SREE NARAYANA COLLEGE
SIVAGIRI

Affiliated to University of Kerala, Accredited by NAAC with B⁺

SREENIVASAPURAM P.O., VARKALA,
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Dr. R.RAVEENDRAN, Ph.D
PRINCIPAL

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Ref :   Date 29..06..2015

The Director,
National Assessment and
Accreditation Council
BANGALORE – 560 010,
Post Box No.1075
Nagarbhavi

ANNUAL QULAITY AASURANCE REPORT 2014-15

Sir,

    Sub:-   Submission of NAAC AQAR Report of 14-15-Reg.

Kindly find attached herewith a copy of the AQAR of Sree Narayana
College, Sivagiri Varkala for the academic year 2014-15.   ·

Thanking you,

Yours Sincerely,

Principal 29/06/15

SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA

The Annual Quality Assurance Report (AQAR)

2014- 2015

Sree Narayana College, Sivagiri, Varkala, has completed its 50th year of glorious and dedicated service in higher education. The college, affiliated to the University of Kerala, was founded in 1964 by Sri. R. Sankar, formerly the Minister of Education and Chief Minister of Kerala state. The college was founded and has been striving for the realisation of the dream and lofty ideals of Sree Narayana Guru, the saintly social reformer and visionary who firmly believed that the society can be liberated only through proper education. In fact, this is the vision of this college.

The Annual Quality Assessment Report (AQAR) for the year 2014-15 as presented here truly portraits the curricular and co-curricular activities of the 11 undergraduate and 4 postgraduate departments of this college.

(All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2014 to June 30, 2015)

Part – A

AQAR for the year *(for example 2013-14)*

2014-15

1. Details of the Institution

1.1 Name of the Institution

Sree Narayana College

1.2 Address Line 1

Sivagiri, Sreenivasapuram P.O

Address Line 2

Varkala- 695145

City/Town

Varkala, Thiruvananthapuram District

State

Kerala

Pin Code	695 145

Institution e-mail address	sncvpr@gmail.com

Contact Nos.	0470-2602362, 0470-2611825

Name of the Head of the Institution:	Dr. G. Jayasenan

Tel. No. with STD Code:	0470-2602362

Mobile:	9496600940

Name of the IQAC Co-ordinator:	Dr.Mathew.K.Jacob

Mobile:	9447345333

IQAC e-mail address:	principal@sncollegevarkala.org sncvarkalaiqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

KLCOGN 11243

OR

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

EC/32/237 dated 30/05/2004

1.5 Website address:

www.sncollegevarkala.org

Web-link of the AQAR: http//www.sncollegevarkala.org/AQAR2014-15 doc.

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	75	2004	5 yrs
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   12/07/2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i.   AQAR **2010-2011 on 30.09.2014** (DD/MM/YYYY)4
   ii. AQAR **2011-2012 on 30.09.2014** (DD/MM/YYYY)
   iii. AQAR **2012-2013 on 30.09.2014** (DD/MM/YYYY)
   iv. AQAR**2013-2014 on 01.10.2014** (DD/MM/YYYY)

1.9 Institutional Status

   University   State [√] Central [ ] Deemed [ ] Private [ ]

   Affiliated College   Yes [√] No [ ]

   Constituent College   Yes [ ] No [√]

   Autonomous college of UGC   Yes [ ] No [√]

   Regulatory Agency approved Institution   Yes [ ] No [√]

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

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

Urban [ ]   Rural [√] Tribal [ ]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

Arts [√]   Science [√] Commerce [√] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify) | NA |

1.11 Name of the Affiliating University *(for the Colleges)* | University of Kerala |

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

Autonomy by State/Central Govt. / University | No |

University with Potential for Excellence | No | UGC-CPE | No |

DST Star Scheme | No | UGC-CE | No |

UGC-Special Assistance Programme | No | DST-FIST | No |

UGC-Innovative PG programmes | No | Any other (*Specify*) | No |

UGC-COP Programmes | No |

2. IQAC Composition and Activities

2.1 No. of Teachers

<div style="border:1px solid;">5</div>

2.2 No. of Administrative/Technical staff

<div style="border:1px solid;">1</div>

2.3 No. of students

<div style="border:1px solid;">1</div>

2.4 No. of Management representatives

<div style="border:1px solid;">1</div>

2.5 No. of Alumni

<div style="border:1px solid;">1</div>

2. 6 No. of any other stakeholder and

    community representatives

<div style="border:1px solid;">1</div>

2.7 No. of Employers/ Industrialists

<div style="border:1px solid;">0</div>

2.8 No. of other External Experts

<div style="border:1px solid;">1</div>

2.9 Total No. of members

<div style="border:1px solid;">11</div>

2.10 No. of IQAC meetings held

<div style="border:1px solid;">6</div>

2.11 No. of meetings with various stakeholders: No. 10

Faculty | 4 | Students | 2 |

Non-Teaching Staff Students | 2 | Alumni | 2 | Others | 0 |

2.12 Has IQAC received any funding from UGC during the year?   Yes [√]   No [ ]

    If yes, mention the amount   3 lakhs

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 5 | International | | National | | State | | Institution Level | 5 |

