar' (WWS) provides exposure for advanced learners to indulge in inter-departmental and inter-collegiate competitions and to fetch knowledge beyond curriculum. The Under Graduate students are encouraged to pursue higher studies. The Post- graduate students are given opportunities to do project work and summer internship in prestigious institutions like GSI, CWRDM, Marine Wing GSI, NIIST, NCESS and VSSC. The Post Graduate students and the research scholars are motivated to prepare working papers and to attend and present papers in seminars at national and international level. The college conducts TRENDZ- an annual seminar series which provides opportunities for students and research scholars to hone their research talents. Every year the college organizes a wide range of programmes where eminent scholars are invited to give lecturers thereby provides opportunities for students to listen to them and the students are encouraged to give constructive feedback on the sessions. Students who are enrolled in the college NCC unit get opportunities to get groomed into disciplined and patriotic citizens. The NSS unit is a platform for the development of students' personality through community services. The college in association with the Alumni provides free meals and financial support to the needy students. Efforts are made to procure financial assistance from the central and state and other agencies for the needy and deserving students. Institutional scholarships are also awarded to the meritorious students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio

1941	56	1:34

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
72	56	16	0	19

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	LEKSHMI.S.DHARAN	Assistant Professor	Certificate of appreciation as NSS Programme Officer
2018	NITHYA.P.VISWAM	Assistant Professor	Thirunallur Prabandha Puraskaram (Thirunallur Vichara Vedi)
2019	SINI.V	Assistant Professor	Sree Narayana Sahithya Award (Sree Narayana Sahithya Parishath)
2018	Dr.LEKSHMY PRASANNAN	Assistant Professor	Rashtriya Gaurav Award- Certificate of excellence from India International Friendship Society
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	150	2019	29/03/2019	25/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation (CIE) of UG and PG students at the institutional level is conducted as per University regulations. CE marks were awarded on the basis of Assignment, Test Paper and Attendance. Monthly attendance statements were published at the department level and the same is communicated to parents in the Class PTA meetings. The College offers a congenial and peaceful atmosphere to all students. The learning is made student centric by adopting appropriate teaching methods suitable to the learning ability of the students. Lectures are delivered with the aim that an average student would be able to assimilate the concept. Encourages interactive and collaborative learning, peer

teaching, group discussions, group projects, group assignments, quiz, library usage, study tours, seminars, discussions, debates etc. Results of class tests, mid semester and semester examinations are regularly displayed in the College Notice Board. Academically weak students are advised to attend remedial coaching. Students are addressed individually regarding their performance in internal examinations. To ensure transparency in internal evaluation system College Level Monitoring Committee (CLMC) and Department Level Monitoring Committee (DLMC) were constituted. Some of the assessment indicators for evaluating students' performance are: marks in internal exams, classroom performance, communication skills, activities and performance in NSS, NCC, Sports and other cultural activities. To improve the creative skills of the student teachers assign innovative project works. Students are motivated to prepare Presentations on topics related to the syllabi. Previous question papers were distributed to the students for the preparation of University examinations.

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

An Academic calendar is issued by the University of Kerala at the beginning of every year. Being affiliated to the University of Kerala, our college prepares an academic cum activity calendar based on that and the same is distributed to all the stakeholders of the college. The college prepares the calendar keeping in view that the students should get adequate hours of classes and the teachers get adequate hours to transact the curriculum effectively. The activity calendar ensures the smooth conduct of all the curricular and co-curricular activities. In the beginning of each academic year, the heads of the departments, tutors, coordinators of the clubs are directed to prepare an action plan. The activities planned are scrutinsed and the college calendar is prepared by the IQAC. The college calendar consists of schedule of regular classes, internal examinations, model examinations, display of CE marks, tentative dates of arts day, college day, Merit day, Trendz Seminar series, Sports day and other events of the college. In case of occurrence of unexpected events if any, the schedule may be subjected to slight changes. If regular classes are lost due to some unavoidable reasons, extra classes are given to students. The IQAC monitors whether all the activities of the college are being carried out systematically as per the academic calendar.

