YEARLY STATUS REPORT - 2020-2021

Part A
Data of the Institution

1.Name of the Institution	Sree Narayana College,Sivagiri
• Name of the Head of the institution	Dr.K.C.Preetha
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04702602362
• Mobile no	9895262736
• Registered e-mail	sncvpr@gmail.com
• Alternate e-mail	sojumanu2002@yahoo.co.in
• Address	Sreenivasapuram P O,Sivagiri
• City/Town	Varkala,Thiruvananthapuram
• State/UT	Kerala
• Pin Code	695145
2.Institutional status	
• Affiliated /Constituent	Affiliated to University of Kerala
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**University of Kerala**
• Name of the IQAC Coordinator	**Dr.Soju.S**
• Phone No.	**04702602362**
• Alternate phone No.	**04712459111**
• Mobile	**9567763830**
• IQAC e-mail address	**iqacsncv@gmail.com**
• Alternate Email address	**soju.manu@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/aqar_parta?_token=bKRkp14Nq6SieZbsHqeq0T27mS25AGS7i494810x&institution_type=3&aqar_id=7092&academic_year=2019-2020
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.sncsivagirivarkala.com/document/files/20220901223622.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**75**	**2004**	**03/05/2004**	**02/05/2009**
Cycle 2	**B**	**2.65**	**2015**	**15/11/2015**	**14/11/2020**
Cycle 3	**B++**	**2.84**	**2021**	**28/12/2021**	**27/12/2026**

6.Date of Establishment of IQAC	**12/07/2005**
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,	

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	Non-government Fund	PTA	20-21	3318558
Institutional	Non-government Fund	Former Students Association	20-21	16697
Institutional	DBT Star College Scheme	DBT	2021	8200000
Institutional	Infrastructure Development	RUSA	2019	10000000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	7	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

launched Wisdom 2025 - to help enhance academic and research
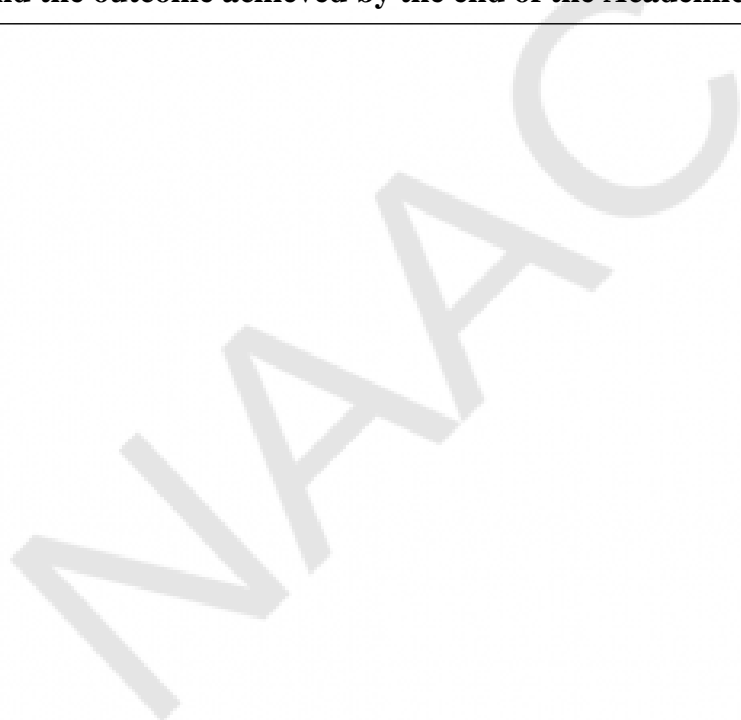capabilities of teachers

initiated digitalised learning through LMS and MIS systems
enhanced community/outreach programs by signing of MoUs with institutions and organisations
enhanced green initiatives in the campus and got certified by Haritha Kerala Mission
conducted Trendz seminar/lecture series - providing the students with a platform for multidisciplinary learning
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Launch of Wisdom 2025 - an initiative to help enhance the academic excellence of the faculty members.	Research culture got enhanced with the launch of Wisdom 2025. Many of the faculty members were awarded doctorates and many registered for PhD with the initialisation of the program
Infrastructural Development and Beautification of the campus	The college could revamp laboratories, classrooms, halls, auditorium, library and sports facilities, ICT infrastructure in the academic year . The college garden was also rejuvenated and all the premises were beautified with strict adherence to green protocol.
Conduct Trendz seminar/lecture series	The Trendz seminar series was conducted with the participation of all the departments. The students and faculty members got a chance to learn about the new developments from all the significant disciplines
Strengthening digitalised learning through improved ICT initiatives	The teachers and students were given training in the usage of ICT with the onset of the pandemic and with the need for online learning. The college also developed its infrastructural facilities with the installation of smartboards and purchasing of new computers and smart boards
Initiating MoUs with other institutions and organisations	The departments in the college signed a total of 18 MoUs with various external agencies under the guidance of IQAC
Constitution of Internal Complaint Cell	An internal complaint cell was constitued to efficiently deal with the concerns of students and faculty members

Ensuring observance of green protocol in college premises	The adherence to green protocol was ensured strictly in the college premises under the monitoring of IQAC. The college was certified by Kerala Haritha Mission with a higher score than all the neighbouring colleges at the audit conducted by them.
Conduct orientation program for students to familiarize them with the system of learning	Each department conducted online orinetation programs for students inviting academicians from their respective disciplines and made the students aware about the scope of their subject of learning.
Ensure quality teaching learning process through monitoring DLMC	DLMC activities were monitored regularly and the smooth functioning of the departments were ensured.
Ensure collection of feedback and regular PTA meetings	IQAC ensured periodical collection of feedback to ensure quality teaching process. IQAC also ensured PTA meetings at regular intervals to ensure quality learning process
Ensuring real life learning through field and industrial visits	IQAC encouraged fiels visits and industrial visits to help widen the scope of learning of the students
Encourage departments to conduct webinars and seminars	Several webinars, including national and international, were arranged in the academic year by all departments with resource persons from around the country.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Council	25/07/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	25/02/2022

15.Multidisciplinary / interdisciplinary

The college affiliated to the University of Kerala follows a syllabus that promotes interdisciplinary and multidisciplinary aproaches in teaching learning process. The college offers the students with an opportunity to select open courses in a subject of their choice thus creating a platform for multidisciplinary and interdisciplinary knowledge.As part of DBT organised workshops the science departments have organised a set of programs in the college in which all of the students were given training on topics from various science disciplines.The college has a total of 22 clubs where students of any discipline can join and participate in the multifaceted activities of learning experiences.The college has signed MoUs with various organisations and institutions offering the students an opportunity to gather knowledge regarding various disciplines outside of their subject of study. Research Department of Economics also promotes multidisciplinary approach in research by encouraging their research students to take up topics accordingly.The TRENDZ seminar series, one of our Best Practices, organised annually, in which all the departments organise lectures from their respective fields and provide a chance for students to present papers, is one of the platforms that the college arranges for ensuring the dissemination of interdisciplinary knowledge.

16.Academic bank of credits (ABC):

The University hasn't intimated any directions regarding the implementation of the Academic Bank of Credits. We are yet to implement the same in the HEI.

17.Skill development:

The college offers Additional Skill Acquisition Programme, Walk With a Scholar and Student Support Program to develop the skills of the student community. The programs are meant to equip the young population of the state with skills in the cutting edge sectors in order to alleviate the problem of unemployment in the state. ASAP provides training on communication skills in English and basic IT.

The programmes are developed, delivered, assessed and certified with active participation of the related industries to ensure labour market acceptance of the program. The students also get a chance to attend internship to gather practical skills. Career Guidance Cell and Placement Cell gave due importance in organising workshops and seminars on skill development programs. The NSS unit of Sree Narayana College Varkala organised webinars on basic survival skills like coping with covid 19, agricultural training, E- waste management, palliative care, testing the quality of food items and personality development training. The department of zoology has organised workshops on topics such as honey processing, bee keeping, backyard aquaculture practices and apiculture techniques, helping to develop skills that are subject specific. The department of chemistry conducted training and coordinated preparation of hand sanitisers and their distribution.during the pandemic.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Malayalam, History, Sanskrit and Hindi departments of the college offers courses that involves integration of Indian language and culture. Courses such as Kerala Samskaram (Kerala Culture), Malayala Kavitha (Malayalam poetry), Malayala Bhasha Padhanam (Malayalam Language Learning), Malayala Sahitya Niroopanam (Malayalam Literary Criticism), Nadodi Vijnaneeyam (Folklore Studies), Keraleeya Kalakal (Art forms of Kerala) offered by the Malayalam department has its focus on Kerala language and culture. Courses offered by Hindi and Sanskrit departments focussed on prose, poetry, grammar, drama and fiction gives an overview of Indian aesthetics and literary tradition. The Department of History has courses on History of Modern India, Cultural Formation of Pre modern world, Evolution of early Indian society and culture, Islamic History and Sociology, Making of Indian nation, Colonialism and resistant movements in India, Empowerment of women with special reference to India, Major trends in Indian historical thought and writings, Contemporary India, Heritage Studies, Environmental History of modern India. In addition to the above mentioned courses, the Sree Narayana Study Centre of the college offers a course on Sree Narayana philosophy which imparts the ideals and doctrines of Guru, who is a visionary of Kerala Renaissance. All of these courses were delivered in online and offline mode.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The syllabus of the courses designed by University of Kerala is prepared with a focus on Outcome based education. The courses are well designed instruction packages in specific knowledge fields,

with preconceived results. The programme and its desired outcome is stated in detail in the syllabus proposed by the University.The Kerala State Higher Education Council has been training the faculty members on the successful implementation of OBE through workshops and training sessions. Our college has adapted the reforms and is now training the students in a manner that makes them capable to attain the preset outcome specified by the University. The students are familiarised with the set outcomes in the beginning of the course itself and is encouraged to attain the same. The college, in addition to teaching, offers the students a chance to participate in workshops, webinars, seminars and skill training sessions which further enables them to attain the outcome. Informing learners of the outcome well in advance has enabled the learners to undergo self assessment making sure that they are progressing towards attaining their outcome. Since the outcomes are stated, the teachers also get to know the progress and can test whether the learners have attained the goal.

20.Distance education/online education:

During the academic year, due to the onset of corona, there was a surge in the usage of online methods for teaching. The teachers made use of various platforms like Google Meet, Google Classroom Whatsapp, Telegram and Zoom to deliver their classes. The teachers created youtube channels to give recorded classes to the students. Recorded audio classes were given through sites like Anchor. Blogs were also utilised to provide the resources to the students. Several teachers developed e-content in platforms like OER COMMONS and NPTEL making their content available to the wider student community. Online lectures of the some of the faculty members were also uploaded in the Kerala State Higher Education Council's repository of videos. The college library has Wing20 LMS, a centralized online platform connecting departments, courses and students in it. During covid, the institution maintained its quality of teaching learning process via LMS by creating automated assessments and assignments for students. N-LIST (National Library and Information Services Infrastructure for scholarly Content program) and "DSpace" software which provides access to e-books, digitized question papers of previous years and published works of the faculty helps students to access library facilities online.The college is a Distance Education examination centre.