(ii) Themes	1. Achieving benchmarked standards in teaching – learning.
	2. Quality improvement in Management Information System.
	3. Office level academic management.
	4. On becoming great teachers; effective teachers.
	5. Office procedures, bookkeeping and office communication.

2.14 Significant Activities and contributions made by IQAC

1. Preparation of annual academic calendar complementary to the annual academic calendar of the university.
2. Annual academic auditing.
3. Faculty development initiative for teaching staff.
4. Quality improvement workshops for non teaching staff.
5. Collection and Compilation of college activities.
6. Played a lead role in best practise initiatives like bio gas plant, solar power generation and waste management.
7. Promotion of faculty level research (minor research projects, seminars, workshops etc.)
8. Preparation of SSR for re- accreditation(second cycle)

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. The College Council decided to prepare an academic cum co-curricular activity calendar at the beginning of the year.	After necessary discussion and is consultation with the convenors/coordinators of CLMC, NCC, NSS, Staff advisor (student affairs), a calendar for academic cum co curricular activities was prepared at the very beginning of academic year 2014-15
2. To take necessary steps in order to encourage teachers to undertake	Three invited talks were arranged with resource persons (Dr. S. V. Sudheer,

	minor-major research projects.	Dr.Dinakarlal Thavamani, Dr. P. J. Jojo) to enlighten the teachers on the important agencies and procedures for applying for minor/major research projects. During 2014-15, there were 7 ongoing minor research projects and 2 newly sanctioned projects. During the year the faculty members applied for 14 minor research projects to the UGC.
3.	To encourage teachers to participate actively in seminars, conference, workshops	Teachers from various departments have attended 2 international conferences, 55 national conferences/seminars/workshops and 5 state level such programmes. 25 teachers could present papers and four teachers were resource persons.
4.	To encourage teachers to organize seminars/ workshops etc seeking sponsorship from UGC, STEC, PTA etc.	During this academic year 5 national level UGC sponsored seminars, 11 PTA sponsored seminars, and 5 IQAC sponsored seminars/workshops were organized.
5.	To encourage club activities to inculcate the habit of group activity.	13 Clubs functioned effectively ensuring 100% enrolment of students in any one of the clubs/NCC/NSS activities.
6.	Computerisation and systematic cataloguing of the newly acquired books.	Computerisation work of the general library could be completed.
7.	To extend counselling service to students.	During this year, student counselling initiatives were carried out with a more efficient and structured pattern. Counselling is being imparted at tutor level, council level and if necessary with the college counsellor and consultant psychologist Dr. Aravind Thampi
8.	To make the activities of the Blood	The activity of the Blood donor's club was made more systematic ensuring the

Donor's Club more systematic.	genuineness of the beneficiary and the health and safety of the donor student.
9. To continue the mid day meal program	Mid day meal program has been continuing with the support of FSA during the year 2014-15.
10. To bring out yet another volume of the college Journal 'Research Essence'	The journal committee was reconstituted and the second and third volumes of *Research Essence* were released
11. To continue remedial coaching	Remedial coaching was given to the relatively slow learners in all departments.
12. To continue career guidance program	Career guidance program continued this year also.
13. To take steps for the beautification of the garden	A committee was constituted for the beautification of the garden in front of the college.
14. To implement Scheme/project like WWS ,SSP, FLAIR etc. Of the Higher Education Council, Govt. Of Kerala	Selected students of 1st year degree of various departments are given opportunity to participate in 'Walk With a Scholar' and 'Scholar Support Programme'
15. To redesign and improve the efficiency of college office	Process of office improvement could be started.
16. To continue the provision for fresh drinking water , rain water harvesting and the mission of keeping the campus free of plastic.	All these programmes continued during 2014-15
17. Provision for study materials for the economically weaker sections of students	FSA made arrangements for providing study materials for the economically weaker sessions.
18. To continue language proficiency training, ICT Training	These programmes continued during 2014-15.