2.6 – Student Performance and Learning Outcomes

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

http://sncsivagirivarkala.com/syllabus.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
230	BSc	B.Sc Physics	34	23	67.6
235	BSc	B.Sc Chemistry	37	24	65
250	BSc	B.Sc. Zoology	36	26	72
140	BA	BA History	41	23	56
220	BSc	B.Sc.	44	31	70.4

150	BA	BA Economics	118	78	66
115	BA	BA Malayalam	55	35	64
210	BSc	B.Sc. Geology	25	23	92
245	BSc	B.Sc. Botany	39	27	69
159	BCom	B. Com Finance	69	62	90
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2.7 – Student Satisfaction Survey

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

http://www.sncsivagirivarkala.com/IQAC/Student_Satisfaction_Survey.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	286000	286000
Minor Projects	730	UGC	73000	73000
Minor Projects	730	UGC	100000	60000
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Seminar on IPR - Trade secret in food industry	College-IQAC	19/01/2019
Workshop on Investment avenues	Entrepreneurship Development Club	16/01/2019
Orientation on Institutional Finance for new Entrepreneurs	Entrepreneurship Development Club	25/02/2019
Class on Entrepreneurship skill development	Entrepreneurship Development Club Financial literacy club	27/02/2019
Awareness program on Food safety measures in Hotel industry	Entrepreneurship Development Club	26/03/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Economics	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Sanskrit	2	0
International	Mathematics	1	0.8
International	Chemistry	4	2.01
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Physics	2
Economics	4
Malayalam	2
Sanskrit	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	38	4	0
Presented papers	12	16	0	0
Resource persons	0	8	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	NSS	2	60
Antiplastic campaign	NSS	2	200
Zero Waste Beacon	NSS	2	200
Kanwasramam-village adoption	NSS	2	200
Making of Thannerkkudam (artificial water sources for birds and small organisms)	NSS	2	25
Starting of palliative care unit	NSS	2	25
Snehasanthwanam	NSS	2	100
River Protection Programme-yuvatha nadhiyodoppam	NSS	2	100
Flood Relief Programme	NSS	5	100
SahapadiykkoruVeedu	NSS	2	200

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS	Best NSS Unit	Kerala University	200
NSS	Best Programme Officer(Appreciation award)	Kerala University	0

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Anti drug awareness Programme	Substance Abuse Prevention Forum excise dept.govt.of kerala	Awareness class	2	1200
Sivagiri Fest	College	Crowd Management and observing green protocol at sivagiri mutt during Sivagiri Pilgrimage held on dec28 to 31 2018	3	120
Swacch Bharat	NSS,NCC	Railway station cleaning	3	50

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Collaborative research-IIUCNRM,Kariavattom	1	NA	60
Student exchange from Iqbal College and NSS College Nilamel for using the Physics lab	5	NA	5

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	MSc Project Intern	NIIST,Thiruvananthapuram	01/04/2019	30/06/2019	3
Internship	MSc Project Internship	VSSC,Thiruvananthapuram	01/04/2019	30/06/2019	1
Internship	Industrial Exposure	Taj Hotel,Varkala and	01/04/2019	31/05/2019	44

Training	other Star classified Hotels across Kerala				
Internship	Summer Internship	International and Inter University Centre for Natural Resource Management at Department of Geo informatics Kariavattom Campus, Thiruvananthapuram	01/04/2019	31/05/2019	3

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5000000	4800000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Laboratories	Newly Added

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA ILMS	Fully	19.05	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	41965	4368737	284	134722	42249	4503459
Reference Books	2308	302950	3	1140	2311	304090
e-Books	300	21000	0	0	300	21000
Journals	30	51520	0	0	30	51520
e-Journals	1000	5000	100	0	1100	5000
Digital Database	1000	5000	100	0	1100	5000
CD & Video	62	6200	0	0	62	6200
Library Automation	1	35000	0	0	1	35000

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	58	1	25	1	1	4	23	50	0
Added	4	1	10	1	1	0	0	0	0
Total	62	2	35	2	2	4	23	50	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

