



SREE NARAYANA COLLEGE

SIVAGIRI, VARKALA

Estd : 1964

MANAGED BY THE SREE NARAYANA TRUSTS, KOLLAM
AFFILIATED TO THE UNIVERSITY OF KERALA, RE-ACCREDITED BY NAAC WITH B GRADE (CGPA 2.65)



Dr. L. THULASEEDHARAN, M.A., M.Phil., Ph.D.

Principal

E-mail : lthulaseedharan@gmail.com

Ref :

29.11.2018

Date

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

ANNUAL QUALITY ASSURANCE REPORT 2017-18

Sir,

Sub:- Submission of NAAC AQAR Report of 2017-18 reg-

Kindly find attached herewith a copy of the AQAR of Sree Narayana
College, Sivagiri, Varkala for the academic year 2017-18.

Thanking you,

Yours faithfully,

Principal

Sreenivasapuram P.O., Varkala, Kerala State, Pin: 695 145
Ph (Off) : 0470 - 2602362 , PP : 0470 - 2611825, Mob : 9447018995
E-mail : sncvpr@gmail.com, Website : sncollegevarkala.org

SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA
THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2017-18

Sree Narayana College, Sivagiri, Varkala has completed its 50th 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 Assurance Report (AQAR) for the year 2017-18 presented here truly portrays the Curricular and co- curricular activities of the 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, 2012 to June 30, 2013)*)

Part – A

I. Details of the Institution

1.1 Name of the Institution

SREE NARAYANA COLLEGE, VARKALA

1.2 Address Line 1

Sivagiri, Sreenivasapuram PO

Address Line 2

Varkala-695145

City/Town

Varkala, Thiruvananthapuram

State

Kerala

Pin Code

695145

Institution e-mail address

sncvpr@gmail.com

Contact Nos.

0470-2602362, 0470-2611825

Name of the Head of the Institution:

Dr. L. Thulaseedharan

Tel. No. with STD Code:

0470-2602362

Mobile:

9447018995

Name of the IQAC Co-ordinator:

Dr. Kumar S.P

Mobile:

9446333935

IQAC e-mail address:

iqacsncv@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN 11243

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- bott
of your institution's Accreditation Certificate)

NAAC/WH/CERT-A7A/EC(10th SC) / 46.2/2016 dtd
13/01/2016

1.5 Website address:

www.sncollegevarkala.com

Web-link of the AQAR:

http://www.sncollegevarkala.com/AQAR2017-18doc.

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺	75	2004	5yrs
2	2 nd Cycle	B	2.65	2015	5yrs
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

12/07/2005

1.8 AQAR for the year (*for example 2010-11*)

2017-18

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

- i. AQAR 2010-11 submitted on 30/09/2014
- ii. AQAR 2011-12 submitted on 30/09/2014
- iii. AQAR 2012-13 submitted on 30/09/2014
- iv. AQAR 2013-14 submitted on 01/10/2014
- v. AQAR 2014-15 submitted on 01/07/2015
- vi. AQAR 2015-16 submitted on 09/09/2016
- vii. AQAR 2016-17 submitted on 11/10/2017

1.10 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	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="NA"/>								

1.12 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held : 8

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Revised assessment and accreditation of IQAC:A frame work
2. Enhancing the performance of IQAC
3. Career development among teachers

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 developmental initiative for the teaching staff
4. Quality improvement workshop for non-teaching staffs
5. Extension activities of NCC NSS and other clubs
6. Best practice initiatives like plastic free campaign, zero waste beacon, solar power generation and waste management, rain water harvesting etc.
7. Initiative taken for skill development
8. Promotion of Remedial teaching for the upliftment of weak students

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
Conduction of remedial classes for weak students	Completed successfully
Communicative English classes, peer teaching, cross teaching	Completed successfully
Support for excellent students for their academics	Bagged 12 ranks in university level examination
Initiative taken for the promotion of students in extra co-curricular activities	Bagged 7 prizes in various positions in the Kerala university youth festival
Promotion of industry academia	Around 20 seminars and more than 35

practices of various departments through seminars/workshops/awareness programmes etc.	workshops and awareness classes
---	---------------------------------

* 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

I. 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	1
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	1

Interdisciplinary
Innovative

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

Pattern	Number of programmes
Semester	11 UG + 4 PG = 15 Programmes
Trimester	
Annual	

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

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.