19. To conduct academic and administrative audit	Done

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [ ]   Syndicate [ ]   Any other body [√]

Provide the details of the action taken

AQAR was prepared by IQAC and accepted by the college council after discussion and suggestions for improvement.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	0	0	0
PG	4	0	0	0
UG	11	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	16	0	0	0

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	UG -11 Courses & PG-4Courses
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ]   Students [√]
    (On all aspects)

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

Please provide an analysis of the feedback in the Annexure

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

> Yes, UG & PG syllabi (both practical and theory) with effect from 2013 admissions have been revised every 4 years, based on the recommendation of Boards of Studies in various subjects. All the colleges affiliated to the Kerala University also follow the very same syllabus.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
63	42	21	0	15

2.2 No. of permanent faculty with Ph.D.

22

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	3	0	0	0	0	0	0	0	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

10		0		4

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	55	5
Presented papers	2	25	0
Resource Persons	0	0	4

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

> ➢ Introduction of Additional Skill Acquisition Programme (ASAP), Level I Programme of which includes Communication Skills Development, Basic IT and an Elective Domain Specific Skill Course.
> ➢ Scholar Support Programme introduced with the help of Department of Higher Education
> ➢ Utilization of Language Lab to enhance communicative skills of students.

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

187

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

> ➤ College and Department Level Monitoring Committees were
>   constituted to supervise continuous evaluation process in the
>   credit and semester system.

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

Board of studies	Curriculum Development Workshop
1	5

2.10 Average percentage of attendance of students

90.8

2.11 Course/Programme wise distribution of pass percentage :

2.11.1 UG Courses

Title of the Programme	Total No. of students appeared	Grades				
		A%	B%	C%	D%	Pass%
Physics	33	12.1	60.6	3.0	0	75.8
Chemistry	38	10.5	63.2	26.3	0	90.0
Geology	27	14.8	51.9	18.5	0	85.2
Mathematics	39	20.5	38.5	23.1	0	82.1
Botany	37	8.1	59.5	10.8	0	78.4
Zoology	35	11.4	68.6	5.7	0	85.7
History	39	2.5	23.1	51.3	0	77.0
Economics	124	0	39.5	38.7	0	78.0
Malayalam	52	1.9	44.2	17.4	0	63.5
Commerce	70	11.4	64.3	21.4	0	97.1
Commerce (HM)	40	5.0	75.0	12.5	0	92.5

2.11.2 PG Courses

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Physics	12	8.3	66.7	0	0	75.0
Chemistry	12	16.7	58.3	0	0	75.0
Economics	16	0	25.0	50.0	6.0	81.0

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

1. IQAC 2014-15 has organized a general orientation programme for all teachers in the college with a view to emphasize the characteristics and concern of the students in this college. Discussion was initiated to suggest methods to improve teaching learning process in the light of the general backwardness of the locality from where the majority of the students hail from.

2. Orientation programmes are systematically organized to enlighten the students about the various facilities available for them in the college campus.

3. The IQAC has taken initiatives to continue, as in the previous years, the innovative and best practices of student counselling, mentoring, remedial teaching and tutorial system through students-teacher-ward interactions.

4. The IQAC in consultation with the CLMC (College Level Semester Monitoring Committee) has taken initiatives to complete the course schedule strictly according to the academic calendar given by the University prior to the commencement of each semester.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC – Faculty Improvement Programme	3
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	1
Ph.D. Awarded	3

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	0	0	0
Technical Staff	1	0	0	0
Lab Staff	14	0	0	0
Others	5	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

1. The IQAC has organized two seminars to highlight the importance of research work by the teachers and to promote and encourage ongoing individual research and research projects by the teachers of all departments.
2. The IQAC has encouraged teachers to associate themselves with lending research centres close to the college and to subscribe membership in as many research forums, centres and agencies.
3. IQAC has encouraged science departments especially Physics, Chemistry and Geology, Botany and Zoology to explore the possibilities of interdepartmental research.
4. IQAC is encouraging the departments of Physics, Chemistry and Geology to jointly make proposals for FIST financial grant during the Academic year 2015-16.
5. IQAC has taken the role of promoting intradepartmental and interdepartmental research contribution for publication in the college Research Journal, "Research Essence".