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

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

150000	150000	3300000	3300000

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

Right from its inception in the year 1964, the college has been improving its infrastructure to meet the demanding needs. The college has a transparent procedure for the utilization and maintenance of all physical, academic and support facilities. The college council ensures the optimal allocation and utilization of the funds for maintenance and upgradation of infrastructure. The planning and purchase committee collects the necessary requirements from the departments at the beginning of the academic year. The requirements are analyzed and processed on the basis of priority. For this, the college utilizes the funds from Public Department Account, financial assistances from management, PTA, government agencies such as UGC, DST, KSCSTE etc. The funds are utilized strictly according to the rules and regulations. The record of purchase is maintained in the stock register .At the end of the academic year the college carries out department wise stock verification. The repair and maintenance of buildings are done on a regular basis. The housekeeping team keeps the buildings, the corridors and the premises clean and tidy. Availability of potable drinking water is ensured in the campus. Water coolers in the auditorium, air conditioners in the seminar and conference halls add to the enhancement of the physical facilities of the college. Garden committee contributes for the enhancement of greenery in the campus. Cleanliness and hygiene of the college canteen and the supply of healthy food is monitored by the canteen committee. The college library provides accessibility to resource through Inflibnet. Maintenance and repairing of IT infrastructure like Wi-Fi, broad band and updating of softwares are done as required. Maintenance of facilities and cleanliness in women's hostel is monitored by the hostel committee members. In order to ensure safety and security of students and staff, cctv cameras are installed in the campus and the same was done as per the direction from the UGC and the University. In addition to this security persons were posted for day and night watching. Adequate steps are taken for the enhancement of sports facilities and maintenance of courts. Modernization of Hotel Management laboratory is one of the outstanding works of this year. The construction of Gurumandapa is the most significant work of the year. Gurumandapa provides opportunities for students to enhance their faith and spirituality and find greater meanings to their lives.

http://sncsivagirivarkala.com/policies.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Central Sector Scholarship	10	100000
Financial Support from Other Sources			
a) National	State Merit Scholarship	3	4500
b)International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial

coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	16/07/2019	500	College PTA and IQAC
ASAP (Additional Skill Acquisition Programme)	02/07/2018	31	Higher Education Department, Govt.of Kerala
WWS (Walk With Scholar)	03/10/2018	60	Higher Education Department, Govt.of Kerala
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Career Guidance Programmes organised in each Department	500	500	3	2
2018	Guidance for Competitive exams in col laboration with Mithra Institute of Management Studies	50	50	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	21

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
ESAF Bank	38	2		0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	23	BSc Geology	Geology	1. Cusat2. Central University, Kasargod	MSc Geology
2018	7	BSc Chemistry	Chemistry	1.Central University, Kasargod(1), 2. SN College, Kollam(2), 3. SN College, Varkala (5)	MSc Chemistry
2018	1	MSc Chemistry	Chemistry	University College, Thiruvanathapuram	MPhil Chemistry

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

Items	Number of students selected/ qualifying
NET	2
Any Other	3

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

Activity	Level	Number of Participants
Onam cultural Celebrations	Institution	1800
College Day	Institution	1500
college arts day	Institution	500
Foot Ball, Cricket, Kabaddi (Men Women), Kho-Kho(Men Women), Boxing, Shuttle Badminton, Volley Ball and Athletics	Institution	135
4×100 Relay,Shot put (men), Shot put(Women),	Annual Athletic Meet	412
Christmas Celebration	Institutional	1500
Sankers Day celebration	Institutional	300
Chathaya dinam-procession	Institutional	100
Teachers sports meet	Institutional	40
Kerala piravi	Institutional	1500

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	INTER UNIVERSITY	National	4	0	1.150171341 2.150161341 3.14018134 4.14018134	1.Vijay Vinod V.S 2.Akhil.S.S 3.Shaji.V. 4.Sibin.S

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

Student Council is constituted every year as per University regulations. Two class representatives (out of which one should be a female) are elected from each class. Office bearers of the college union are nominated and elected from this group. The principles of democracy are imparted to the students through this process. The elected college union takes initiative to conduct Union activities, Arts Fest, Sports Fest, and other related developmental activities of students. University Union representatives take initiative to communicate the student issues to the concerned sections in the University. The College Union is a creative platform which provides opportunities for students to develop social responsibility, leadership skills and creative thinking. The college ensures student representation in academic, administrative and cultural activities if required. There are student representatives in IQAC and RUSA monitoring committee. Student representation contributes to the functioning of various committees such as Anti- ragging committee, Discipline committee, Library committee, Cultural committee, sports committee, hostel committee etc. Class representatives coordinate the curricular and co-curricular departmental activities. Creative and colourful programmes organized and co-ordinated by the student council make campus life memorable.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1000