Extended Profile

1.Programme

1.1	526

Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2059**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**311**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**681**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**70**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**73**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**51**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**92.69567**
4.3 Total number of computers on campus for academic purposes	**102**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college ensures effective curriculum delivery through all possible ways. The faculty members participate in the revision of syllabus, setting of question papers and also act as Board of Examiners at University level. The college offers choices to students in the form of open courses and electives courses. The practical aspects in the curriculum are effectively delivered in well maintained laboratories. Industrial training and field trips are organised every year. The centralized library is automated, provides N List facility and has a collection of 42617 books. Training programmes on ICT usage are organized on a need basis. The college has comprehensive video based learning platform. The Learning Management System is used by seven departments. The college has conducted a wide range of programmes during the year 2021 through online mode as well to enrich the curriculum transaction. Seminars, workshops and exhibitions are organised by various departments and clubs and it is properly documented. The college has academic collaborations with institutions of national and international reputation. The various departments have MOUs with eminent institutions. The faculty members attend refresher courses, short term courses, seminars and workshops organized by Institutions of National and International repute.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.sncsivagirivarkala.com/academicCalender.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being affiliated to the University of Kerala, the college follows the academic calendar prepared by the university. Apart from that, an academic cum activity calendar is also prepared at the college level in tune with the university calendar. The activity calendar consists of schedule of regular classes, internal examinations, model examinations, display of CE marks, tentative dates of various programmes. The activity calendar is finally approved by the college council after deliberations and any change is ratified by the council in consultation with the IQAC.

The continuous internal evaluation of students is carried out as per university norms through a transparent three layer system. Continuous evaluation is done by considering the attendance of students, evaluation of assignments and marks obtained in the internal examinations. A three layer transparency is ensured at Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC) and University Level Monitoring Committee (ULMC) levels. The CE marks sheets are displayed in the department notice board for scrutiny. Adequate measures are taken to address the grievances of students, if any.

The IQAC monitors whether all the activities of the college are being carried out systematically as per the academic calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.sncsivagirivarkala.com/academicCalender.php

1.1.3 - Teachers of the Institution participate in A. All of the above
following activities related to curriculum
development and assessment of the affiliating

University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

120

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

1.3 - Curriculum Enrichment

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

The college is very particular in transacting human values and environmental consciousness among students and staff. The Guru mandir in the entrance of the campus lends a serene and spiritual ambience. All UG programmes offer courses pertaining to human values, gender issues, environmental problems and the need for sustainability. Reservation policies and constitutional provisions for the upliftment of women are taught in Political Science, which is a complimentary course for the UG students of Economics and History. Through language courses, issues related to gender, ethics, values and environment as reflected in the various genres of literature are discussed. The Women Study Unit and the Internal Compliance Committee (ICC) address gender sensitive issues. The emerging environmental issues are addressed to the students during field trips. Wet land day, Ozone day, World Environment day, Women's day etc are celebrated in the campus with maximum student participation. Invited lectures on research methodology and IPR are organised every year. The Research Committee of the college organises awareness classes on plagiarism and ethical citations. Spiritual discourses on Sree Narayana Philosophy are organised to spread the need for ethical wellbeing. The faculty members are encouraged to attend courses on research ethics and capacity

building.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Institutional Data in Prescribed Format	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

672

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution   **B. Any 3 of the above**

**from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	http://sncsivagirivarkala.com/feedback.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sncsivagirivarkala.com/feedback.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

516

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

285

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Our college has a structured mechanism for assessing the learning levels of the students. Induction Programme is given to the freshers. A continuous and comprehensive evaluation system is followed. University examination results are analysed and mentors identify the learning abilities of mentees and adequate measures are taken.

Special assistance is provided to the advanced learners. They are motivated to participate in seminars, workshops, online courses and intercollegiate competitions. INFLIBNET facilities are provided in the central library. A wide range of in-house academic exercises are provided. Visit to institutes of national importance is conducted every year.

Remedial classes, motivational classes and revision classes are given to the slow learners. Peer teaching is promoted. Special mentoring is given to boost their confidence level. The concepts are explained to them in the mother tongue. Students are motivated to spent more time in library. Special assistance is given to improve the communication skills. Student Aid fund is provided for the socially and economically backward students. Special PTA meetings are also held.

File Description	Documents
Paste link for additional information	https://www.sncsivagirivarkala.com/2.2.1_Special_programmes.php
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2042	70

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Experiential learning is carried out in all departments of the college. Field trips are organized to address environmental issues as part of UG project work. Every department invited experts in their field and held webinars to expose students to the most recent updates. Study tours are organized to help students learn more about their subjects. Students benefit from laboratory visits and hands-on training programs at CTCRI, CEPCI, JNTBGRI, and Krishi Bhavan. Participatory learning is achieved by students through NSS, NCC, 25 active clubs, and activities such as village adoption, campus cleaning, Parithranam, Harithalayam, Thannerkudam, Mazhamara, health survey, and fit India plot run campaign.

As part of the community outreach program, the college provides palliative care, Kurunnukalkoru Kunjuputhappu, food quality testing at right movement, blood donation, and mask and sanitizer distribution to needy people. The college implements problem-solving approaches such as online quizzes and, poster competitions. TRENDZ seminars offer students an opportunity to present their papers. Personal counselling and motivational classes are available to students. The cross-disciplinary subject is offered through an open course scheme by various departments.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.sncsivagirivarkala.com/2.3.1_Student_centric_methods.php

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college campus is wi-fi enabled. Each department has smart

classrooms apart from the traditional classrooms. They are equipped with smart boards, LCD, computers/ laptop with wifi connectivity and audio-visual devices. All the faculty members follow ICT enabled teaching methodologies. Smart phones, whatsapp, Telegram, Google classroom, Google meet, zoom meetings, YouTube-live class, virtual labs, personal blogs, podcast, anchor FM, PPT and video presentations, QUZIZZ, KAHOOT platforms and e-assignments are given. Meeting with students and parents are conducted through google meet and zoom platform. The Central library provides INFLIBNET and N-LIST facility The institution has facilities to access to National Digital Library. The central library of the college has a blog named 'sncvlibrary.blogspot'. Students are doing NPTEL online courses. The college has multimedia conference hall. Learning Management System is enabled using Wing 20 software. The educational app like SWAYAM, e-PG Pathshala are used in the institution.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

70

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

33

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

403

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college follows an internal assessment system in tune with the University. An orientation programme about CBCS system is arranged

every year for the freshers. As part of continuous evaluation two examinations are conducted every semester. The College Level Monitoring Committee is in charge of the conduct of internal examinations. Time table and seating arrangements of internal examination is displayed in the notice board and the same is announced in the respective classes. Examination halls are under CCTV surveillance. Internal squads are formed to prevent any type of malpractice. Valued answer scripts are given back to students to make them aware of their strengths and weakness. If students have any complaints regarding the internal marks, they can approach the concerned faculty. Once their grievance is redressed, they should sign in the internal mark sheet. Re-examination is permitted on genuine reasons. Consolidated internal examination mark sheets are prepared before University examinations. Verified internal marks are uploaded to the University website within the time limit after a three-tier verification- first at the tutor level, then at the HoD level and finally at the Principal level. A copy of the CE sheets is forwarded to university for onward processing.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.sncsivagirivarkala.com/2.5.1_Mechanism_of_internal_assessment.php

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

The college is very particular in conducting the entire evaluation process in an effective and transparent way. A three level Grievance Redressal Mechanism is followed – Department Level Monitoring Committee, College Level Monitoring Committee and University Level Monitoring Committee. Internal marks are given to students based on assignments and internal examinations. Consolidated monthly attendance and CE score are displayed on the notice board. Marks are given to assignments based on timely submission, quality of content and its presentation. The internal examinations are conducted as per university question pattern. CLMC monitors the conduct of internal examinations. Internal squads are formed to prevent any type of malpractice. The answer scripts of internal examinations are valued by the teachers within the stipulated time and the marks are given strictly based on the performance. The CE mark sheets given for students for verification. If the students have any grievance about their CE marks, they can approach the respective faculty member, the DLMC, or the CLMC in a hierarchical manner until his grievances are

redressed. The college ensures transparency in all possible ways in the conduct of the evaluation process and to make it grievance free.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	[https://www.sncsivagirivarkala.com/2.5.2_Mechanism_for_exam_related_grievances.php](#)

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college follows the syllabus and the course outcomes as prescribed by the University of Kerala which are approved by the concerned Board of Studies under University of Kerala. The general and specific course outcomes of all programmes offered by the college are communicated to the teachers and the students and it is also displayed in the college website. In the beginning of each academic year a college handbook is distributed to students which contain the program and course outcome. An orientation programme is given to the newly admitted students to enable them to understand the course outcome. The syllabus and the course outcome are displayed in the department notice board. Students are given ample time to read and realize the aims and objectives of the courses. The DLMC of the college assigns tutorship to faculty members and the tutors provide directions to their wards to understand the objectives of the programmes and to attain positive outcomes. The course outcomes are measured through a transparent, continuous and comprehensive evaluation system. During PTA meetings the significance of the programmes and its outcomes are discussed with the parents and take feedback from them regarding the difficulties faced by students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	[https://www.sncsivagirivarkala.com/2.6.1_Course_outcome.php](#)
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college evaluates the programme and the course outcomes as per university guidelines and it is communicated to students periodically. Tutors monitor student achievement in terms of their interest to participate in paper presentations, classroom discussions, exhibitions, field trips, performance in viva voce examinations, practical examinations, curricular and extracurricular activities and involvement project works. The Physical Education department of the college keenly observes the performance of students in sports. The department level academic activities such as internal assessment, tutorial classes, seminars, projects and academic discussions are reviewed by the Department Level Monitoring Committee. The general discipline of the campus is monitored by the College Discipline Committee. Availability of learning resources, timely appointment of faculty, Faculty Improvement Programmes of staff and infrastructural requirements are reviewed by the College Management. The end semester examination results and feedback reports are examined by the college IQAC and steps for improvement are initiated.

The details of student achievements during the last academic year are as follows

Year

UG Result

(%)

PG Result

(%)

Number of students placed

Numbers of

students qualified

in Competitive

Examinations

2020-21

71

72

11

8

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.sncsivagirivarkala.com/2.6.2_Programme_outcome.php

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

471

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	http://www.sncsivagirivarkala.com/document/files/20220825231358.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.sncsivagirivarkala.com/survey.php#

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college promotes innovative practices despite financial and infrastructural constraints. Enabling the limited resources for maximum creation and transfer of knowledge has been done through the following means-(1) In order to keep up with the zeitgeist of our times, Entrepreneurship Development Club was formed with the aim of encouraging novelty driven entrepreneurial activities. (2) Investors Club is formed with the objective of making students aware about the need to start financial planning at a very young age itself. (3) TRENDZ- annual multidisciplinary seminar series is organised to develop the various vistas of research, where all the departments organize seminars and workshop for students bringing in their respective subject experts. (4) Observance of important days (5) Podcasts and YouTube are used as part of innovative learning practice (7) Lecture notes and presentations of faculty are deposited in Learning Management System which is accessible through LAN. The college has also arranged workshops, seminars, industrial visits, exhibitions, skill development training, research publication, antidrug initiatives, street dramas to create knowledge database beyond academic purview. The institution constantly reinvents itself by transfiguring as distance education examination center, general election centre, accommodation centre for Sivagiri pilgrims and hospitality for covid patients

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.sncsivagirivarkala.com/AQAR.php

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	http://www.sncsivagirivarkala.com/research.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

14

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college is very particular in ensuring values, community services, sensitization to social issues and for the holistic development of students through the various well functioning clubs, cells, study centers and forums. The NSS unit has conducted parithranam, harithalayam, medical assistance, awareness class, onam kit distribution, fit India plog run campaign, supply of study materials for students in the adopted village, agriculture training program, AIDS day observance, mazhamara agriculture project, thannerkudam, health survey, personality development programme, e-waste management program, kurunnukalkoru kunjuputhappu, palliative care service, testing the quality of food items, eat right movement programme and campus cleaning. The NCC unit has conducted statue cleaning, awareness rally, karunalayam visit, mask donation, blood donation and its awareness classes. The NSS and the NCC help the students to grow individually and also as a group. It helps to enhance students' confidence level, leadership quality and understanding of people around them. Thus it provides an opportunity for the youth in the nation building process.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/AQAR.php
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

28

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2979

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

18

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college campus is spread over 30 acres of land with a built-up area of 8528.56 square metre. There are 10 teaching departments, 49 classrooms, 19 ICT enabled rooms, 13 laboratories, 2 computer labs, One research room, 2 museums, 1 media centre, 1 conference Hall, 2 auditoriums, a language lab, one central library with an area of 425 square meters and a good collection of 43309 books, outdoor play grounds, canteen, a food production lab, a well-furnished FBS lab, a housekeeping lab, a front office lab, women's hostel and 2 security rooms to support the entire academic needs. Upgradation of Infrastructure facilities are done with RUSA and DBT STAR scheme.