By considering the suggestions and recommendations of Board of Studies in various subjects, University revises the syllabus both practical and theory. All the affiliated Colleges under University of Kerala follow the 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
59	53	5		1

2.2 No. of permanent faculty with Ph.D.

21

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	11								

2.4 No. of Guest and Visiting faculty and Temporary faculty

21

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	46	13
Presented papers	7	34	5
Resource Persons	-	5	-

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

Smart Classrooms, Peer-teaching, Group discussion, Remedial Teaching, Conducting Mock interviews, Seminars

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

188

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

Nil

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

5			
---	--	--	--

2.10 Average percentage of attendance of students

96.5

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Economics	121	39.75%	30.12%	30.12%		68.59%
BA Malayalam	41	23.08%	30.77%	46.15%		63.41%
BA History	35	1%	2%	6%		25.71%
B.Sc Mathematics	44	47.62%	42.85%	9.52%		47%
B.Sc Physics	34	60%	35%	5%		58.8%
B.Sc Chemistry	33	52.6%	42.11%	5.2%		57.58%
B.Sc Botany	31	30.43%	52.17%	17.40%		74.19%
B.Com Finance	69	16.07%	39.29%	44.64%		81.2%
B.Com HM	39	-	23.07%	25.64%		48.72%
B.Sc Zoology	34	57.14%	28.58%	14.29%		62%
B.Sc Geology	25	64.71%	35.29%	-		68%
MA Economics	17	68.75%	6.25%	25%		94.1%
M.Sc Chemistry	13	66.8%	22.2%	11%		84.6%
M.Sc Geology	12	83.33%	16.67%	-		100%
M.Sc Physics	13	-	66.7%	33.33%		23.1%

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

- Encouraging teaching staff to participate in faculty development programmes
- Conducting workshops to help faculty enhance competency
- Creation of conducive learning environment in classes which is crucial for student development
- Organising expert lectures and practical demonstrations

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	9
UGC – Faculty Improvement Programme	3
HRD programmes	0
Orientation programmes	9
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	5
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	23			
Technical Staff	1			

Criterion – III

3. Research, Consultancy and Extension

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

- Conducting workshops on research methods
- Encouraging faculty members to do independent research
- Inspiring faculty members to submit proposals for research projects and seminars
- 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				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		
Outlay in Rs. Lakhs		180000		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	3	1
Non-Peer Review Journals			8
e-Journals			
Conference proceedings	2	4	

3.5 Details on Impact factor of publications: NIL

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	180000	133000
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			180000	133000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : NA

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		2		15	
Sponsoring agencies		University of Kerala, STEC		PTA	

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

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
			4	1	1	

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

2

8

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

4

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

JRF

3

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

15

State level

100

National level

1

International level

3.22 No. of students participated in NCC events:

University level

State level

National level

13

International level

3.23 No. of Awards won in NSS:

University level

1

State level

National level

International level

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="1"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="10"/>
		Any other	<input type="text" value="5"/>

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

- Sahapaadikkoru Veedu (House for a classmate)
- Snehasanthwanam (financial aid for economically backward)
- Nadeel Ulsawam (Paddy Cultivation by students)
- Palliative Care Unit
- Plastic free Campaign
- Organ Donation Ratification Camp
- Zero waste Beacon
- Green Protocol programme
- Health Survey
- Blood Donation Camp
- Anti-Drug Awareness Programme
- Financial Discipline in Daily life for Students
- Importance of Savings Habits
- Forest, Wildlife and Environment
- Lab to land Programme
- No Tobacco Day