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

184980

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting: 05 Activities 1. Midday meal, 2. Cash prize for B.Sc and M.Sc toppers 3. Conducted a programme 'Guruvandanam' to honour our former teachers 4. Contribution to Sahapadikkoru veedu

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college is run by Sree Narayana (SN) Trusts which is one of the oldest educational agencies of Kerala. The Executive Committee of SN Trust is the governing Council of all the SN colleges in the State. The college has a decentralized decision making system at various levels which is responsible for the day-to-day affairs of the college. The college council has representations from all the stakeholders including teaching staff, non-teaching staff and students. The heads of the departments are officiating as members in the college Council. There are two elected representatives from the teaching staff who are democratically elected. The college superintendent is officiating as a member from the administrative wing. The Librarian is a member of the College Council. The college council ensures representation of students whenever required. Senior faculty members provide support and share responsibilities along with the principal. The young and vibrant faculty members and administrative wing actively take the responsibilities entrusted. The college has constituted IQAC as per the guidelines of NAAC. IQAC takes initiatives for the overall quality enhancement of the institution. The IQAC consists of members from teaching staff, management representative, senior administrative staff, nominees from the local society, a nominee from the industrialists and representatives from students and alumni. The various sub committees under IQAC are assigned to plan and implement academic activities for the overall quality enhancement of the institution. Throughout the academic year, the IQAC monitors various departmental and club activities. A Project Monitoring committee and a Board of Governance was constituted for the institutional level monitoring and implementation of RUSA Project as per the directions from RUSA. Office superintendent co-ordinates the routine administrative works in the office. The administrative affairs are handled smoothly by all the supporting staff members. The college has a planning board and a purchase committee coordinated by the experienced senior faculty members. A well-functioning Parent Teachers' Association is involved in the major decision making process of the college. The PTA is functioning at two levels. At the college level the general body meeting of the PTA elects an executive body which is active in the day to day activities of the college. The student facilities in the campus is evaluated by the Executive committee periodically and based on their recommendations, student amenities are provided. At the department level, class PTA meetings are conducted semester-wise. Suggestions and recommendations from the parents are discussed in the department meetings and are incorporated in future activities. Operative autonomy is granted to all departments and units in the college. The opinions and suggestions evolved from the meetings conducted at all levels in the institution are taken into consideration to ensure participative management. As representation of students is ensured in various committees, it enhances participative learning and grooming of leadership qualities among them. All the stakeholders of our institution contribute together for the smooth functioning of the machinery to realize our vision.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Admission of all courses is conducted through centralized allotment process

		of Kerala University. The online applications are received and admissions are done on a merit basis after an interview. Institute constituted admission committee with experienced faculty members at the beginning of the academic year. Wide publicity is carried out through official website, social networking, parents, alumni and newspapers. Unique courses such as Geology and Hotel Management bring in students from all over Kerala.
	Curriculum Development	The institution follows the curriculum designed by University of Kerala. Some of the faculty members are serving as Member of Board of Studies of the University. The faculty communicates the suggestions and recommendations of the institution, regarding curriculum to the Board of studies. The institution prepares its own academic calendar at the beginning of the academic year and curriculum is implanted in accordance with it. The college also offers opportunities for students to participate in NSS, NCC, sport and arts. Career oriented programme in Hotel Management and Catering is offered by the department of commerce. During classroom interaction, special importance is given to group discussions, power point presentations, student seminars and project works.
	Teaching and Learning	1. Use of ICT for classroom teaching 2. Encouraging students to evaluate subject related articles in newspapers and journals 3. Promote student participation in seminars and power point presentation 4. Giving individual attention to students during practical classes 5. IQAC Co-ordinator keeps in touch with all the departments and tracks the activities of all concerned 6. Student centric teaching learning method is practicing in our institution. 7. The portions are covered well within the academic time frame. Open book tests, internal examinations, assignments and seminars are given to students 8. Attendance of students is ensured by the respective tutors and monthly attendance statements are displayed in department notice board 9. Academic auditing is done by the IQAC through result