All classrooms are ventilated, furnished and provided with black/white boards. Examination halls are equipped with CCTVs. Separate rooms given for IQAC, NCC, NSS, FSA, Chief examiner's Office, Counselling Cell and PTA.

The science departments have facilities such as Optics and Spectroscopic Darkrooms, Instrumentation Room, Rock Museum, Herbarium, Herbal Museum, Phyto Museum, Herbal Garden, Star Plant Corner, Organic Farm Zone, Green House, Zoological Museum, Chemical Store, Specimen Preparation Room for Zoology for experiential learning.

A Learning Management System, Wing20 connects the various departments and the courses in it.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sncsivagirivarkala.com/4.1%20DVV.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college gives equal importance to both academic and non-academic activities.

The college has a rich history in cultural activities with several achievements in dance, music, drama and literary events. The college bagged prizes in inter - collegiate and national level contests. A golden jubilee auditorium named "Gurudhakshina" and a mini auditorium serve as platforms for cultural activities. The various clubs functioning in the college help to mould the creativity of students and provide them with ample exposure to various realms of arts and media. The Arts day, College annual day and departmental association activities provide a platform for the students to showcase their talents. Cultural events are organized on special occasions like Onam, Christmas and Keralapiravi.

The college has facilities to develop the physical capabilities of students. The students got several accolades in sports at university and national levels. A well-equipped gymnasium and yoga centre are provided. Playing kits of carom board, chess, cricket, football, shot put, javelin throw, discus throw etc are available. The college has facilities such as Cricket pitch and nets, Football field, Track for athletics, two Volleyball courts, two Shuttle -Badminton courts, Kabaddi and Kho-Kho courts, Boxing ring etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sncsivagirivarkala.com/galleryfull.php?id=16&t=Sports

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

19

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sncsivagirivarkala.com/galleryfull.php?id=17&t=ICT%20/%20SMART%20ROOMS
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

10.62449

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library was automated in 2012 with Libsoft and migrated to the Open Source Integrated Library Management System, KOHA in 2019. It facilitates automation of circulation, cataloguing, Online Public Access Catalogue (OPAC), Acquisition Section, Serial Management, Label printing and Gate Register. The library is Wi-Fi enabled and there are 10 internet connected computer terminals supported servers. The library has a collection of 43309 books, 62 CDs/DVDs, 45 journals and magazines, 6 newspapers, N-LIST (National Library and Information Services Infrastructure for scholarly Content program) which provide access from anywhere, more than 6000 e-journals and above 3 million e-books. The open source e-book

management software "DSpace" further provides access to e-books, digitized question papers of previous years and published works of the faculty. Open access system is followed for borrowing books. The Library Committee with Principal as Chairperson, Librarian as Secretary, and five nominated faculty members functions to safeguard the interests of all sections of library users by formulating policies, rules and regulations and implementing the same in a judicious manner ensuring smooth functioning of library. The college library provides Turnitin plagiarism checker for the academic community. The library preserves digital content using DSpace software.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.sncsivagirivarkala.com/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3.61494

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

65

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has a well functioning IT infrastructure spread over departments, administrative sections, library, research room, Principal's chamber, IQAC room, computer labs, room of Chief Superintendent of Examinations, seminar and conference halls. These facilities are well managed and updated in accordance with the requirements. The college improves the bandwidth from time to time, upgrades hardware, service providers and fibre networks.

The college has 102 computers for students. The entire IT system of the college includes I3 processors, 8GB RAM, 1TB HDD, Windows 7 or its latest version. Networking is done in the main computer lab, main library and also in the administrative section with router facility. Individual backup is done for each system and office automation is done with Microsoft Windows.

All departments maintain essential IT infrastructure. Besides these, departments also maintain ICT facilities including LCD projector, WiFi/LAN connectivity, Laptop/Desktop and speaker system for effective instructional transaction. A Learning Management System, Wing20, is connected with seven departments and its courses.

The Media Centre and Lecture Capturing System helps to deliver the curriculum more effectively. The college website is maintained by a faculty in charge and the support of a professional agency for more dynamism.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sncsivagirivarkala.com/computerLab.php

4.3.2 - Number of Computers

102

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5.37923

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The college has a well-established machinery for the maintenance of facilities. The college management take cares of all the maintenance activities with the support of various monitoring committees.

All departments monitor and maintains the laboratories regularly. Safety measures are ensured in all labs. Computer labs are provided with adequate antivirus software and software updating is carried out at regular intervals. Solar power inverters are used in computer labs to prevent voltage fluctuations and related problems.

The women amenity centre provides facilities for girls to take rest and fresh up during non-academic hours. ICT facilities of the college including smart classrooms are maintained with AMC. College promotes maximum usage, reuse and recycle policy to minimize E-wastes in the campus. The college website is updated daily by the teacher in charge. Library software is regularly updated in line with the academic needs and syllabus requirements. The Library Committee safeguards the interests of all sections of library users and also ensures smooth functioning of the library. The Department of Physical education takes necessary steps for the proper maintenance of sports facilities. Gardners are appointed to take care of various gardens and landscape. Sweepers timely cleans washrooms, toilets and classrooms.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sncsivagirivarkala.com/policy.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

971

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

41

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	http://www.sncsivagirivarkala.com/CapacityAndSkillEnhancementProgram.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

194

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

194

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

134

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

8

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college ensures student representation in all bodiesin accordance with University rules and regulations.Duringthe academic year 2020-21, due to Covid Pandemic, classes were held online and

therefore there was no College Union.

Academic and Administrative Bodies/Committees:

- IQAC: In its constitution, IQAC has a student member in it and he/sheis actively involved inits initiatives.
- Anti-Ragging Cell: It consists of one student representative selected from among the final year UG / PG students having thorough understanding of UGC anti-ragging regulations. These members together takedecisions on issues related to the Cell.
- RUSA : A student representative of college union is part of committee along with the other administrative members.
- Internal Complaints Committee (ICC) : It consists of three student representatives, from among the final year UG/PG students capable of dealing such issues. These members together takes decisions whenever a need arises.
- Grievance Redressal Cell: It consists of a student representative selected from final year PG / UG students. These members inquireinto the complaints lodged and judge its merits.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/studentUnion.php
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

23

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The vibrant and active alumni association of the college "Sivagiri Sree Narayana College Poorva Vidyarthi Sanghadana" is registered under the Travancore - Cochin Cultural, Literary, Scientific and Charitable Societies Act 1955. Its annual meetings are usually convened on August 15th every year, which elects its office bearers. The alumnus of our College functions as different chapters. The UAE chapter is well functioning. The Abu Dhabi chapter has a website which periodically updates itsactivities in UAE.

Padmasree M.Chandradattan, Hemachandran IPS, K.M Laji (Municipal Chairman, Varkala) are some of our luminous alumni. The illustrious alumni of our college like Dr.Nadia Sha, Prof. Rajan Jose, and Sankar Manalilkada Sasidharan have associated with their respective departments invarious Seminars. Some of our faculty members are alumni of our college.

The Alumni Association has instituted Merit Award and Endowment for the Rank holders and toppers of the Final year University Examinations. During the year 2020-21 also, the toppers of various departments and meritorius students from financially backwards families were given cash awards and endowments .

Mid-Day Meal Program, an initiative implemented by the Alumni Association,provides mid-day meal to the needy students with theobjective, "Hunger free Campus".

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/SSR%205.4.1.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

"Liberation through Education", one of the doctrines of Sree Narayana Guru, is the vision the institution embraces and the mission is to impart quality education.The college follows a democratic mode of governance in all its affairs. The instsitution is managed by Sree Narayana Trusts and its Secretary is the Manager of the college.The Regional Development Committee (RDC) which represents the Management, participates in the governance of the college. The Principal is the Ex-Officio member of the RDC. The Principal, the management representative and the IQAC coordinator participate in government level meetings of higher education and the recommendations are implemented in consultation with the college council.The major committees such as IQAC, CLMC, RUSA, DBT STAR are entrusted with faculty members and decisions on academic and administrative affairs are taken in consultation with the stake holders. Action plans are formulated by IQAC in the beginning of every academic year. Departmental activities are monitored by heads and DLMC. Faculty members act as coordinators of clubs and committees. The staff Advisor,college union office bearers protect student interests.Meeting of the committees are regularly convened under Principal and minutes are properly documented.PTA and alumni guarantee overall development of the college.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/website%20 link%20for%206.1.1.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has a practice for delegating authority and ensuring involvement of all its stakeholders in accordance with the institution's vision and mission.One of the practices of decentralization and participative management adopted during the academic year is the beautification of the college campus. As part of the last year's action plan of the college, it was decided to widen the garden and landscaping of the campus to create an impressive appeal to the face of the college. Thus introduced a variety of artistic and landscaping features into the blueprint. The plan outlined by the principal, faculty members and RDC emphasized the visual appeal of the college and was made fruitful in the current academic year. The beautification program includes garden landscaping, rock garden for the Geology department, lotus ponds, constructing benches under the shades of trees for students to retreat, and planting locally available trees along with outdoor garden plants. There is also a separate pedestrian path to laze around.One supporting staff has been assigned to take care of the garden. The funding for beautification is provided by the RDC, PTA, faculty and alumni. The outcome of the program is the aesthetically pleasing environment around the campus.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/CRITERION% 206.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has a well defined Strategic Plan 2016-2022 for sustainable development of the prime areas namely

1. Strengthening physical facilities

2. Improving teaching/learning mechanism

3. Strengthening research and extension activities.

Infra Structure Rejuvenation and Development (INFRARED)

INFRARED is implemented for the construction of infrastructure for sustainable development.Funds from RUSA, STAR scheme of DBT, PTA, Management, Alumni, Teachers, students and other well wishers are used .

Strategic goals

Plan

Mobilisation and deployment

of fund

Revamping of laboratories

- Floor Tiling of labs of Zoology, Botany,Geology, Physics, Chemistry and Geology museum

RUSA

Kerala Construction Corporation

- Lights & Fans
- Electric works in all laboratories

RUSA

- ICT
- Advanced analytical research facilities to science labs

Administrative sanction from DBT under star scheme

Modernisation of seminar hall

- Tiling, Painting and beautification

RUSA& Kerala construction corporation

Modernisation of conference hall

- Electric work and Air conditioning

Management

Modernisation of library

- New building for central library

Administrative sanction obtained for RUSA fund.

Beautification of college campus

- Setting of Garden and landscaping
- New sign boards

Teachers and management

Drinking water facility

- Installation of filtration Units

PTA

Roofing and Maintenance of Physics Block

Tress Work

RUSA

ICT enabled classrooms

- Smart board
- New computers and printers
- Training to teachers/students

RUSA

Management

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	[http://www.sncsivagirivarkala.com/CR-VI%206.2.1%20STRATEGIC%20PLAN.php]()
Upload any additional information	[View File]()

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Institutional Governance mechanism

The institution is run by Sree Narayana Trusts and is monitored by the RDC. The College Council regulates the overall governance and IQAC ensures quality maintenance.

Recruitment Procedure TheDirectorate of Collegiate Education is intimated of vacant posts and on receiving concurrence, notifications are published in local as well as national print media. Interview board is constituted with a subject expert, Government nominee, and management representative. The Institution abides by UGC Regulations on Minimum Qualifications and Kerala University Regulations on appointment. Office staff are appointed adhering to Kerala Service Rules,.