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	7	2	14
Outlay in Rs. Lakhs	0	6,75,000/-	2,65,000/-	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals	1	14	10
Non-Peer Review Journals	.	.	.
e-Journals	.	.	.
Conference proceedings	1	0	1

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	2,65,000/-	1,67,500/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			2,65,000/-	1,87,500/-

3.7 No. of books published   i) With ISBN No. [1]   Chapters in Edited Books [4]

ii) Without ISBN No. [1]

3.8 No. of University Departments receiving funds from

UGC-SAP [Nil]   CAS [Nil]   DST-FIST [Nil]

DPE [Nil]   DBT Scheme/funds [Nil]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [√]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	5	1	7	6
Sponsoring agencies		UGC	PTA	UGC	

3.12 No. of faculty served as experts, chairpersons or resource persons | 2 |

3.13 No. of collaborations   International | 0 | National | 5 | Any other | |

3.14 No. of linkages created during this year | 3 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 2,65,000/- | From Management of University/College | 100,000 |

Total | 3,65,000/- |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
3	0	2	1	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides | 6 |
and students registered under them | 14 |

3.19 No. of Ph.D. awarded by faculty from the Institution   `1`

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

JRF `___`   SRF `___`   Project Fellows `___`   Any other `5`

3.21 No. of students Participated in NSS events:

University level `4`   State level `4`

National level `0`   International level `0`

3.22 No. of students participated in NCC events:

University level `58`   State level `36`

National level `9`   International level `___`

3.23 No. of awards won in NSS:

University level `0`   State level `0`

National level `0`   International level `0`

3.24 No. of Awards won in NCC:

University level `5`   State level `6`

National level `1`   International level `0`

3.25 No. of Extension activities organized

University forum `50`   College forum `20`

NCC `15`   NSS `12`   Any other `___`

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

- "Snehasanthvanam" programme to give financial support to six poor patients organized by NSS & Human Rights Forum.

- Anti Drug Campaign & Street Drama by students of NSS & NCC

- Plastic Free Campus Campaign by NSS

- Blood Donation Camp by NSS

- NSS Annual Camp

- Outreach Programmes

- Campus Beautification

- Financial Support for a kidney patient by NSS

- Poster exhibition on Human Rights awareness

- Economics Information Cell gave awareness to local community about the importance of savings.

- "*Adithi Devo Bhava*" programme to make the local people aware about the importance of tourism.

- Conducted an exhibition on "*Dasapushpam*" for the higher secondary students of nearby school. The faculty members of Botany department made power point presentation on various topics for the students.

- Conducted an awareness programme on personal hygiene for hotel employees

- Surveys organized by Planning Forum

- Ganamela (musical concert) organized by Music Club on Merit Day, College Day, Onam and Christmas Celebrations with a message of unity and national integration

- Initiatives for the conservation of Papanasam beach and cliff section, which is recognized as a National Geopark

- Awareness programme in Chemistry for High School students – "*Rasathanthram Enthu Rasam*"

- Community awareness programme on personal and domestic hygiene

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	30 acres	-	-	30 acres
Class rooms	37	-	-	37

Laboratories	11	-	-	11
Seminar Halls	3	-	-	3
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	2	-	-	2
Value of the equipment purchased during the year (Rs. in Lakhs)	-	7.5 lakhs	UGC	7.5 lakhs
Others	-	-	-	-

4.2 Computerization of administration and library

1. Admission process, registration for courses and examinations, applications for various scholarships and disbursal, salary bill preparation and disbursal are computerised.
2. Library is fully automated – issue and return are through barcode system.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	40,437	41,75,000.00	463	1,42,922.00	40,900	43,17,922.00
Reference Books	2,306	3,00,750.00	-	-	2,306	3,00,750.00
e-Books	250	17500.00	50	3500.00	300	21000.00
Journals	24	75000.00	5	6100.00	29	81100.00
e-Journals	Inflibnet	-	-	-	-	-
Digital Database	Inflibnet	-	-	-	-	-
CD & Video	50	5000.00	12	1200.00	62	6200.00
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	75	2	11	All departments and computer centre	1	4	24	-
Added	10	0	1		0	0	11	-
Total	85	2	12		1	4	35	-

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

> ❖ SPSS Package training to students
> ❖ GIS Software training to students
> ❖ MS Office training to teaching and nonteaching staff

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.5

ii) Campus Infrastructure and facilities

2.0

iii) Equipments

0.5

iv) Others

0.5

Total :

3.5

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Sree Narayana College, Sivagiri has several student support services. Our college considers the problem of students from the perspective of the students and the prevailing local circumstances of educational backwardness. More than 70% of the students are girls and hence the IQAC has promoted the activities of the Women's Study Centre and girl student support and mentoring through an effectively functioning Teacher-Ward-Parent interactive tutorial system. IQAC, as in the previous years, has monitored the implementation of the following,

1. Class room facilities
2. Smart Class rooms
3. Clean drinking Water
4. Students rest room and toilet facilities
5. Up gradation of the centralized library
6. Internet Connectivity
7. Remedial Teaching
8. Club Activities
9. Regular PTA meetings, etc.