	analysis
Examination and Evaluation	Class tests and internal examination are mandatory for all the departments in all semesters. An examination committee is constituted for the smooth conduct of internal examinations. Model examinations are conducted as per the norms of University. The results are published within a week and are informed to the parents. Remedial classes, after hour classes and special classes on saturdays are given if and when necessary for weak students.
Research and Development	The college has a research committee to scrutinize the research progress of our faculty members and students. The research committee ensures mock viva voce examination in all departments to make the students competent enough to appear before the board of examiners to defend their projects. TRENDZ multi-disciplinary seminar series is conducted annually by utilizing the expertise of resource persons from various fields. It is a great exposure to the under graduate and post graduate students and it opens the window of research.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a fully automated Library with Integrated Library Management System (Libsoft). The barcode system introduced in the library helps the stakeholders a hassle free library access. Subscription to Inflibnet, N-List and other selected e-resources which are mandatory for colleges under section 12B of UGC are made available to all students and faculty members. The subscription to these e-resources are renewed annually. The library committee is planning to upgrade the library by installing Open Source software, Koha. We are also planning to provide Question Bank, Rare books, article published by the faculties in digital format in the coming years. The computer lab with internet and LAN was used to improve the IT skill among students. ICT enabled classrooms are available in all departments. Science laboratories have been revamped. All buildings in the campus have ramp facility to make the campus differently enabled friendly. Girls rest rooms with toilet and incinerators were provided in the campus. The fund for infrastructure

	development were raised from the Management, PTA and FSA.
Human Resource Management	The human capital is considered to be the backbone of every Higher education institution and our college envisages to tap the talents of our teachers by giving them maximum academic freedom. The wisdom 2025 was initiated with an aim to motivate the remaining faculty members to obtain research degree and guideship. The teachers are encouraged to participate in Refresher and Orientation programmes for self-improvement. Workshops and seminars were organized on IPR, Research ethics and Research methodology to inculcate research skills among teachers, researchers and students. Value education was ensured in the campus through the presence of holy shrine of Sri Narayana Guru and programs like Spiritual discourse and Visit to Gurukulam asramam. The Guru Kshesthram adds to the aesthetic and moral compass to the institution. Our college provides socio-economic support, counselling and mentoring to enhance the quality of life of the students. NSS, NCC and various club activities play a significant role. The fixed time for lunch break and mind-body refreshing is ensured for the teaching and non-teaching staffs to ensure maximum productivity. A well-functioning canteen, consistent fresh drinking water availability are ensured. The students are also provided PSC Coaching and interview training facilities through various club activities. The Office staffs are encouraged to attend administrative training which include IT enabled skill training.
Industry Interaction / Collaboration	The Departments of Physics, Botany, Chemistry, Commerce and Geology collaborate with various reputed industries

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

E-governace area	Details
Examination	All internal marks are uploaded in the university website. Hall tickets are generated through online, which in tern issued to the students. For PG examination online questions are used
Administration	MS Office Training to teaching and non-

	teaching staff Python LaTeX Programming done
Finance and Accounts	Spark (Service Payroll Administrative Repository for Kerala) and soft copies of all the financial matters are available on demand
Student Admission and Support	SPSS Training Package to students GIS Software training to students Spoken Tutorial
Planning and Development	There are 58 computers in total, 1 Computer Lab and Computer center, 4 desktops in the office in addition to 23 department computers. All these resources help in maintaining the electronic aspects of the college academics and administration.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Nil	Nil	Nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Faculty improvement Orientation programme	Computer awareness class	12/07/2018	13/07/2018	50	8
2019	Workshop on Placement and Promotion	Office management	08/02/2019	08/02/2019	45	14
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

Refresher course in Higher Educaion and Women Managers, HRDC University of Kerala	1	26/06/2018	16/07/2018	21
Short term course in student counseling and mentoring	2	24/10/2018	31/10/2018	7
UGC sponsored short-term Course in Disaster Management	2	18/07/2018	25/07/2018	7
Refresher course in Material Science, HRDC University of Kerala	1	30/10/2018	21/11/2018	21
Refresher course on Malayalam language and modern literature	3	01/11/2018	23/11/2018	23
REFRESHER COURSE in English Language and Modern Literature at UGC HRDC Karyavattom	1	05/10/2018	26/10/2018	21
UGC sponsored Refresher Course -Summer School, UGC HRDC Karyavattom	1	30/11/2018	20/12/2019	21
Special Summer School Program, UGC HRDC	1	01/12/2018	21/12/2018	21
Special summer school -Sponsored by UGC-HRDC university of kerala	1	03/12/2018	22/12/2018	21
UGC sponsored Refresher	2	24/01/2019	14/02/2019	21