Procedure for Promotion/Career Advancement Promotion is based on the guidelines of UGC regulations on Career Advancement Scheme (CAS) by assessing API score and the Performance Based Appraisal System (PBAS) of Kerala University. Screening/Selection Committee consists of Principal, HOD,IQAC, University appointed external experts and Management representative.

Adherence to Service Rules All staff are bound to abide by the Kerala Service Rules (KSR), formulated by Finance Department, Government of Kerala. The Kerala University Statutes are followed on all matters pertaining to service.

Grievance Redressal Mechanism Redress the complaints of students and staff.

Internal Complaints Committee-Formed with the intention to redress any grievance regarding sexual harassment of students or staff.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/CRITERION%206.2.2.php
Link to Organogram of the institution webpage	http://www.sncsivagirivarkala.com/Organogram.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Institutional amenities

1.Cooperative society – It is registered under Kerala Cooperative Societies Act,1969 supplies essential stationery items at a subsidized rate.

2.Canteen or refreshment area- provides hygienically prepared food for students and staff.

3.Wash Area- Wash basins are provided in various places.

4.Drinking water provision- water purifier in every department, office and library.

5.Security- Round the- clock security. An entry/ exit register is maintained.

Statutory welfare benefits

1. Gain PF-. Staff invest on a monthly basis to their PF account for which they earn interest fixed by Kerala government. They can avail loans as per requirement on interest-free terms

2. Group Personal Accident Insurance Scheme- Staff is insured against loss of life due to accidents.

3. Maternity and paternity leave- Women staff have fully paid maternity leave for up to 180 days. Paternity leave is permissible for 10 days to male staff.

4. State life insurance - provides insurance coverage and death benefit to nominees.

5. Group insurance scheme -It covers all staff under a single insurance policy as per Kerala statute.

6. Medisep- Ensures healthcare insurance to staff and envisages cashless medical treatment.

7. The institution motivates teaching staff to apply for promotion as per the University CAS.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops

and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

18

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

An efficient performance appraisal mechanism is in practice in the institution.

The evaluation parameters for teaching staff include students' academic excellence, feedback reports from students and API scores gained by the faculty. In the beginning of every academic year the department meeting allocates subjects to be taught by the teachers. At the end of each semester, portion completion statement is collected. Teachers record their academic activities in the work diary. They make lesson plans and teaching plans every semester. A confidential report regarding the assessment of faculty members are forwardedto the Manager for verification.

The College Council monitors the performance of every teacher. Faculty members are given charges ofvarious student clubs and committees on a rotation basis. For systematic evaluation, assessment and prompt action, students' feedback oncurriculum, infrastructurefacilities and faculty performance are obtained.

Academic audit is done to keep track of all academic accomplishments and activities. Annual reports submitted by departments are presented before general body.

Non-teaching staff is assessed based on their efficiency in administrative tasks. Assessment reports are prepared by Office Superintendent and submitted to Principal and evaluated by the Committee consisting of Principal, IQAC Coordinator, Head Accountant, and Office Superintendent.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/website%20links%20for%206.3.5.php
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

THE EXTERNAL AUDIT

I) Deputy Directorate of Collegiate Education, Kollam

Regional Deputy Director audits the collected and received funds from Government. They verify Cash Book, acquittance, e-Grantz Account, Caution Deposit, Fee receipt, PD register, IQAC and DBT star, RUSA.

II) Directorate of Collegiate Education

Funds and grants in aids from state Government are assessed. These include Cashbooks, bill books, fee receipts, Concession fees, non-plan contingent bills, Plan contingent bill, stockregister, bills of lab chemicals, library books etc. Non- Plan expenditure, Study tours, Scholarship, Challans, PD accounts, Passbooks, RUSA passbook, DBT Star passbook, student union funds, salary of guest lecturers, remuneration and stock register, Demand Collection Balance Statement, Service books, Stock verification.

III) Accountant General Audit - audit funds from Central and state governments like UGC, RUSA, DBT Star scheme, KSCSTE, KSHEC and Government organizations.

Audit of Accountant General entails: State Government non-plan funds PD accounts Stock registers Retention of cash balance Timely completion of PhD (FDP) Recovery of pay and allowances Maintenance of DCB statement IV) Chartered Accountants: - assess grants from UGC for Minor Research Projects, Seminars, workshops, IQAC - DBT Star fund -funds from PTA and Alumni INTERNAL AUDIT - by members of the committee appointed by Principal.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/6.4%20documents.php
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

36.91701

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College council supervises mobilization of funds. Purchase Committee, Academic Committee, IQAC, Research Committee, College-Level Monitoring Committee, and Library Advisory Committee are equally part of fund mobilization and utilization. Financial records are maintained by Head accountant.

Resource Mobilisation

Human Resource, material assets, infrastructural support, and financial assistance are considered the major resources

The significant sources of funds are from:

Central Government

- **RUSA**
- **DBT-STAR**
- **Scholarships/Grants-in-aid**

State Government

- KSCSTE
- Fund for NSS

Non-Government

- Endowment awards
- Departments/alumni associations
- Student fee from career-related courses
- PTA
- Humanitarians
- Teachers
- FSA (Former Students Association)
- Management

Central government funds are utilized for academic and infrastructure advancement of the college which includes purchaseof books, equipment, maintaining labs, sports facilities and for organizing seminars and workshops. Students would get scholarships/grants-in aid.

State government funds are utilised for innovative projects, workshops, conferences, and meetings, green activities, mentoring, club and student support activities, scholarships and salaries to guest faculty.

Management/PTA/Alumni funds are utilized to meet academic requirements and infrastructure.

Significant resources are mobilized from:

1.Government/Department of Higher Education/Department of Collegiate Education

2.Alumni/former students' association (FSA)

3.Research Funds from UGC/KSCSTE

4.Fees, charges & levies from students.

5. RUSA, DST, DBT for digitalization of academic atmosphere

6. PTA, philanthropists for development activities

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/6.4%20documents.php
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC renders monumental role in maintaining and ensuring quality in academics.

Practice 1 Core Competency Development Strategy

Wisdom 2025 is a strategic component of the larger ambitious initiative, Vision 2025. It's goal is to motivate teachers to obtain research degree as well as to enrol PhD holders for guideship. Teachers are encouraged to participate in faculty development programmes.

Trendz seminar/ lecture series is an annual academic exercise conducted with the help of IQAC. It serves as a platform for experts from different knowledge areas to deliver lectures and engage in discussions with students and faculty.

Practice 2 Student Quality Assurance Programme

Learning Management System- Wing20 LMS is a centralized online platform connecting departments, courses and students in it. During covid, the institution maintained its quality of teaching learning process via LMS by creating automated assessments and assignments for students. It also helps to manage student activities in academic communities.

Tutorial-cum-Mentoring System- enables to provide individual attention to students and analyze student progress in learning. Each class of students is entrusted with a Group Tutor who functions like a mentor, regularly monitors the academic and extra-curricular activities of his/her student group. The general coordinator assesses the whole tutorial -mentoring process.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/minutes.php
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC follows a proper system to monitor the teaching-learning process. The annual academic and activity plan as well as teaching and lesson plans of the departments are monitored. Newly admitted students were given orientation. Open courses have been chosen in consultation with IQAC. It monitors and schedule internal examinations. IQAC engages semester wise feedback response system and organizes regular parent teacher meetings.

IQAC ensures efficient functioning of remedial and mentoring system and resolves academic and non-academic issues. Teachers were given IT enabled training and the digital contents developed during lockdown were distributed across Kerala. IQAC encouraged field trips, Industrial Exposure Trainings for students.

In association with IQAC, all departments organized webinars during lockdown. Faculty members are encouraged to pursue research and apply for guideship through Wisdom 2025 plan.

IQAC issues code of conduct to faculty, supporting staff and students. It recommended applying for DBT Star and new postgraduate and innovative programmes. The college was thus selected for the DBT scheme and an innovative M.Com programme. IQAC introduced organic farming with the guidance of Agriculture Department. Haritha Kerala Mission certified the college as Green campus and ranked first with a score of 95 out of 100.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/Website%20Link.php
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.sncsivagirivarkala.com/website%20links%20for%206.5.3.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college ensures gender equity in all its policies. Our management is very particular to ensure opportunities to women during the recruitment and the admission processes. It is notable that more than 80 per cent of students and 90 per cent of faculty members are females. Due representation is given to all genders in all the academic and administrative bodies. Women Study Unit, Internal Complaints Committee, Discipline Committee and Counselling cell are vigilant in the campus. Besides a district amenity centre for women, a separate sick room, sanitary napkin vending machine, reading room, 25 toilets and a dining hall are provided for girls. Women's hostel with 24x7 security is provided.

Gender specific events in sports and games are organized every year. Other programmes organised during 2020-21 include Personality Development Programme, Women's day and Youth Skill day celebrations, webinar on Common gynaec problems, Webinar on early detection and management of breast cancer, Invited talk on 'Family Laws and Legal Service Authorities Act'. Invited lecture on 'Issues and Concerns of Women's Health in India' and Cyber Awareness Programme. Job training 'Art and Craft' programme to design clothes was also organised.

File Description	Documents
Annual gender sensitization action plan	https://www.sncsivagirivarkala.com/7.1.1_AQAR_2020-21.php
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.sncsivagirivarkala.com/7.1.1_Geotagged_Photos.php

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has its own waste management policy - "Generate Less-Recycle More". The inhouse communications are through electronic mode to reduce the usage of paper.

Solid waste management is done by segregating wastes into bio degradable and non-bio degradable. Non-bio degradable waste is given to external agency. Degradable waste is deposited in bio gas plant and the bio gas is used in canteen. The decomposed litter is used as manure for organic farming. Sanitary napkin incinerators are installed in girls' rest room and hostel.

Liquid waste -The drainage system and leech pits are sufficient for sewage waste disposal. The chemistry department verifies the laboratory wastes and removes chemical hazards twice a year.

E-waste- Electronic devices are refurbished for reuse and proper maintenance and upgradation are done. College signed an agreement with Earth Sense Recycle Private Limited, Palakkad for e-waste disposal.

Bio Medical and radioactive waste are not generated.

Rain water harvesting is done using a tank/recharge structure with 10000 litre capacity for reuse.

Separate bins are provided in all classrooms, laboratory, common halls, staff rooms, hostel rooms and office for collecting various types of wastes. Students' involvement and participation is ensured in all levels of waste management.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	*View File*
Geo tagged photographs of the facilities	*View File*

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore

B. Any 3 of the above

well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Sree Narayana Guru's maxim Men may differ in their faiths, their languages and their modes of dressing; but there can be no evil in inter-dining and intermarriage because all belong to the same kind of creation is truly followed in every activity of the college. All the activities of the college are focused to bring together

participants from diverse backgrounds. Every participant is given equal opportunity and the constitutional principle of equity is strictly followed.

The cultural events of various religious groups are celebrated jointly by the students and the faculty members irrespective of their religious affiliation. The following events are celebrated during the year 20-21.

Events

Date

Celebration

International Yoga Day

21/06/2020

Yoga Training

Independence Day

15/08/2020

Flag hoisting

Onam

26/08/2020

Onam kit distribution

Chathayadinam

02/09/2020

community feast

NSS Day Celebrations

24/092020

Vrious Celebrations

Gandhi Jayanthi

02/10/2020

Fit India Plog Run Campaign

Sankar's Day

07/11/2020

Talk by Dr. Vinayakumar

Financial support to needy students

Sivagiri Theerthadanam

30/12/2020 to 01/01/2021

Providing help and assistance to the pilgrims

Women's Day Celebration

08/03/2021

Women's Health Awareness Class

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college is very particular in enhancing constitutional values among students and staff members. The college celebrates important days of national and constitutional relevance such as Independence Day, Republic Day, Gandhi Jayanti, Human Rights Day, Women's Day, Anti- Drug awareness Program to name a few.