5.2 Efforts made by the institution for tracking the progression

> 1. IQAC monitors department level feedback student progression every year.
> 2. Every department has a mechanism for tracking progression with feedback from department-level Alumni Association.
> 3. Former Students' Association of the college also give inputs in this regard.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1618	108	9	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
495	29

Women

No	%
1241	71

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
789	317	1	605	6	1718	814	343	1	574	3	1735

Demand ratio: Cannot be ascertained due to online single window system followed by the University of Kerala

Dropout % :   1.63

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

> The Career Guidance Cell of the college provides free coaching classes to students to prepare them for various competitive examinations
>
> Financial assistance provided by faculty members on their personal behalf to deserving students for procurement of study materials for competitive examinations

No. of students beneficiaries

80

5.5 No. of students qualified in these examinations

NET [0]   SET/SLET [4]   GATE [0]   CAT [0]

IAS/IPS etc [0]   State PSC [1]   UPSC [1]   Others [1]

5.6 Details of student counselling and career guidance

UGC-aided Counselling Cell of the college provides psychological counselling to needy students Individual and group counselling sessions by professional counsellors are arranged

No. of students benefitted [50]

5.7 Details of campus placement

	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	10	3	8

5.8 Details of gender sensitization programmes

The Women's Study Unit organised seminars on lifestyle diseases affecting women The Human Rights Forum organised a seminar and discussion forum on the topic "Violence against Women – Causes and Remedies"

5.9 Students Activities

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

State/ University level [94]   National level [4]   International level [0]

No. of students participated in cultural events

State/ University level [19]   National level [0]   International level [0]

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

Sports : State/ University level   National level   International level

Cultural: State/ University level | 0 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	14	191,750.00
Financial support from government	1071	23,56,435.00
Financial support from other sources		259,000.00
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 3 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | 3 |

5.13 Major grievances of students (if any) redressed:
- Inadequacy of transportation facilities
- Discontinuity in internet connection.
- Shortage of quality microscopes in Zoology laboratory
- Insufficient reading space in General Library
- Problems of stray dogs in the campus

Criterion – VI

6. Governance, Leadership and Management

6.1   State the Vision and Mission of the institution

Vision: To enlighten and empower students so as to instil in them values that would make them better citizens. Our motto is "Liberation through education and empowerment through organization" as propagated by one of the greatest saints, Sree Narayana Guru.

Mission: The main purpose of the institution is to open the doors of higher education to the socially and economically lesser privileged student community near and far around the college.

The mission of the college are

- To provide an accessible platform for value-based education and knowledge dissemination.
- To ensure and maintain the highest possible levels of teaching and learning in the campus
- To keep in tune with the vision of the institution "Liberation through Education" and constantly strive to fulfil this vision.
- To give maximum possible importance to quality women education and empowerment.
- To support the economically weaker students in all possible ways.
- To maintain a peaceful, lively and rich campus life in an atmosphere of perfect harmony among the students, teachers, management and the local community

6.2   Does the Institution has a Management Information System

Yes, the College has a well functioning Management Information Cell, in which all the Heads of Departments are the members. The Cell has a co-ordinator and acts as a referral source of information regarding the college.

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

6.3.1 Curriculum Development

The college follows the curriculum designed by the University of Kerala. The college also provides facilities for promoting co-curricular activities among students like NSS, NCC, games, athletics etc. In addition, career oriented programmes like B.Com (Hotel Management and Catering) is also offered. During classroom interactions, special importance is given to group discussion, power point presentation, student seminars and project works.

6.3.2 Teaching and Learning

1. Use of ICT for classroom teaching.
2. Encouraging students to procure and analyse subject related articles which appear in newspapers and journals.
3. Encouraging students to present papers in seminars using tools like power point
4. Giving individual attention to students during practical classes.
5. IQAC Co-ordinator keeps in touch with all the departments and tracks the activities of all faculty and students of departments concerned.

6.3.3 Examination and Evaluation

Periodical examination and tests are conducted to assess the progress of students. The University conducts 2 end-semester examinations every year. The institution conducts 2 test papers and 1 model examination before the commencement of university examinations. Student's improvement is also kept track of with the help of assignments, seminars and group discussions

6.3.4 Research and Development

The College encourages the teaching faculty to pursue research work. Students' research is made mandatory for all subjects. Whenever Seminars and Conferences are conducted, students are also encouraged as far as possible to present papers. Similarly, seminars conducted as part of club activities also give opportunities for students for paper presentations.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Smart classes and ICT facilities are made available for the students of all departments.