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	30Acres		Management	30Acre
Class rooms	37		Management	37
Laboratories	13		UGC, PTA, Management	13
Seminar Halls	2		Management	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		10 computers with 3KV UPS	PTA	
Value of the equipment purchased during the year (Rs. in Lakhs)				3,06,000
Others				

4.2 Computerization of administration and library

- Computerised library. Issue and collection through barcode system
- Computerised documentation of fees paid by students in the college office.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	41816	4317922	149	50815	41965	4368737
Reference Books	2306	300750	2	2200	2308	302950
e-Books	300	21000	-	-	300	21000
Journals	30	51520	-	-	30	51520
e-Journals	INFLIBN ET					
Digital Database	INFLIBN ET					
CD & Video	62	6,200	-	-	62	6,200
Others (specify)	-					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	48	1	25	All Departments	1	4	23	-
Added	10	Nil	10	-	-	-	-	-
Total	58	1	35	-	1	4	23	-

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

- SPSS Training Package to students
- GIS Software training to Students
- Spoken Tutorial
- MS Office Training to teaching and non-teaching staff
- Python LaTeX Programming

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	3,06000
iv) Others	-
Total :	3,06000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- “Know Your College”- An Orientation Programme for newly admitted students. The rules and regulations, the facilities available to the students and the general discipline of the college are made clear during the orientation programme.
- The students Hand book and calendar is provided to every student and staff at the beginning of the academic year.
- Inviting Resource persons to enhance students’ abilities and mend their personality.
- Conducting Value Education Classes on department basis.
- Conducting awareness programmes related to different issues.
- PTA meetings on regular basis.
- Remedial teaching for academically backward students- Slow learners are identified by the group tutors and given additional attention by providing special classes.
- Curricular support provided through coaching classes for competitive examination and psycho social counselling sessions.

5.2 Efforts made by the institution for tracking the progression

- Conduct of model examination and result analysis on a regular basis
- Guidance and mentoring at multiple levels.
- Student feedback analysis

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1701	109	12	Nil

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	569	31.44		1241	68.56

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
338	311	2	1124	12	1775	370	330	1	1109	8	1810

Demand ratio: Cannot be ascertained due to the online single window system followed for admissions.
Dropout %: 1.7%

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

- The Career guidance Cell provides free coaching classes to students to prepare for various competitive examinations.
- Financial assistance provided by faculty members on their personal behalf to deserving students.
- Book lending schemes for economically backward students on department basis.
- Library facilities with newspapers, magazines, journals, year books, e books etc. for preparation of competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="5"/>	SET/SLET	<input type="text" value="13"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text" value="4"/>	UPSC	<input type="text"/>	Others	<input type="text" value="7"/>

5.6 Details of student counselling and career guidance

- Effective Tutor-Ward System to evaluate the personal and academic performance of the students.
- Active Career Guidance Cell to support students for the preparation of competitive examinations and interviews.
- Book lending scheme is also adopted to guide the students for better performance in career related examinations.

No. of students benefited

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	34	20	14

5.8 Details of gender sensitization programmes

- Women’s Study Unit celebrated International Women’s Day with special emphasis on topics related to raise awareness of legal rights of women, Women Empowerment and Women Security , different laws enacted in favour of women.
- Celebration of Human Rights Day
- Aids Awareness Programme were conducted

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	13	Rs.1,25,000/-
Financial support from government	967	Rs. 3868000/-
Financial support from other sources	25	Rs.50000/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition: State/ University level	<input type="text" value="1"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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 strength through organization” as propagated by one of the greatest saints, Sree Narayana Guru.

6.2 Does the Institution has a management Information System

Yes, The College has a well-functioning MIS, in which all the Heads of Departments are the members of the Management Information Cell. The Cell has a co-ordinator and the Cell acts as a reservoir of all 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 interaction, special importance is given to GD, power point presentation student seminars and project work.

6.3.2 Teaching and Learning

1. Use of ICT for classroom teaching.
2. Encouraging students to evaluate subject related articles which appear in newspapers and journals.
3. Promote student participation in seminars and power point presentation by students
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 semester exams 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 assignment, seminars and GDs.