Course -Human Resource Development Centre, University of Kerala					

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Co-operative Store,SLI,GIS,Staff Association Fund	Co-operative store,SLI,GIS,Staff association	PTA,FSA,Alumini,S N Trust, Medical aid from college to final year B.Com student for his emergency surgery

6.4 – Financial Management and Resource Mobilization

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

YES, internal and external auditing is done regularly by chartered accountants and govt officials, both, periodically and annually. PTA, WWS, ASSAP, SSP, Women cell, Student aid fund and ED club funds are audited.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
PTA, FSA, Management	4535800	1. Seminar and club expenses - all the club activites 2. Trendz seminar series 3. Department level seminars and Workshops 4. Class PTA 5. General PTA 6. Electrical and plumbing expenses 7. Electricity charges 8. Remuneration for PTA Guest faculties, Supporting staff, Campus cleaners, Repairing and renovation of infrastructures etc

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6.4.3 – Total corpus fund generated

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5500000

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6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	UNIVERSITY OF KERALA	Yes	IQAC
Administrative	Yes	Directorate of collegiate education	Yes	SN Trust

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

1. Meet the financial assistance for academic and non-academic activities of student council 2. Medical aid for students 3. Support the meritorious students 4. Maintain and repair of existing facilities 5. Improve the infrastructure facilities 6. Involvement in the critical situations

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

1. Spark - orientation programme 2. Computer awareness 3. Administrative quality improvement organized by SN Trust 4. Special awareness class at the time of admission, examination scholarship

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

1. Zero waste Beacon – A new initiative with Students from various clubs along with Varkala Muncipality was introduced to make areas of Varkala Muncipality wastefree zone. 2. Organ Donation ratification Camp - Students of the college joined hands with Mrithasanjeevani, a venture of Government of Kerala to Provide awareness on the importance of Organ Donation. 3. No Tobacco Day - A programme in association with Brahmakumaris and Kerala Excise Department 4. Green Protocol Programme- An initiative in association with Thiruvananthapuram Corporation 5. Applied for RUSA fund 6. Tutorial cum mentoring System Improvised

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Faculty improvement Orientation Programme	12/07/2018	12/07/2018	12/07/2018	35
2018	Know your College	04/09/2018	04/09/2018	04/09/2018	600
2019	Library Orientation	18/09/2019	19/09/2019	19/09/2019	600
2019	TRENDZ	25/01/2019	25/01/2019	25/01/2019	1800
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Cyber security awareness programme among women	31/10/2018	31/10/2018	500	50
Awareness programme on Self employment in women	24/11/2018	24/11/2018	58	0
Skill Acquisition Training Programme	24/11/2018	24/11/2018	42	0
Seminar on Personal Hygiene and Grooming	07/12/2018	07/12/2018	43	0
Workshop on lotion preparation	13/01/2019	13/01/2019	40	0
Women Awareness , Empowerment and Healthcare Programme	08/03/2019	08/03/2019	500	55
Naturopathy in Women's Health	08/03/2019	08/03/2019	57	0

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

Percentage of power requirement of the University met by the renewable energy sources

• The college aims at promoting green energy and energy conservation and as such the management installed solar panels with 4.7 kwh/day capacity. • CFL and incandescent bubls were replaced with LED as part of energy conservation. • The students took an initiative to protect Vamanapuram River as a part of the programme "Nadiyodoppam" and "Nadiye Ariyan" • Created awareness of banning Plastic goods which was inaugurated by the Hon?ble District Collector, Thiruvananthapuram Ms.Vasuki • Successfully conducted three days Nature camps in Forest area at Shola Park, Idukki • For providing water to thirsty birds and other living organisms introduced a program called "Thanneerkudam" during summer period • Environment day was observed by planting saplings. • For conservating trees in the campus, various measures such as fencing, timely pruning and manuering have been adopted. • An awareness programme on anti-plastic and E-waste management were organized • College examination committee replaced plastic bags with cloth bags . • One day seminar was conducted on the topic "Impact of Deforestation and Climatic Change" • Observed the National Energy Conservation Day by conducting an Energy Conservation Awareness Rally. The programme was initiated under URJAKIRAN scheme of Govt. of Kerala in association with Energy Management Centre (EMC) and Centre for Environment and Development (CED). • An Invited talk was made on "Sustainable Development -