6.3.6 Human Resource Management

The College initiates several approaches for Human Resource management and for enhancing efficiency. The roles played by NSS, NCC and different other clubs are very significant. The daily work schedule ensures ample time for mind-body refreshing for students, teachers and office staff, which helps in improving efficiency. Proximity to a well functioning canteen, consistent fresh drinking water availability, power supply supplemented by solar power generator and library reading facilities are also intended for effective human resource management. The students are also provided coaching for competitive examinations and interview-training facilities. The Office staff is encouraged to take examinations in Manual of Office Procedures (MOP), and they are also provided computer training periodically. The teachers are encouraged to participate in Refresher and Orientation courses for career advancement and self improvement.

6.3.7 Faculty and staff recruitment

The teaching faculty is recruited on the basis of qualifications such as NET and/or

> Ph. D. The office staff recruitment is carried out as per government regulations, on the basis of qualification and merit.

6.3.8 Industry Interaction / Collaboration

> The Departments of Commerce and Geology have signed MOUs with various industrial and R&D institutions

6.3.9 Admission of students

> Admission procedures follow an online single-window system operated directly by the University. Admissions under Community and Management quota are done by the college on a merit basis

6.4   Welfare schemes for:

Teaching	GIS, SLIS, FBS, PF, Group Staff Welfare Scheme
Non teaching	GIS, SLIS, FBS,PF, Group Staff Welfare Scheme
Students	Mid day Meals, conveyance allowance, study materials, medical aid, etc.

6.5   Total corpus fund generated `   Rs. 140,000.00

6.6   Whether annual financial audit has been done   Yes   ✔

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Auditor General's Office, Government Local Fund Audit, University	Yes	SN Trusts Audit, Registered chartered accountants
Administrative	Yes	Auditor General's Office, Government Local Fund Audit, University	Yes	SN Trusts Audit, Registered chartered accountants

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

        For UG Programmes   Yes   ☐   No   ✔

        For PG Programmes   Yes   ☐   No   ✔

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

NA

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

NA

6.11   Activities and support from the Alumni Association

> - ❖ Qualified and Professional Alumni members share their knowledge and expertise with the present students free of cost.
> - ❖ Several academic prizes, scholarships, financial assistance are provided by the Alumni Association.
> - ❖ The Mid day meal scheme sponsored by the Former Students' Association (FSA) is provided to students from poor families.
> - ❖ On the basis of merit, study materials are provided to students of poor financial background

6.12   Activities and support from the Parent-Teacher Association

> Each department of the college organizes class wise formal and informal interactions with parents of the students to keep track of their ward's progress and to get their feedback so as to improve student's academic excellence.

6.13   Development programme for support staff

> - ❖ Classes for administrative staff on office procedures and service rules.
> - ❖ Orientation class on the use of computer for documentation of office activities.

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

> - ❖ The "Clean-Campus" and "Plastic-free Campus" drives organised by NSS
> - ❖ Rain water harvesting
> - ❖ Establishment of Biogas plant.
> - ❖ Setting up of waste disposal system.
> - ❖ Wastewater management.
> - ❖ Installation of Solar Panel.
> - ❖ Installation of Incinerator

Criterion – VII

7. Innovations and Best Practices

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

> 1. ICT enabled theory and practical classes
> 2. Petrology and mineralogy optical studies are made more effective using photomicrographic and computer video display technique coupled with simultaneous internet access and data transfer
> 3. Using digital microscope for grain morphologic studies by the Geology students
> 4. Biogas plant installation and solvent recycling done by the Department of Chemistry as pollution control measures.
> 5. Awareness programme on Responsible Tourism imparted to 30 auto-rickshaw drivers by the Dept. of Commerce.

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

beginning of the year

As per action plan

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

❖   Mid day meal programme

❖   Seminar Series

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

❖   Green campus - 50 tree saplings planted (25 Teak and 25 shade trees)

❖   Incinerator installation

7.5 Whether environmental audit was conducted?   Yes √ No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOC Analysis)

SWOC

Strength

- Permanent faculty consisting of well experienced senior teachers and a sizeable proportion of young faculty members well versed in every aspect of ICT.

- Availability of internet access for all students and teachers in the campus.

- Very good support and encouragement from the Management, UGC, PTA and Alumni Association.

- A disciplined and enthusiastic student community always receptive to the curricular and co-curricular activities of the institution.

Weakness

- Inadequate conveyance facilities for students as well as teachers.
- Social and economic backwardness of the students.
- Frequent interruptions in power supply and voltage fluctuations associated with the grid system of KSEB, affecting the functioning of labs and library.

Opportunities
- Fast growing economy of the country would create a large number of opportunities in every sphere of economic activity. This may open up opportunities for our students in the areas of higher education, research and other sectors.
- As majority of students are from socially and economically weaker segments of the society, the College can act as a spring board for their upward mobility and career advancement.
- A female student enrolment upto seventy percent would take the institution to the forefront of the "*Beti Bachavo, Beti Padhavo*" campaign, a national mission.