6.3.4 Research and Development

The College encourages the teaching faculty to pursue research work. Student's 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 class, ICT facilities are made available for the students of almost 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 the club activities are very significant. The fixed time for lunch break and mind- body refreshing is ensured for the office staff for improving efficiency of office staff. Proximity to a well-functioning canteen, consistent fresh drinking water availability and solar panel generated partial power supply and library reading facilities are also intended for effective Human Resource Management. The students are also provided PSC Coaching and interview training facilities. The Office staffs are encouraged to take MOP, and at times computer training is also provided for Office staff. The teachers are encouraged to participate in refresher and Orientation Classes for self-improvement.

6.3.7 Faculty and Staff recruitment

The teaching faculty is recruited on the basis of qualifications such as NET, PhD. 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 Chemistry, Commerce and Geology have signed MOUs with various industries.

6.3.9 Admission of Students

The online applications are received and admissions are done on a merit basis after an interview

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Mid-day Meals Conveyance allowance Study materials Medical aid

6.5 Total corpus fund generated

Rs. 55, 00,000

6.6 Whether annual financial audit has been done

Yes



No

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
Academic	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 colleges?

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 programmes for support staff

- Classes for staff on office procedure and service rules.
- Orientation class on computer documentation of office activities.

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

- The clean campus drive and plastic free campus drive organised by NSS
- Rain Water Harvesting
- Establishment of Bio gas plant.
- Setting up of waste disposal system.
- Waste -Water Management.

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.

- ✚ Two new clubs viz. Health Education Club and People's Planning Programme formed by the college.
- ✚ Zero waste Beacon – A new initiative with Students from various clubs along with Varkala Municipality was introduced to make areas of Varkala Municipality wastefree zone.
- ✚ Organ Donation ratification Camp- Students of the college joined hands with Mrithasanjeevani, a venture of Government of Kerala to provide awareness on the importance of Organ Donation.
- ✚ No Tobacco Day- A programme in association with Brahmakumaris and Kerala Excise Department
- ✚ Green Protocol Programme- An initiative in association with Trivandrum Corporation

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








Executed as per Plan

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

1. Mid-day meal programme-
2. Seminar series- Trendz

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

7.4 Contribution to environmental awareness / protection

-  Clean campus programmes
-  Plastic free campaign
-  Rain water harvesting
-  Establishment of bio gas plant
-  Waste disposal system
-  Waste water management
-  Installation of solar panel

7.5 Whether environmental audit was conducted?





Yes





No

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


Strength

-  Academically enriched faculty with the highest qualification required.
-  Well-built support from the Management, PTA and Alumni.
-  Successful active participation of students in District level Cultural Events.
-  Fruitful Social Initiatives from Teachers, Students and Alumni in constructing a well-developed society.



Weakness

-  Inadequate conveyance facilities or students as well as teachers
-  Social and economic backwardness of the students






Opportunities

-  As majority of the 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.

Challenge

-  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.

8. Plans of institution for next year

-  To elevate more departments to PG and research centres.
-  To encourage students to utilise ICT enabled facilities
-  To provide facility for e-content development
-  To organise symposiums and workshop on Intellectual Property Rights and Industry-Academia Innovative Practices
-  To institute Alternate Energy to build up Environmental Consciousness and Sustainability.