Seminars, workshops, debates, discussions, poster-making, self-defence sessions, legal awareness classes, anti-drug campaign, interaction with eminent public figures brought alive to the college

community the fundamental responsibilities, rights and duties.

The programmes inspired students and staff members to reflect on the importance of constitutional values. As part of the drive we had the following events such as Medical camp, Road safety awareness, National Education Policy, Constitution Day pledge, conducted of two day seminar on Sree Narayana Philosophy, Blood donation camp, Anaganavadi Cleaning, Medical assistance to the former security, Fit India Plog Run Campaign, AIDS day observance, Health Survey, Palliative Care, Kurunnukalku Kunjuduppu, Eat Right Movement, Karunalayam visit, Mask donation, Testing food quality, Midday meal programme as part of "hunger free campus", Gender awareness classes and Agriculture training Programme.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.sncsivagirivarkala.com/7.1.9_AQAR_2020-2021.php
Any other relevant information	https://www.sncsivagirivarkala.com/7.1.9_AQAR_2020-2021.php

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college organizes and celebrates various national and local festivals for inculcating cultural integrity.

Onam is celebrated every year by organizing cultural events, spending time with inmates of Orphanages and providing lunch.

Independence day, Gandhi jayanthi ,Vijayadashami, Christmas, New Year, republic day, birth and death anniversaries of Sree Narayana Guru are observed and celebrated in the college .The college organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behavior of students.

Lectures, meetings, exhibitions, awareness camps, outreach programs were organized.

NSS Day is celebrated on 24th September by organizing various programs followed by the cleanliness drive in the campus. NCC day is celebrated with grandeur by the cadets.Kargil Day and Birthday of Subhash Chandra Bose, World Humanitarian day are observed

Guru Samadhi and Jayandhi is observed every year. College welcomes the Communal harmony processions from SivagiriMutt. Conferences, floral tributes,community prayers, feeding the poor and community feast mark jayandhi and Samadhi celebrations.

During Sivagiri Pilgrimage college serves as a facility centre for thousands of pilgrims who throng in the college every year from 30 December to 1 January for poojas, bhajans and community lunch.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1.TRENDZ seminar series

Objectives

- **provides opportunity for exchange of ideas**
- **to develop research culture**

Context

- **To commemorate founder Manager Sri R Sankar.**
- **to widen learning experience**

Practice

The five day TRENDZ series had the following lectures:Dying Planet: Does Science Save Earth?, Bio Diversity Awareness,Experimental Approach to Poverty Alleviation – The 2019 Nobel Laureates, Smarthavicharam, Pep Talk on Entrepreneurship, Field Techniques in Geology, Making Sense with Sound, Periodic Table and Story of Elements, Chinthavishtayaya Sita- First Feminist work, Sets and Partitions.

Uniqueness

- **promotes multi disciplinary outlook in learning.**
- **free and open**

Evidence of Success

- **Students presented papers**
- **Enhances research quality**

Problems encountered

- lack of fund
- Time constraints

Practice 2 -ORGANIC FARMING

Objectives

- to impart knowledge in organic farming
- to promote self employment

Context

- Need to go back to traditional organic farming
- to practice farming multiple crops and vegetables

Practice

In association with Krishi Bhavan Varkala,institution put into practice"Mazha Mara" Agriculture project,inaugurated by Smt. Beena Boniface, Assistant Director, Agriculture Department on 10/02/2021.It is intended to cultivate organic vegetables.

Uniqueness

- multiple crops and vegetables cultivated

Evidence of success

NSS unit adopted rural village 'Kanwasrama'and distributed the harvested vegetables among poor.

Problems encountered

- Lack of funds
- Time constraints

File Description	Documents
Best practices in the Institutional website	https://www.sncsivagirivarkala.com/7.2%20_AQAR_2020-2021_BEST_PRACTICES.php
Any other relevant information	https://www.sncsivagirivarkala.com/7.2%20_AQAR_2020-2021_BEST_PRACTICES.php

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The uniqueness which the college could alone feel proud of is its close association with the spiritual centers Sivagiri Mutt and Sree Narayana Gurukulam.

The students can access the East West Library founded by Sri Nataraja Guru. Swami Krishnanand gives orientation classes on Guru's philosophy for our students. They are also allowed to visit Gurukulam and can listen to the talks by saints.

The college disseminates the doctrines of Guru through various practices. Seminars and talks on Sree Narayana Philosophy are organized. His holy Sri Muni Narayana Prasad from Gurukulam and Sri Padmabhooshan Srimad Vishalananda Swamikal from Sivagiri Mutt teach students the Guru Deva Darshanas.

The institution offers a six months Zero Credit free Course on Sree Narayana Philosophy . The college has a Sree Narayana Study Centre and Guru Mandhiram. Central Library holds a repository for Guru's works. The campus's walls are illustrated with Guru's wordings. Guru Dharma pamphlets are circulated among students.

During Sivagiri pilgrimage, the institution provides accommodation for pilgrims. The students and faculty volunteer the ten day pilgrimage. They are encouraged for Community Feast to breed a culture of secularism.The community service activities of the college shape our students into responsible citizens

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college ensures effective curriculum delivery through all possible ways. The faculty members participate in the revision of syllabus, setting of question papers and also act as Board of Examiners at University level. The college offers choices to students in the form of open courses and electives courses. The practical aspects in the curriculum are effectively delivered in well maintained laboratories. Industrial training and field trips are organised every year. The centralized library is automated, provides N List facility and has a collection of 42617 books. Training programmes on ICT usage are organized on a need basis. The college has comprehensive video based learning platform. The Learning Management System is used by seven departments. The college has conducted a wide range of programmes during the year 2021 through online mode as well to enrich the curriculum transaction. Seminars, workshops and exhibitions are organised by various departments and clubs and it is properly documented. The college has academic collaborations with institutions of national and international reputation. The various departments have MOUs with eminent institutions. The faculty members attend refresher courses, short term courses, seminars and workshops organized by Institutions of National and International repute.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://www.sncsivagirivarkala.com/academicCalender.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being affiliated to the University of Kerala, the college follows the academic calendar prepared by the university. Apart from that, an academic cum activity calendar is also prepared at the college level in tune with the university calendar. The activity calendar consists of schedule of regular classes, internal

examinations, model examinations, display of CE marks, tentative dates of various programmes. The activity calendar is finally approved by the college council after deliberations and any change is ratified by the council in consultation with the IQAC.

The continuous internal evaluation of students is carried out as per university norms through a transparent three layer system. Continuous evaluation is done by considering the attendance of students, evaluation of assignments and marks obtained in the internal examinations. A three layer transparency is ensured at Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC) and University Level Monitoring Committee (ULMC) levels. The CE marks sheets are displayed in the department notice board for scrutiny. Adequate measures are taken to address the grievances of students, if any.

The IQAC monitors whether all the activities of the college are being carried out systematically as per the academic calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.sncsivagirivarkala.com/academicCalender.php

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

120

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

1.3 - Curriculum Enrichment

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

The college is very particular in transacting human values and environmental consciousness among students and staff. The Guru mandir in the entrance of the campus lends a serene and spiritual ambience. All UG programmes offer courses pertaining to human values, gender issues, environmental problems and the need for sustainability. Reservation policies and constitutional provisions for the upliftment of women are taught in Political Science, which is a complimentary course for the UG students of Economics and History. Through language courses, issues related to gender, ethics, values and environment as reflected in the various genres of literature are discussed. The Women Study Unit and the Internal Compliance Committee (ICC) address gender sensitive issues. The emerging environmental issues are addressed to the students during field trips. Wet land day, Ozone day, World Environment day, Women's day etc are celebrated in the campus with maximum student participation. Invited lectures on research methodology and IPR are organised every year. The Research Committee of the college organises awareness classes on plagiarism and ethical citations. Spiritual discourses on Sree Narayana Philosophy are organised to spread the need for ethical wellbeing. The faculty members are encouraged to attend courses on research ethics and capacity building.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Institutional Data in Prescribed Format	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

672

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	http://sncsivagirivarkala.com/feedback.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View File](#)
Any additional information	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sncsivagirivarkala.com/feedback.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

516

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

285

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Our college has a structured mechanism for assessing the learning levels of the students. Induction Programme is given to the freshers. A continuous and comprehensive evaluation system is

followed. University examination results are analysed and mentors identify the learning abilities of mentees and adequate measures are taken.

Special assistance is provided to the advanced learners. They are motivated to participate in seminars, workshops, online courses and intercollegiate competitions. INFLIBNET facilities are provided in the central library. A wide range of in-house academic exercises are provided. Visit to institutes of national importance is conducted every year.

Remedial classes, motivational classes and revision classes are given to the slow learners. Peer teaching is promoted. Special mentoring is given to boost their confidence level. The concepts are explained to them in the mother tongue. Students are motivated to spent more time in library. Special assistance is given to improve the communication skills. Student Aid fund is provided for the socially and economically backward students. Special PTA meetings are also held.

File Description	Documents
Paste link for additional information	https://www.sncsivagirivarkala.com/2.2.1_Special_programmes.php
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2042	70

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Experiential learning is carried out in all departments of the college. Field trips are organized to address environmental issues as part of UG project work. Every department invited experts in their field and held webinars to expose students to

the most recent updates. Study tours are organized to help students learn more about their subjects. Students benefit from laboratory visits and hands-on training programs at CTCRI, CEPCI, JNTBGRI, and Krishi Bhavan. Participatory learning is achieved by students through NSS, NCC, 25 active clubs, and activities such as village adoption, campus cleaning, Parithranam, Harithalayam, Thannerkudam, Mazhamara, health survey, and fit India plot run campaign.

As part of the community outreach program, the college provides palliative care, Kurunnukalkoru Kunjuputhappu, food quality testing at right movement, blood donation, and mask and sanitizer distribution to needy people. The college implements problem-solving approaches such as online quizzes and, poster competitions. TRENDZ seminars offer students an opportunity to present their papers. Personal counselling and motivational classes are available to students. The cross-disciplinary subject is offered through an open course scheme by various departments.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.sncsivagirivarkala.com/2.3.1_Student_centric_methods.php

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college campus is wi-fi enabled. Each department has smart classrooms apart from the traditional classrooms. They are equipped with smart boards, LCD, computers/ laptop with wifi connectivity and audio-visual devices. All the faculty members follow ICT enabled teaching methodologies. Smart phones, whatsapp, Telegram, Google classroom, Google meet, zoom meetings, YouTube-live class, virtual labs, personal blogs, podcast, anchor FM, PPT and video presentations, QUZIZZ, KAHOOT platforms and e-assignments are given. Meeting with students and parents are conducted through google meet and zoom platform. The Central library provides INFLIBNET and N-LIST facility The institution has facilities to access to National Digital Library. The central library of the college has a blog named 'sncvlibrary.blogspot'. Students are doing NPTEL online courses. The college has multimedia conference hall. Learning Management System is enabled using Wing 20 software. The educational app like SWAYAM, e-PG

`Pathshala are used in the institution.`

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

70

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

33

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

403

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college follows an internal assessment system in tune with the University. An orientation programme about CBCS system is arranged every year for the freshers. As part of continuous evaluation two examinations are conducted every semester. The College Level Monitoring Committee is in charge of the conduct of internal examinations. Time table and seating arrangements of internal examination is displayed in the notice board and the same is announced in the respective classes. Examination halls are under CCTV surveillance. Internal squads are formed to prevent any type of malpractice. Valued answer scripts are given back to students to make them aware of their strengths and weakness. If students have any complaints regarding the internal marks, they can approach the concerned faculty. Once their grievance is redressed, they should sign in the internal mark sheet. Re-examination is permitted on genuine reasons. Consolidated internal examination mark sheets are prepared before