Challenges
- Lure of a professional degree divert a significant percentage of students away from science/arts/humanities courses offered in colleges.
- Rise in cost of learning due to cost escalation of books, journals and laboratory inputs.
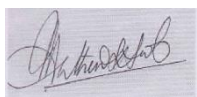- Tight schedule associated with Semester System and the loss of working days caused by external factors.

8. **Plans of institution for next year**

1. T o encourage students to online submission of assignments.
2. To encourage the ICT enabled and digital book reference method of teaching and learning.
3. To elevate more departments to research centres.
4. To encourage teachers to take steps for seminars, conferences, workshops and minor/major research projects.
5. Time bound completion of curricular and co-curricular activities as per the IQAC prepared year plan.

Conclusion

As far as Sree Narayana College, Sivagiri, Varkala, is concerned, the academic year 2014-15 has marked yet another major milestone in its history, especially in terms of academic, research and co-curricular activities and achievements. During this year, the college has been preparing itself for the second phase of NAAC re-accreditation, and the college could submit the Self Study Report (SSR) in partial fulfilment of the requirements for re-accreditation. All this was possible due to the prevailing cooperation, goodwill, and understanding among all the stakeholders of the college.

Name   Dr. Mathew K Jacob   *Name*   Dr. R. Raveendran

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

<u>Annexure I</u>

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCSS	-	Choice Based Credit and Semester System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
WWS	-	Walk with a Scholar
SSP	-	Scholar Support Programme
FLAIR	-	Fostering Linkages in Academic Innovations and Research

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ANNEXURE II (2.15-Academic Calendar 2014-15)

SREE NARAYANA COLLEGE
SIVAGIRI, VARKALA

ACADEMIC CALENDAR FOR THE YEAR 2014-15

MONTH	WEEK	ACTIVITY
JUNE	I	College re-opens – College Council Meeting, Staff Meeting-Allotment of Portions- Finalization of Department time table- Nomination of group tutors – Submission of department time table to the Principal
	II	Submission of Semester wise teaching plans to HOD's Nomination of Conveners/Members of Clubs/Forums, Committees-meeting of group tutors.
	III	Constitution of department level monitoring committee – Nomination of Faculty advisors
	IV	NAAC Meeting – Departmental assignments of duties regarding maintenance of NAAC files. Commencement of NCC/NSS activities.
JULY	I	Commencement of First Semester Classes –meeting of convener and members of clubs/forums/committees to discuss and finalise their action plan.
	II	Commencement of 5th Semester Classes- College Council Meeting.
	III	Open course awareness class for 5th semester students – career guidance and personality development programmes for 5th semester.
	IV	Commencement of 3rd Semester Classes.
AUGUST	I	Allotment of project/Dissertation for 5th Semester students. "Know Your College Programme" and welcome to 1st Semester students.
	II	NAAC co-ordination Committee visit to departments to verify the programmes and files keeping.
	III	Independence day celebration – NCC/NSS activities. FSA Meeting" – 'GURUVANDANAM'.
	IV	Topic of Assignments for 1st, 2nd, and 4th Semester students.

SEPTEMBER	I	Combined staff meeting to discuss the celebration of ONAM & SREE NARAYANA GURUJAYANTHI procession from Sivagiri Mutt.
	II	ONAM HOLIDAYS
	III	College re-opens after Onam Holidays – Council Meeting-Departmental meetings, Class PTA for 5th Semester students- Submission of assignments by 5th Semester students.
	IV	Class PTA for 1st and 3rd Semester students- Submission of assignments by 1st and 3rd semester students – First set of test papers for 5th Semester students.
OCTOBER	I	Observance of Gandhi Jayanthi –Campus Cleaning by students, departmental meetings.
	II	Second set of Test Papers for 5th Semester students, College Union and Arts Club Inauguration.
	III	Model Examination for 1st and 3rd Semester students.
	IV	Model Examination continues – Results of Test Papers of 5th Semester.
NOVEMBER	I	Combined staff meeting of Teaching and non-teaching staff members to discuss observance of Founder's Day – Publication of the results of Model Examination of 1st and 3rd semesters.
	II	Homage to founder Manger late Shri.R.Sankar-NAAC meetings.
	III	Display of CE results of 1st, 3rd and 5th Semester students. University Examination for 1st, 3rd and 5th semesters
	IV	University Examination Continues
DECEMBER	I	Commencement of 2nd, 4th and 6th Semester Classes
	II	Remedial Classes and extension activities, - NAAC meetings.
	III	X'mas celebration, Food festival, allotment of topics for assignments to 2nd , 4th and 6th semesters.
	IV	X'mas Holidays, NSS Camp.
JANUARY	I	College re-opens after X'mas Holidays, Departmental meetings, Council Meetings.
	II	Submission of Assignments by 2nd , 4th & 6th semesters - Club activities.
	III	First set of Test papers for 6th Semester.
	IV	Project/Dissertation work for 6th Semester.