Name : **Dr.Kumar.S.P**



Signature of the Coordinator, IQAC

Name : **Dr.L.Thulaseedharan**



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit 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

Annexure II (2.15)

ACADEMIC CALENDER FOR THE YEAR 2017-18

MONTH	WEEK	ACTIVITY
JUNE	I	College reopens – college council meeting-staff ,meeting-department meetings-allotment of portions-finalization of department timetables-nomination of group tutors-submission of department timetables to the Principal.
	II	Submission of semester wise teaching plans to HODs-nomination of Conveners/members of clubs/committees-meeting of group tutors.
	III	Constitution of department level monitoring committee-nomination of faculty advisors-Internal examination for UG S4 students.
	IV	NCC/NSS activities, first BA/BSc/B Com- started. University exam for UG S4 students.
JULY	I	University exams for UG S4 Students-Continues. College Council meeting-admission of First BA/BSc/B Com continues, meeting of conveners and members of clubs/committees to discuss and finalize the action plan of club activities.
	II	Commencement of first and fifth semester UG classes- Internal exam for PG S4 classes
	III	University exams for PG S4 students- Internal exam for UG S2 students , Awareness class regarding Open courses for UG S5 students.
	IV	University exams for UG S2 students - Council meeting- discussion of open courses- number of students for open courses prepared.
AUGUST	I	College Council meeting- Allotment of project/ dissertations for UG S5 students- Internal exam for PG S2 students
	II	Allotment of Assignment topics to UG S1 and S5 students university examinations for PG S2 students

	III	University exam for PG S2 students Commencement of UG S3 classes
	IV	University exam for PG s2 continues- commencement of PG S1 classes- NCC/NSS activities, FSA meeting
SEPTEMBER	I	Staff meeting to discuss Onam Celebrations and Sree Narayana Guru Jayanthi.
	II	Onam Holidays
	III	College Reopens after Onam Holidays- Departmental Meeting- Commencement of PG S3 classes. Submission of assignments by UG S1 and S5 students.
	IV	Allotment of Assignment and seminar topics to PG S3 students – class PTA for UG S1, S3 and S5 students.
OCTOBER	I	College Council meeting- Submission of assignments by UG S3 students- Allotments of assignments and seminar topics to PG S1 students- Observance of Gandhi Jayanthi- Cleaning of Campus by students- department meetings
	II	Submission of second set of assignments by PG S1 students.
	III	Model exam for UG S5 students
	IV	Submission of CE of UG S5 to HODs.
NOVEMBER	I	College Council meeting- Combined staff meeting of Teaching and non-teaching staff members for the observance of Founder’s Day- declaration of results of UG S5 Model examination.
	II	Homage to the founder Manager Late Sri. R. Sankar. Conduct of Internal Exam for PG S1 and S3 students- remedial classes and extension activities. Display of CE Marks of UG S5.
	III	University Examination of UG S5 students.
	IV	Model Examination of UG S3 students. Publication of results of second set of test papers of PG S1 and S3 classes.
DECEMBER	I	College Council meeting – Display the results of CE marks of UG – S3 students- University examinations for UG S3 Students. Display of CE marks of PG S3 students continues Model Examination for UG S1 students.
	II	Display of CE marks of UG S1 and S3 classes- University examination for UG S1 and S3 students continues- Christmas celebrations- Display of CE marks of PG S1 students.
	III	Commencement of UG S6 classes.
	IV	Christmas Holidays- NSS Camp.
JANUARY	I	College reopens after Christmas holidays- College Council Meeting- Department meetings- Commencement of UG S2 and S4 classes
	II	University Examination for PG S3 students. Club activities
	III	Club activities, seminars
	IV	Projects/ dissertation works for UG S6 students – Commencement of PG S4 classes
FEBRUARY	I	College Council meeting – allotment of Assignment topics for UG S2 and S4 classes- University examination for PG S1 students
	II	Commencement of PG S2 classes- allotment of first and second set of assignment and seminar topics to PG S4 classes
	III	College Union activities
	IV	Submission of first set of assignment by PG S4 students
MARCH	I	College council meeting- remedial classes.
	II	Submission of assignments of UG S2 and S4 classes. Submission of second set of assignments by PG S4 students
	III	Conduct of first set of test paper for PG S4 students and announcement of

		marks for the participation in mandatory club activities. Annual sports meet interdepartmental library checking and submission of reports to the Principal.
	IV	Submission of the Annual report to the Principal – Staff one day Picnic- Annual Lunch- College closes for Mid-Summer vacation on 31/03/2018

Annexure III (1.3)

SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA

Feedback from Students 2017-18

No.	Parameters	Very Good (%)	Good (%)	Satisfactory (%)	Unsatisfactory (%)
1	Preparation for the Class	86.56	13.34	0.10	-
2	Punctuality in conducting the class	87.67	12.10	0.23	-
3	Planning and Completion of the syllabus on time	84.34	15.02	0.64	-
4	Clarity of presentation	84.21	15.22	0.57	-
5	Quality of language	85.84	13.48	0.68	-
6	Quality of Voice	83.31	16.56	0.13	-
7	Methodology used to impart the knowledge (use of blackboard, charts, teaching aids etc.)	83.63	16.28	0.09	-
8	Active learning methodology used like Group Discussion, Tutorials, Assignments and Seminars, etc.	79.56	20.02	0.42	-
9	Availability to students outside class hours for clarification, counseling,	79.86	19.72	0.42	-

	career guidance etc.				
10	Hi/Her role as a Mentor/ Motivator/ Guide/ Facilitator/ Counselor.	83.82	15.96	0.22	-

SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA

Feedback from parents 2017-18

No.	Parameters	Very good (%)	Good (%)	Satisfactory (%)	Unsatisfactory (%)
1.	Infrastructure facilities namely library, laboratory, canteen, and other campus facilities	60	20	18	2
2.	Encouragement to students for participation in various co-curricular activities	59.72	17.35	20	2.93
3.	Quality of academic teaching and teaching methods	84.8	12.4	2.8	0
4.	Tutor- Ward System	95.2	3.6	1.2	0
5.	Efforts taken by departments for overall grooming and personality development	78.2	20.39	1.01	0.4

Annexure IV (7.2)

Innovations and Best practices

- Mid-day meal programme-The goal of this practice is to provide free noon-meal to deserving students. It is an initiative of the Alumni of the college, the FSA to support students hailing from poor families who cannot afford a main meal. It aims to create a feeling of sharing and

caring among the students. It also attempts to accomplish the objectives of the college, “Hunger Free Campus”.

- Seminar series- Trendz- The goal of this practice is to organize multidisciplinary seminar series- Trendz every year to provide a common platform for the students and teachers of various disciplines to interact with each other and with the subject experts and share their knowledge. It provides information to the students as well as teachers relating to latest developments in different disciplines of basic sciences and social sciences.
- Publishes College Research journal “Research Essence” with ISSN Number 2348-2389 and News Letter uninterruptedly.
- Celebration of Nobel Week by various departments.
- Provision of Clean drinking water, rain water harvesting and plastic free campus.

Action Taken report

- Conduction of remedial classes for weak students: Remedial classes for academically weaker students from all the departments were provided with a common time table formulated by the IQAC
- Communicative English classes were provided to the students by the faculty of Department of English, peer teaching, cross teaching by various departments.
- Support for excellent students for their academics
- Initiative taken for the promotion of students in extra co-curricular activities
- Promotion of industry academia practices of various departments through seminars/workshops/awareness programmes etc.
- All departments submitted portion completion statements immediately at the end of each semester.
- Some faculty members started power point presentations especially at the PG level.
- New exit feedback form developed and circulated
- Parent’s feedback are now collecting from PTA meeting
- Formulated a committee for enabling the students to face Students’ Satisfaction Survey
- Created a new framework for teachers’ assessment by students for getting clear information about teachers’ skill.
- A comprehensive teachers’ profile format have been formulated with the help of IQAC members.
- Conducted one class for creating awareness about IIQA of NAAC.
- Circulated a code of conduct to teachers, Non- teaching staff and Students.

- All mandatory clubs convened seminars, meetings and work shops
- Two new clubs viz. Peoples Planning Programme and Health Awareness Programme were started.
- Successfully formulated plan for PD fund utilization.
- Economics and zoology departments conducted agency funded three day workshop and Seminars.
- NCC and NSS of the college gained awards for a number of new and popular programmes.
- Four teachers have attained PhD.