University examinations. Verified internal marks are uploaded to the University website within the time limit after a three-tier verification- first at the tutor level, then at the HoD level and finally at the Principal level. A copy of the CE sheets is forwarded to university for onward processing.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sncsivagirivarkala.com/2.5.1_Mechanism_of_internal_assessment.php

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

The college is very particular in conducting the entire evaluation process in an effective and transparent way. A three level Grievance Redressal Mechanism is followed – Department Level Monitoring Committee, College Level Monitoring Committee and University Level Monitoring Committee. Internal marks are given to students based on assignments and internal examinations. Consolidated monthly attendance and CE score are displayed on the notice board. Marks are given to assignments based on timely submission, quality of content and its presentation. The internal examinations are conducted as per university question pattern. CLMC monitors the conduct of internal examinations. Internal squads are formed to prevent any type of malpractice. The answer scripts of internal examinations are valued by the teachers within the stipulated time and the marks are given strictly based on the performance. The CE mark sheets given for students for verification. If the students have any grievance about their CE marks, they can approach the respective faculty member, the DLMC, or the CLMC in a hierarchical manner until his grievances are redressed. The college ensures transparency in all possible ways in the conduct of the evaluation process and to make it grievance free.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sncsivagirivarkala.com/2.5.2_Mechanism_for_exam_related_grievances.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college follows the syllabus and the course outcomes as prescribed by the University of Kerala which are approved by the concerned Board of Studies under University of Kerala. The general and specific course outcomes of all programmes offered by the college are communicated to the teachers and the students and it is also displayed in the college website. In the beginning of each academic year a college handbook is distributed to students which contain the program and course outcome. An orientation programme is given to the newly admitted students to enable them to understand the course outcome. The syllabus and the course outcome are displayed in the department notice board. Students are given ample time to read and realize the aims and objectives of the courses. The DLMC of the college assigns tutorship to faculty members and the tutors provide directions to their wards to understand the objectives of the programmes and to attain positive outcomes. The course outcomes are measured through a transparent, continuous and comprehensive evaluation system. During PTA meetings the significance of the programmes and its outcomes are discussed with the parents and take feedback from them regarding the difficulties faced by students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.sncsivagirivarkala.com/2.6.1_Course_outcome.php
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college evaluates the programme and the course outcomes as per university guidelines and it is communicated to students periodically. Tutors monitor student achievement in terms of their interest to participate in paper presentations, classroom discussions, exhibitions, field trips, performance in viva voce examinations, practical examinations, curricular and extracurricular activities and involvement project works. The Physical Education department of the college keenly observes the performance of students in sports. The department level academic activities such as internal assessment, tutorial classes,

seminars, projects and academic discussions are reviewed by the Department Level Monitoring Committee. The general discipline of the campus is monitored by the College Discipline Committee. Availability of learning resources, timely appointment of faculty, Faculty Improvement Programmes of staff and infrastructural requirements are reviewed by the College Management. The end semester examination results and feedback reports are examined by the college IQAC and steps for improvement are initiated.

The details of student achievements during the last academic year are as follows

Year

UG Result

(%)

PG Result

(%)

Number of students placed

Numbers of

students qualified

in Competitive

Examinations

2020-21

71

72

11

8

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.sncsivagirivarkala.com/2.6.2_Programme_outcome.php

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

471

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	http://www.sncsivagirivarkala.com/document/files/20220825231358.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.sncsivagirivarkala.com/survey.php#

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college promotes innovative practices despite financial and infrastructural constraints. Enabling the limited resources for

maximum creation and transfer of knowledge has been done through the following means-(1) In order to keep up with the zeitgeist of our times, Entrepreneurship Development Club was formed with the aim of encouraging novelty driven entrepreneurial activities. (2) Investors Club is formed with the objective of making students aware about the need to start financial planning at a very young age itself. (3) TRENDZ- annual multidisciplinary seminar series is organised to develop the various vistas of research, where all the departments organize seminars and workshop for students bringing in their respective subject experts. (4) Observance of important days (5) Podcasts and YouTube are used as part of innovative learning practice (7) Lecture notes and presentations of faculty are deposited in Learning Management System which is accessible through LAN. The college has also arranged workshops, seminars, industrial visits, exhibitions, skill development training, research publication, antidrug initiatives, street dramas to create knowledge database beyond academic purview. The institution constantly reinvents itself by transfiguring as distance education examination center, general election centre, accommodation centre for Sivagiri pilgrims and hospitality for covid patients

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sncsivagirivarkala.com/AQAR.php

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	http://www.sncsivagirivarkala.com/research.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

14

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college is very particular in ensuring values, community services, sensitization to social issues and for the holistic development of students through the various well functioning clubs, cells, study centers and forums. The NSS unit has conducted parithranam, harithalayam, medical assistance, awareness class, onam kit distribution, fit India plog run campaign, supply of study materials for students in the adopted village, agriculture training program, AIDS day observance, mazhamara agriculture project, thannerkudam, health survey, personality development programme, e-waste management program, kurunnukalkoru kunjuputhappu, palliative care service, testing the quality of food items, eat right movement programme and campus cleaning. The NCC unit has conducted statue cleaning, awareness rally, karunalayam visit, mask donation, blood donation and its awareness classes. The NSS and the NCC help the students to grow individually and also as a group. It helps to enhance students' confidence level, leadership quality and understanding of people around them. Thus it provides an opportunity for the youth in the nation building process.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/AQAR.php
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

28

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2979

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

18

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college campus is spread over 30 acres of land with a built-up area of 8528.56 square metre. There are 10 teaching departments, 49 classrooms, 19 ICT enabled rooms, 13

laboratories, 2 computer labs, One research room, 2 museums, 1 media centre, 1 conference Hall, 2 auditoriums, a language lab, one central library with an area of 425 square meters and a good collection of 43309 books, outdoor play grounds, canteen, a food production lab, a well-furnished FBS lab, a housekeeping lab, a front office lab, women's hostel and 2 security rooms to support the entire academic needs. Upgradation of Infrastructure facilities are done with RUSA and DBT STAR scheme.

All classrooms are ventilated, furnished and provided with black/white boards. Examination halls are equipped with CCTVs. Separate rooms given for IQAC, NCC, NSS, FSA, Chief examiner's Office, Counselling Cell and PTA.

The science departments have facilities such as Optics and Spectroscopic Darkrooms, Instrumentation Room, Rock Museum, Herbarium, Herbal Museum, Phyto Museum, Herbal Garden, Star Plant Corner, Organic Farm Zone, Green House, Zoological Museum, Chemical Store, Specimen Preparation Room for Zoology for experiential learning.

A Learning Management System, Wing20 connects the various departments and the courses in it.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.sncsivagirivarkala.com/4.1%20DVV.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college gives equal importance to both academic and non-academic activities.

The college has a rich history in cultural activities with several achievements in dance, music, drama and literary events. The college bagged prizes in inter - collegiate and national level contests. A golden jubilee auditorium named "Gurudhakshina" and a mini auditorium serve as platforms for cultural activities. The various clubs functioning in the college help to mould the creativity of students and provide them with ample exposure to various realms of arts and media. The Arts day, College annual

day and departmental association activities provide a platform for the students to showcase their talents. Cultural events are organized on special occasions like Onam, Christmas and Keralapiravi.

The college has facilities to develop the physical capabilities of students. The students got several accolades in sports at university and national levels. A well-equipped gymnasium and yoga centre are provided. Playing kits of carom board, chess, cricket, football, shot put, javelin throw, discus throw etc are available. The college has facilities such as Cricket pitch and nets, Football field, Track for athletics, two Volleyball courts, two Shuttle -Badminton courts, Kabaddi and Kho-Kho courts, Boxing ring etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sncsivagirivarkala.com/gallery full.php?id=16&t=Sports

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

19

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sncsivagirivarkala.com/gallery full.php?id=17&t=ICT%20/%20SMART%20ROOMS
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

10.62449

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library was automated in 2012 with Libsoft and migrated to the Open Source Integrated Library Management System, KOHA in 2019. It facilitates automation of circulation, cataloguing, Online Public Access Catalogue (OPAC), Acquisition Section, Serial Management, Label printing and Gate Register. The library is Wi-Fi enabled and there are 10 internet connected computer terminals supported servers. The library has a collection of 43309 books, 62 CDs/DVDs, 45 journals and magazines, 6 newspapers, N-LIST (National Library and Information Services Infrastructure for scholarly Content program) which provide access from anywhere, more than 6000 e-journals and above 3 million e-books. The open source e-book management software "DSpace" further provides access to e-books, digitized question papers of previous years and published works of the faculty. Open access system is followed for borrowing books. The Library Committee with Principal as Chairperson, Librarian as Secretary, and five nominated faculty members functions to safeguard the interests of all sections of library users by formulating policies, rules and regulations and implementing the same in a judicious manner ensuring smooth functioning of library. The college library provides Turnitin plagiarism checker for the academic community. The library preserves digital content using DSpace software.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.sncsivagirivarkala.com/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3.61494

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

65

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has a well functioning IT infrastructure spread over departments, administrative sections, library, research room, Principal's chamber, IQAC room, computer labs, room of Chief Superintendent of Examinations, seminar and conference halls. These facilities are well managed and updated in accordance with the requirements. The college improves the bandwidth from time to time, upgrades hardware, service providers and fibre networks.

The college has 102 computers for students. The entire IT system of the college includes I3 processors, 8GB RAM, 1TB HDD, Windows 7 or its latest version. Networking is done in the main computer lab, main library and also in the administrative section with router facility. Individual backup is done for each system and office automation is done with Microsoft Windows.

All departments maintain essential IT infrastructure. Besides these, departments also maintain ICT facilities including LCD projector, WiFi/LAN connectivity, Laptop/Desktop and speaker system for effective instructional transaction. A Learning Management System, Wing20, is connected with seven departments and its courses.

The Media Centre and Lecture Capturing System helps to deliver the curriculum more effectively. The college website is maintained by a faculty in charge and the support of a professional agency for more dynamism.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.sncsivagirivarkala.com/computerLab.php

4.3.2 - Number of Computers

102

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5.37923

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The college has a well-established machinery for the maintenance of facilities. The college management take cares of all the maintenance activities with the support of various monitoring committees.

All departments monitor and maintains the laboratories regularly. Safety measures are ensured in all labs. Computer labs are provided with adequate antivirus software and software updating is carried out at regular intervals. Solar power inverters are used in computer labs to prevent voltage fluctuations and related problems.

The women amenity centre provides facilities for girls to take

rest and fresh up during non-academic hours. ICT facilities of the college including smart classrooms are maintained with AMC. College promotes maximum usage, reuse and recycle policy to minimize E-wastes in the campus. The college website is updated daily by the teacher in charge. Library software is regularly updated in line with the academic needs and syllabus requirements. The Library Committee safeguards the interests of all sections of library users and also ensures smooth functioning of the library. The Department of Physical education takes necessary steps for the proper maintenance of sports facilities. Gardners are appointed to take care of various gardens and landscape. Sweepers timely cleans washrooms, toilets and classrooms.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sncsivagirivarkala.com/policy.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

971

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

41

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to Institutional website	http://www.sncsivagirivarkala.com/CapacityAndSkillEnhancementProgram.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

194

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

194

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

134

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

8

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

one) during the year

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

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college ensures student representation in all bodiesin accordance with University rules and regulations.Duringthe academic year 2020-21, due to Covid Pandemic, classes were held online and therefore there was no College Union.