Challenges of Rebuilding and Rehabilitation - Flood 2018" by Dr.Anitha.V, Associate Professor, Department of Economics, Karyavattom Campus

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	9
Physical facilities	Yes	1
Scribes for examination	Yes	11
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	03/12/2019	2	Tuition to educationally backward people in the 10th ward of Kanwasrama	Tried to impart formal education 0	6
2019	1	1	12/12/2019	1	Industrial visit to Milco Dairy unit	Interaction with the unit	28
2018	1	1	16/11/2018	1	Light to the Blind	Give entertainment to the blind students	84
2018	1	1	10/03/2018	1	Blood Donation Camp	56 pupil and staff members donated blood	78
2018	1	1	16/11/2018	1	Charity given to blind school students	Their day to day needs were addressed	34
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)

College Calender	02/07/2018	The college calendar is circulated among students and staff members in the beginning of an academic year.The calendar serves as an official guide with details regarding various courses, admission procedures, syllabus, exams, the code of conduct and discipline in the college and the details of faculty members and non teaching staff as well.The calendar keeps reminded of key dates throughout the year and also helps the students , parents and staff to know the about the various clubs and activities in our college. It can also be useful for prospective students, alumni and parents as well.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Provided awareness programmes on Basic Human rights at Blind School, Varkala	22/03/2019	22/03/2019	56
Cultural exchange programme-visited Gurukulam and East west Library	20/03/2019	20/03/2019	52
Conducted a two day seminar on Sree Narayana Philosophy	22/03/2019	23/03/2019	41
Yoga day	21/06/2019	21/06/2019	100
Ozone day	16/09/2019	16/09/2019	100
Awareness on HIV/AIDS	02/12/2019	02/12/2019	150
Science Day	28/02/2019	28/02/2019	300
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

 • The clean campus drive and plastic free campaign • The institution has quit disseminating plastic documents during its workshops and seminars, just as institution doesnt acknowledge ventures in plastic files • College examination committee replaced plastic bags with cloth bags used for examination purpose • Canteen has quit utilizing plastic cups • Honoring World Environment Day, World

Soil Day, World Wetlands Day, International Day of Biodiversity to urge awareness among students to protect environment and animals. Saplings are given to the students and public on nowadays. College organization plant saplings during the time during significant days • Rain water harvesting • Organic Farming the college produces vegetables. The students follow organic manures and fertilizers in the farming • Establishment of biogas plant • Setting Up of waste disposal System • Waste - Water Management • During College Annual Day DJ was not permitted to decrease noise pollution • Pad incinerator in girls' rest room • Installation of Solar Panel • Poster design competition for students was conducted on 06.03.19. The theme of the competition was "Diminishing energy resources". • Energy conservation club conducted an essay writing competition on the topic "Non conventional Energy sources" on 26.02.19. • Photography competition was held based on the theme "Sun : the ultimate energy resource" on 22.01.19

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Village Adoption Programme through NSS – The NSS unit of our college has taken Kanwasramam ward 10 of Varkala municipality as adopted village on 27th February 2017. Since then several extension services like special tuition for school children, health survey, Palliative care, snehasantwanom, anti plastic awareness, distribution of saplings, self employment training are rendered to the adopted village. The villagers are benefitted through the activities initiated and the student volunteers are able to learn things practically and be sensitive to rural realities 2. SahapaadikkoruVeedu- It is one of most important humanitarian activities organized by our college where the college selects a student who is economically backward without having shelter. The college builds a house for that student with the funds raised from all stakeholders. Our students actively involved in the construction of this house providing manpower. 3. Mid-day meal programme- The aim of this practice is to provide free noon meal to those students from poor family background. It is an initiative of the Alumni of the college. The aim is to develop the sharing and caring of students among each other. It helps to achieve one of the main objectives of the college to make a "Hunger Free Campus". 4. The College conducts Seminar Series "Trendz" every year. This is a multi disciplinary seminar series which provide a platform for students and teachers of various disciplines to present papers and interact with subject experts and share their knowledge with one another. The aim is to make students and teachers aware of the latest developments in social sciences and science disciplines. 5. Research Essence- The college publishes a research journal with ISSN number 2348-2389 6. Provision for clean drinking water- The college has ample facilities in each floor to render drinking water facility to students. 7. Blood donation camp- The College organizes blood donation camp every year in association with the NSS and the NCC. 8. During Sivagiri pilgrimage, college premises is used as pilgrim facility centre.