FEBRUARY	I	Result of first set of Test papers of 6th semester- Council meeting
	II	Club Activities, NAAC meetings
	III	Club Activities continue, College day & Arts Festival
	IV	Practical Exams of 6th Semester science students
MARCH	I	Remedial classes- Council Meeting
	II	Model Examination for 4th semester, Departmental meetings.
	III	Model Examination for 2nd semester
	IV	Annual sports meet- Inter Departmental Library checking and submission of report to Principal
APRIL	I	Publishing the results of Model Examination of 2nd and 4th semesters.
	II	Display of CE results of 6th Semester.
	III	Display of CE results of 2nd and 4th semester
	IV	Submission of annual report to the Principal, Staff day-Picnic-Annual Lunch.

ANNEXURE III – (1.3 Feedback)

SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA

Feedback from students 2014-2015

No.	Parameters	Very good (%)	Good (%)	Satisfactory (%)	Unsatisfactory (%)
1.	Knowledge of the teacher in the subject	91.8	7.0	1.2	0
2.	Communication Skill	89.7	8.1	2.2	0
3.	Sincerity	92	6.7	1.3	0
4.	Interest generated by the teacher in the subject	84.8	9.1	4.8	1.3
5.	Accessibility of the teacher in and out of the class	96.4	3.6	0	0
6.	Ability to design Quiz/Test/Assignments	85.1	13.6	1.3	0
7.	Overall rating (%)	87.3	11.6	1.1	0

SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA

Feedback from parents 2014-2015

No.	Parameters	Very good (%)	Good (%)	Satisfactory (%)	Unsatis factory (%)
1.	Infrastructure Facilities namely library, laboratory, canteen and other campus facilities	54	33.1	8.2	4.7
2.	Encouragement to students for participation in various co-curricular activities	47.3	42	10.7	0
3.	Quality of academic teaching and teaching methods	82.3	17.7	0	0
4.	Tutor –Ward System	91	7.9	1.1	0
5.	Efforts taken by departments for overall grooming and personality development	63	20.1	14.1	2.8

ANNEXURE-IV (7.2 Innovations and Best Practices)

During the academic year 2014-2015, the following Action Plan was formulated

1. To make the activities of Blood donor's club more systematic.
2. To continue Mid day meal program
3. To publish college Journal –"Research Essence" uninterruptedly
4. To implement projects like WWS, SSP and FLAIR of the Higher Education Council, Govt. of Kerala.
5. To conduct seminars/workshops etc.
6. To continue the provision for clean drinking water, rain water harvesting and the mission of keeping the campus free of plastic.
7. To continue language proficiency training and ICT training for ministerial staff
8. To install an incinerator as a measure of reducing environmental pollution

Action Taken Report
1. A systematic record of students donating blood and details of beneficiaries is maintained.108 students donated blood during 2014-2015.
2. Through Mid day meal program 33 students (18 boys&15 girls) are provided lunch utilizing fund provided by Former Students Association.
3. Third volume of college journal Research Essence was published with 12 articles.
4. Selected students of the First year degree from various Departments are given opportunity   to participate in WWS and SSP programs for the students .Four students from each Department and there by 40-students of the college were benefited by WWS program and 53 students through SSP. FLAIR is a training

program for the young teachers and three teachers of the college are benefited by the program.

5. 5 UGC sponsored National Seminars were organised in the college.11 Department level Seminars were conducted this year as part of seminar series Trendz. All the Departments participated in this seminar series .The seminar consisted of a forenoon session of invited lectures and an afternoon session of power point presentations by students.

6. One more water cooler added during this academic year.. Rain water harvesting program continued and the students use the harvested water through separate taps provided. Harvested water is also utilized in laboratories.

   Students are given strict instructions to avoid the use of plastic in the campus. They are encouraged to pack food materials in tiffin boxes /banana leaves.

7. ICT training and classes on financial code and general administration given for the office staff. Language proficiency training to ministerial staff was continued by the teachers of English Department.

8. An incinerator, the 'Napkin Feeder' specially meant for incinerating napkins with a capacity of 250 per day was installed in the ladies rest room as a measure of reducing environmental pollution.