Academic and Administrative Bodies/Committees:

- IQAC: In its constitution, IQAC has a student member in it and he/sheis actively involved inits initiatives.
- Anti-Ragging Cell: It consists of one student representative selected from among the final year UG / PG students having thorough understanding of UGC anti-ragging regulations. These members together takedecisions on issues related to the Cell.
- RUSA : A student representative of college union is part of committee along with the other administrative members.
- Internal Complaints Committee (ICC) : It consists of three student representatives, from among the final year UG/PG students capable of dealing such issues. These members together takes decisions whenever a need arises.
- Grievance Redressal Cell: It consists of a student representative selected from final year PG / UG students. These members inquireinto the complaints lodged and judge

`its merits.`

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/studentUnion.php
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

`23`

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

`The vibrant and active alumni association of the college`
`"Sivagiri Sree Narayana College Poorva Vidyarthi Sanghadana" is`
`registered under the Travancore - Cochin Cultural, Literary,`
`Scientific and Charitable Societies Act 1955. Its annual meetings`
`are usually convened on August 15th every year, which elects its`
`office bearers. The alumnus of our College functions as different`
`chapters. The UAE chapter is well functioning. The Abu Dhabi`
`chapter has a website which periodically updates itsactivities in`
`UAE.`

`Padmasree M.Chandradattan, Hemachandran IPS, K.M Laji (Municipal`
`Chairman, Varkala) are some of our luminous alumni. The`

illustrious alumni of our college like Dr.Nadia Sha, Prof. Rajan Jose, and Sankar Manalilkada Sasidharan have associated with their respective departments invarious Seminars. Some of our faculty members are alumni of our college.

The Alumni Association has instituted Merit Award and Endowment for the Rank holders and toppers of the Final year University Examinations. During the year 2020-21 also, the toppers of various departments and meritorius students from financially backwards families were given cash awards and endowments .

Mid-Day Meal Program, an initiative implemented by the Alumni Association,provides mid-day meal to the needy students with theobjective, "Hunger free Campus".

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/SSR%205.4.1.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

"Liberation through Education", one of the doctrines of Sree Narayana Guru, is the vision the institution embraces and the mission is to impart quality education.The college follows a democratic mode of governance in all its affairs. The inststitution is managed by Sree Narayana Trusts and its Secretary is the Manager of the college.The Regional Development Committee (RDC) which represents the Management, participates in the governance of the college. The Principal is the Ex-Officio member of the RDC. The Principal, the management representative and the

IQAC coordinator participate in government level meetings of higher education and the recommendations are implemented in consultation with the college council.The major committees such as IQAC, CLMC, RUSA, DBT STAR are entrusted with faculty members and decisions on academic and administrative affairs are taken in consultation with the stake holders. Action plans are formulated by IQAC in the beginning of every academic year. Departmental activities are monitored by heads and DLMC. Faculty members act as coordinators of clubs and committees. The staff Advisor,college union office bearers protect student interests.Meeting of the committees are regularly convened under Principal and minutes are properly documented.PTA and alumni guarantee overall development of the college.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/website%20link%20for%206.1.1.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has a practice for delegating authority and ensuring involvement of all its stakeholders in accordance with the institution's vision and mission.One of the practices of decentralization and participative management adopted during the academic year is the beautification of the college campus. As part of the last year's action plan of the college, it was decided to widen the garden and landscaping of the campus to create an impressive appeal to the face of the college. Thus introduced a variety of artistic and landscaping features into the blueprint. The plan outlined by the principal, faculty members and RDC emphasized the visual appeal of the college and was made fruitful in the current academic year. The beautification program includes garden landscaping, rock garden for the Geology department, lotus ponds, constructing benches under the shades of trees for students to retreat, and planting locally available trees along with outdoor garden plants. There is also a separate pedestrian path to laze around.One supporting staff has been assigned to take care of the garden. The funding for beautification is provided by the RDC, PTA, faculty and alumni. The outcome of the program is the aesthetically pleasing environment around the campus.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/CRITERION%206.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has a well defined Strategic Plan 2016-2022 for sustainable development of the prime areas namely

1. Strengthening physical facilities

2. Improving teaching/learning mechanism

3. Strengthening research and extension activities.

Infra Structure Rejuvenation and Development (INFRARED)

INFRARED is implemented for the construction of infrastructure for sustainable development.Funds from RUSA, STAR scheme of DBT, PTA, Management, Alumni, Teachers, students and other well wishers are used .

Strategic goals

Plan

Mobilisation and deployment

of fund

Revamping of laboratories

  - **Floor Tiling of labs of Zoology, Botany,Geology, Physics, Chemistry and Geology museum**

RUSA

Kerala Construction Corporation

- Lights & Fans
- Electric works in all laboratories

RUSA

- ICT
- Advanced analytical research facilities to science labs

Administrative sanction from DBT under star scheme

Modernisation of seminar hall

- Tiling, Painting and beautification

RUSA& Kerala construction corporation

Modernisation of conference hall

- Electric work and Air conditioning

Management

Modernisation of library

- New building for central library

Administrative sanction obtained for RUSA fund.

Beautification of college campus

- Setting of Garden and landscaping
- New sign boards

Teachers and management

Drinking water facility

- Installation of filtration Units

PTA

Roofing and Maintenance of Physics Block

Tress Work

RUSA

ICT enabled classrooms

- **Smart board**
- **New computers and printers**
- **Training to teachers/students**

RUSA

Management

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.sncsivagirivarkala.com/CR-VI%206.2.1%20STRATEGIC%20PLAN.php
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Institutional Governance mechanism

The institution is run by Sree Narayana Trusts and is monitored by the RDC. The College Council regulates the overall governance and IQAC ensures quality maintenance.

Recruitment Procedure TheDirectorate of Collegiate Education is intimated of vacant posts and on receiving concurrence, notifications are published in local as well as national print media. Interview board is constituted with a subject expert, Government nominee, and management representative. The Institution abides by UGC Regulations on Minimum Qualifications and Kerala University Regulations on appointment. Office staff are appointed adhering to Kerala Service Rules,.

Procedure for Promotion/Career Advancement Promotion is based on

the guidelines of UGC regulations on Career Advancement Scheme (CAS) by assessing API score and the Performance Based Appraisal System (PBAS) of Kerala University. Screening/Selection Committee consists of Principal, HOD,IQAC, University appointed external experts and Management representative.

Adherence to Service Rules All staff are bound to abide by the Kerala Service Rules (KSR), formulated by Finance Department, Government of Kerala. The Kerala University Statutes are followed on all matters pertaining to service.

Grievance Redressal Mechanism Redress the complaints of students and staff.

Internal Complaints Committee-Formed with the intention to redress any grievance regarding sexual harassment of students or staff.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/CRITERION%206.2.2.php
Link to Organogram of the institution webpage	http://www.sncsivagirivarkala.com/Organogram.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Institutional amenities

1.Cooperative society – It is registered under Kerala Cooperative Societies Act,1969 supplies essential stationery items at a subsidized rate.

2.Canteen or refreshment area- provides hygienically prepared food for students and staff.

3.Wash Area- Wash basins are provided in various places.

4.Drinking water provision- water purifier in every department, office and library.

5.Security- Round the- clock security. An entry/ exit register is maintained.

Statutory welfare benefits

1. Gain PF-. Staff invest on a monthly basis to their PF account for which they earn interest fixed by Kerala government. They can avail loans as per requirement on interest-free terms

2. Group Personal Accident Insurance Scheme- Staff is insured against loss of life due to accidents.

3. Maternity and paternity leave- Women staff have fully paid maternity leave for up to 180 days. Paternity leave is permissible for 10 days to male staff.

4. State life insurance - provides insurance coverage and death benefit to nominees.

5. Group insurance scheme -It covers all staff under a single insurance policy as per Kerala statute.

6. Medisep- Ensures healthcare insurance to staff and envisages cashless medical treatment.

7. The institution motivates teaching staff to apply for

promotion as per the University CAS.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

18

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

An efficient performance appraisal mechanism is in practice in the institution.

The evaluation parameters for teaching staff include students'

academic excellence, feedback reports from students and API scores gained by the faculty. In the beginning of every academic year the department meeting allocates subjects to be taught by the teachers. At the end of each semester, portion completion statement is collected. Teachers record their academic activities in the work diary. They make lesson plans and teaching plans every semester. A confidential report regarding the assessment of faculty members are forwardedto the Manager for verification.

The College Council monitors the performance of every teacher. Faculty members are given charges ofvarious student clubs and committees on a rotation basis. For systematic evaluation, assessment and prompt action, students' feedback oncurriculum, infrastructurefacilities and faculty performance are obtained.

Academic audit is done to keep track of all academic accomplishments and activities. Annual reports submitted by departments are presented before general body.

Non-teaching staff is assessed based on their efficiency in administrative tasks. Assessment reports are prepared by Office Superintendent and submitted to Principal and evaluated by the Committee consisting of Principal, IQAC Coordinator, Head Accountant, and Office Superintendent.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/website%20links%20for%206.3.5.php
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

THE EXTERNAL AUDIT

I) Deputy Directorate of Collegiate Education, Kollam

Regional Deputy Director audits the collected and received funds

from Government. They verify Cash Book, acquittance, e-Grantz Account, Caution Deposit, Fee receipt, PD register, IQAC and DBT star, RUSA.

II) Directorate of Collegiate Education

Funds and grants in aids from state Government are assessed. These include Cashbooks, bill books, fee receipts, Concession fees, non-plan contingent bills, Plan contingent bill, stockregister, bills of lab chemicals, library books etc. Non-Plan expenditure, Study tours, Scholarship, Challans, PD accounts, Passbooks, RUSA passbook, DBT Star passbook, student union funds, salary of guest lecturers, remuneration and stock register, Demand Collection Balance Statement, Service books, Stock verification.

III) Accountant General Audit - audit funds from Central and state governments like UGC, RUSA, DBT Star scheme, KSCSTE, KSHEC and Government organizations.

Audit of Accountant General entails: State Government non-plan funds PD accounts Stock registers Retention of cash balance Timely completion of PhD (FDP) Recovery of pay and allowances Maintenance of DCB statement IV) Chartered Accountants: - assess grants from UGC for Minor Research Projects, Seminars, workshops, IQAC - DBT Star fund -funds from PTA and Alumni INTERNAL AUDIT - by members of the committee appointed by Principal.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/6.4%20documents.php
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

36.91701

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College council supervises mobilization of funds. Purchase Committee, Academic Committee, IQAC, Research Committee, College-Level Monitoring Committee, and Library Advisory Committee are equally part of fund mobilization and utilization. Financial records are maintained by Head accountant.

Resource Mobilisation

Human Resource, material assets, infrastructural support, and financial assistance are considered the major resources

The significant sources of funds are from:

Central Government

- RUSA
- DBT-STAR
- Scholarships/Grants-in-aid

State Government

- KSCSTE
- Fund for NSS

Non-Government

- Endowment awards
- Departments/alumni associations
- Student fee from career-related courses
- PTA
- Humanitarians
- Teachers
- FSA (Former Students Association)
- Management

Central government funds are utilized for academic and infrastructure advancement of the college which includes purchaseof books, equipment, maintaining labs, sports facilities and for organizing seminars and workshops. Students would get scholarships/grants-in aid.

State government funds are utilised for innovative projects, workshops, conferences, and meetings, green activities, mentoring, club and student support activities, scholarships and salaries to guest faculty.

Management/PTA/Alumni funds are utilized to meet academic requirements and infrastructure.

Significant resources are mobilized from:

1.Government/Department of Higher Education/Department of Collegiate Education

2.Alumni/former students' association (FSA)

3.Research Funds from UGC/KSCSTE

4.Fees, charges & levies from students.

5. RUSA, DST, DBT for digitalization of academic atmosphere

6. PTA, philanthropists for development activities

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/6.4%20documents.php
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC renders monumental role in maintaining and ensuring quality in academics.