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

http://sncsivagirivarkala.com/bestPractice.php

7.3 – Institutional Distinctiveness

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

The college, as an educational institution has a vision "Enlighten through education", envisaged by the great visionary and pioneer of Kerala Renaissance, Sree Narayana Guru, who is the guiding spirit of our college. From its

inception in 1964, the college has established its distinctive approach towards this comprehensive vision by following Guru Dharma. The college which locates in the suburbs of Sivagiri Hills, strives to impart quality education and equip the students of the rural area to cope with the latest requirements through innovative teaching techniques and practices. Our college is the only centre for higher education in this locality for the under privileged sections of the society as 90 of our students belong to OBC/SC/ST categories. Our mission is to uplift the economically and socially backward youth by providing a major avenue for higher education. The college caters this need irrespective of religion, caste and creed by following the doctrine of Guru "One Caste, One Religion and One God for Man". We have strong alumni which exemplify Guru's teaching "Strengthen through Organisation". Interaction with alumni provides inspiration and their constant support gives opportunities for students to achieve their goals. Our alumni which spread all over the world, showcase the human recourses in various fields over years. The college has 11 UG and 4 PG departments. The department of Economic is a Research Centre. The institution mainly aims at the holistic development of students. Adequate steps are taken for the enrichment of students. The college affirms growth and development of students at all levels including physical, psychological, educational and cultural. This objective is materialized by engaging them in a wide range of curricular, co-curricular and extra-curricular activities along with teaching learning processes. Opportunities are provided for students to engage themselves in activities requiring hands-on experience. The institution draws upon resources and personnel of other institutions to impart knowledge and training for our students and faculty members. Various clubs functioning in the college ensure environmental protection, literary activities, scientific temper, business aptitudes, cost effective and hassle-free energy consumption, gender equity, parity, inclusivity for the physically challenged and equal opportunities for all. The college participates in and organizes tournaments and sports meet to promote the physical well-being and sportsman spirit of students. A wide range of programmes like Energy Awareness Campaign, Literary Discussions, Poster writing competition, Book Exhibition, Book Release, Film Show, Awareness Programmes on Human Rights, Cyber Security, Self-employment, Substance Abuse Prevention, Anti Ragging, Aids Awareness, Cancer Awareness, Health survey, Blood Donation Camp, Industrial Visits, Talk on Life Skills and Stress management, Spiritual Discourse, placement programmes, career counselling sessions, celebrations of important academic days such as Mathematics day, Pi Day, National Science Day, World Wetland Day, International Ozone Day, International Women's day, Environment Management Training programme, workshop on Research Skills and Methods, Industrial Exposure visit, Invited talk on GST, Entrepreneurship Skill Development class etc. were organised during this year. TRENDZ a multidisciplinary seminar seriesis is organised annually .

Provide the weblink of the institution
http://sncsivagirivarkala.com/uniqueness.php

8.Future Plans of Actions for Next Academic Year

1. Improve facilities for the enhancement of quality research 2. Plan to upgrade Physics and Chemistry departments as Research centres and Botany, Zoology, Commerce departments as Post Graduate departments. Initiate to commence new Graduate courses in English and Malayalam. 3. Introduce new certificate courses in various disciplines 4. Introduction of out of the classroom learning system with MoUs 5. Inclusion of online courses at different levels in various programmes 6. Suitable ambience is to be created for Virtual Teaching and Integrating the Teaching and Training / Extension 7. Establishing and strengthening the local linkages for promoting cluster college initiation of UGC at different levels 8. Commence the construction of new fully automated central Library and computer lab 9. Plan to improve the classroom facilities 10. Green

Campus Indicatives : Appending more renewable energy sources in the campus for different usage 11. Enhancing the employability skills of the students 12. All the activities carried out either by the departments and by the college are to be documented in Visual (Audio-Video) Format apart from Print format, which will be supportive documents for the future generation and it will talk about the heritage of the College 13. Creation of Corpus Funds are to be envisaged the ongoing projects like "Snehasanthwanam" (Financial assistance to Palliative patients) and "Sahapadikkoru Veedu" (Help to assist the homeless student of our college to built a new home) 14. To enhance outreach programmes for the members of the backward community 15. We aim to plant "Star plants and Traditional fruit plants" in our college campus