Practice 1 Core Competency Development Strategy

Wisdom 2025 is a strategic component of the larger ambitious initiative, Vision 2025. It's goal is to motivate teachers to obtain research degree as well as to enrol PhD holders for guideship. Teachers are encouraged to participate in faculty development programmes.

Trendz seminar/ lecture series is an annual academic exercise conducted with the help of IQAC. It serves as a platform for experts from different knowledge areas to deliver lectures and engage in discussions with students and faculty.

Practice 2 Student Quality Assurance Programme

Learning Management System- Wing20 LMS is a centralized online platform connecting departments, courses and students in it. During covid, the institution maintained its quality of teaching learning process via LMS by creating automated assessments and assignments for students. It also helps to manage student activities in academic communities.

Tutorial-cum-Mentoring System- enables to provide individual attention to students and analyze student progress in learning. Each class of students is entrusted with a Group Tutor who functions like a mentor, regularly monitors the academic and extra-curricular activities of his/her student group. The general coordinator assesses the whole tutorial —mentoring process.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/minutes.php
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC follows a proper system to monitor the teaching-learning process. The annual academic and activity plan as well as teaching and lesson plans of the departments are monitored. Newly admitted students were given orientation. Open courses have been chosen in consultation with IQAC. It monitors and schedule internal examinations. IQAC engages semester wise feedback response system and organizes regular parent teacher meetings.

IQAC ensures efficient functioning of remedial and mentoring system and resolves academic and non-academic issues. Teachers were given IT enabled training and the digital contents developed during lockdown were distributed across Kerala. IQAC encouraged field trips, Industrial Exposure Trainings for students.

In association with IQAC, all departments organized webinars during lockdown. Faculty members are encouraged to pursue research and apply for guideship through Wisdom 2025 plan.

IQAC issues code of conduct to faculty, supporting staff and students. It recommended applying for DBT Star and new postgraduate and innovative programmes. The college was thus selected for the DBT scheme and an innovative M.Com programme. IQAC introduced organic farming with the guidance of Agriculture Department. Haritha Kerala Mission certified the college as Green campus and ranked first with a score of 95 out of 100.

File Description	Documents
Paste link for additional information	http://www.sncsivagirivarkala.com/Website%20Link.php
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.sncsivagirivarkala.com/website%20links%20for%206.5.3.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college ensures gender equity in all its policies. Our management is very particular to ensure opportunities to women during the recruitment and the admission processes. It is notable that more than 80 per cent of students and 90 per cent of faculty members are females. Due representation is given to all genders in all the academic and administrative bodies. Women Study Unit, Internal Complaints Committee, Discipline Committee and Counselling cell are vigilant in the campus. Besides a district

amenity centre for women, a separate sick room, sanitary napkin vending machine, reading room, 25 toilets and a dining hall are provided for girls. Women's hostel with 24x7 security is provided.

Gender specific events in sports and games are organized every year. Other programmes organised during 2020-21 include Personality Development Programme, Women's day and Youth Skill day celebrations, webinar on Common gynaec problems, Webinar on early detection and management of breast cancer, Invited talk on 'Family Laws and Legal Service Authorities Act'. Invited lecture on 'Issues and Concerns of Women's Health in India' and Cyber Awareness Programme. Job training 'Art and Craft' programme to design clothes was also organised.

File Description	Documents
Annual gender sensitization action plan	https://www.sncsivagirivarkala.com/7.1.1_AQAR_2020-21.php
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.sncsivagirivarkala.com/7.1.1_Geotagged_Photos.php

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has its own waste management policy - "Generate Less-Recycle More". The inhouse communications are through electronic

mode to reduce the usage of paper.

Solid waste management is done by segregating wastes into bio degradable and non-bio degradable. Non-bio degradable waste is given to external agency. Degradable waste is deposited in bio gas plant and the bio gas is used in canteen. The decomposed litter is used as manure for organic farming. Sanitary napkin incinerators are installed in girls' rest room and hostel.

Liquid waste -The drainage system and leech pits are sufficient for sewage waste disposal. The chemistry department verifies the laboratory wastes and removes chemical hazards twice a year.

E-waste- Electronic devices are refurbished for reuse and proper maintenance and upgradation are done. College signed an agreement with Earth Sense Recycle Private Limited, Palakkad for e-waste disposal.

Bio Medical and radioactive waste are not generated.

Rain water harvesting is done using a tank/recharge structure with 10000 litre capacity for reuse.

Separate bins are provided in all classrooms, laboratory, common halls, staff rooms, hostel rooms and office for collecting various types of wastes. Students' involvement and participation is ensured in all levels of waste management.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Sree Narayana Guru's maxim Men may differ in their faiths, their languages and their modes of dressing; but there can be no evil in inter-dining and intermarriage because all belong to the same kind of creation is truly followed in every activity of the college. All the activities of the college are focused to bring

together participants from diverse backgrounds. Every participant is given equal opportunity and the constitutional principle of equity is strictly followed.

The cultural events of various religious groups are celebrated jointly by the students and the faculty members irrespective of their religious affiliation. The following events are celebrated during the year 20-21.

Events

Date

Celebration

International Yoga Day

21/06/2020

Yoga Training

Independence Day

15/08/2020

Flag hoisting

Onam

26/08/2020

Onam kit distribution

Chathayadinam

02/09/2020

community feast

NSS Day Celebrations

24/092020

Vrious Celebrations

Gandhi Jayanthi

02/10/2020

Fit India Plog Run Campaign

Sankar's Day

07/11/2020

Talk by Dr. Vinayakumar

Financial support to needy students

Sivagiri Theerthadanam

30/12/2020 to 01/01/2021

Providing help and assistance to the pilgrims

Women's Day Celebration

08/03/2021

Women's Health Awareness Class

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college is very particular in enhancing constitutional values among students and staff members. The college celebrates important days of national and constitutional relevance such as Independence Day, Republic Day, Gandhi Jayanti, Human Rights Day, Women's Day, Anti- Drug awareness Program to name a few.

Seminars, workshops, debates, discussions, poster-making, self-defence sessions, legal awareness classes, anti-drug campaign, interaction with eminent public figures brought alive to the

college community the fundamental responsibilities, rights and duties.

The programmes inspired students and staff members to reflect on the importance of constitutional values. As part of the drive we had the following events such as Medical camp, Road safety awareness, National Education Policy, Constitution Day pledge, conducted of two day seminar on Sree Narayana Philosophy, Blood donation camp, Anaganavadi Cleaning, Medical assistance to the former security, Fit India Plog Run Campaign, AIDS day observance, Health Survey, Palliative Care, Kurunnukalku Kunjuduppu, Eat Right Movement, Karunalayam visit, Mask donation, Testing food quality, Midday meal programme as part of "hunger free campus", Gender awareness classes and Agriculture training Programme.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.sncsivagirivarkala.com/7.1.9_AQAR_2020-2021.php
Any other relevant information	https://www.sncsivagirivarkala.com/7.1.9_AQAR_2020-2021.php

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized | A. All of the above |

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college organizes and celebrates various national and local festivals for inculcating cultural integrity.

Onam is celebrated every year by organizing cultural events, spending time with inmates of Orphanages and providing lunch.

Independence day, Gandhi jayanthi ,Vijayadashami, Christmas, New Year, republic day, birth and death anniversaries of Sree Narayana Guru are observed and celebrated in the college .The college organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behavior of students.

Lectures, meetings, exhibitions, awareness camps, outreach programs were organized.

NSS Day is celebrated on 24th September by organizing various programs followed by the cleanliness drive in the campus. NCC day is celebrated with grandeur by the cadets.Kargil Day and Birthday of Subhash Chandra Bose, World Humanitarian day are observed

Guru Samadhi and Jayandhi is observed every year. College welcomes the Communal harmony processions from SivagiriMutt. Conferences, floral tributes,community prayers, feeding the poor and community feast mark jayandhi and Samadhi celebrations.

During Sivagiri Pilgrimage college serves as a facility centre for thousands of pilgrims who throng in the college every year from 30 December to 1 January for poojas, bhajans and community lunch.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1.TRENDZ seminar series

Objectives

- **provides opportunity for exchange of ideas**
- **to develop research culture**

Context

- **To commemorate founder Manager Sri R Sankar.**
- **to widen learning experience**

Practice

The five day TRENDZ series had the following lectures:Dying Planet: Does Science Save Earth?, Bio Diversity Awareness,Experimental Approach to Poverty Alleviation – The 2019 Nobel Laureates, Smarthavicharam, Pep Talk on Entrepreneurship, Field Techniques in Geology, Making Sense with Sound, Periodic Table and Story of Elements, Chinthavishtayaya Sita- First Feminist work, Sets and Partitions.

Uniqueness

- **promotes multi disciplinary outlook in learning.**
- **free and open**

Evidence of Success

- **Students presented papers**
- **Enhances research quality**

Problems encountered

- lack of fund
- Time constraints

Practice 2 -ORGANIC FARMING

Objectives

- to impart knowledge in organic farming
- to promote self employment

Context

- Need to go back to traditional organic farming
- to practice farming multiple crops and vegetables

Practice

In association with Krishi Bhavan Varkala,institution put into practice"Mazha Mara" Agriculture project,inaugurated by Smt. Beena Boniface, Assistant Director, Agriculture Department on 10/02/2021.It is intended to cultivate organic vegetables.

Uniqueness

- multiple crops and vegetables cultivated

Evidence of success

NSS unit adopted rural village 'Kanwasrama'and distributed the harvested vegetables among poor.

Problems encountered

- Lack of funds
- Time constraints

File Description	Documents
Best practices in the Institutional website	https://www.sncsivagirivarkala.com/7.2%20_AQAR_2020-2021_BEST_PRACTICES.php
Any other relevant information	https://www.sncsivagirivarkala.com/7.2%20_AQAR_2020-2021_BEST_PRACTICES.php

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The uniqueness which the college could alone feel proud of is its close association with the spiritual centers Sivagiri Mutt and Sree Narayana Gurukulam.

The students can access the East West Library founded by Sri Nataraja Guru. Swami Krishnanand gives orientation classes on Guru's philosophy for our students. They are also allowed to visit Gurukulam and can listen to the talks by saints.

The college disseminates the doctrines of Guru through various practices. Seminars and talks on Sree Narayana Philosophy are organized. His holy Sri Muni Narayana Prasad from Gurukulam and Sri Padmabhooshan Srimad Vishalananda Swamikal from Sivagiri Mutt teach students the Guru Deva Darshanas.

The institution offers a six months Zero Credit free Course on Sree Narayana Philosophy . The college has a Sree Narayana Study Centre and Guru Mandhiram. Central Library holds a repository for Guru's works. The campus's walls are illustrated with Guru's wordings. Guru Dharma pamphlets are circulated among students.

During Sivagiri pilgrimage, the institution provides accommodation for pilgrims. The students and faculty volunteer the ten day pilgrimage. They are encouraged for Community Feast to breed a culture of secularism.The community service activities of the college shape our students into responsible citizens

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The plan of action of the college includes introducing more certificate courses to improve the overrall development of student community.The college IQAC intends to promote research culture of faculty through the plan Wisdom 2025. Thus encouraging

the faculty members to pursue research and apply for guideship.The college also encourages research publications by students and faculty.In the next academic year it is decided to organise more student outreach programmes,lectures,seminars and conferences. The college also decided to apply for more PG programmes in the coming year.Special focus will be given for continuous improvement in infrastructure facilities.The departments are also encouraged to collaborate with other institutions by signing MoU. Steps have been taken to start an incubation centre in the coming year. Thus the innovative ideas of students help them to identify incubates and collaborate with industries in future. Due importance will be given to promote placement programmes for students. The institution has already taken steps to start an NPTELcentre thereby students could easily join for online courses. The college also plans to propagate more consultancy projects in the next academic year.As part of green initiatives in the campus, the QR coding of all plant species will be completed by next year.