



## YEARLY STATUS REPORT - 2023-2024

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Sree Narayana College, Varkala
• Name of the Head of the institution	Dr. Vinod C. Sugathan
• Designation	Professor
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9037376353
• Mobile no	9037376353
• Registered e-mail	sncvpr@gmail.com
• Alternate e-mail	iqacsncv@gmail.com
• Address	Sreenivasapuram.P.O, Sivagiri, Varkala
• City/Town	Varkala, Thiruvananthapuram
• State/UT	Kerala
• Pin Code	695145
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated to University of Kerala
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid
• Name of the Affiliating University	University of Kerala
• Name of the IQAC Coordinator	Dr. Preetha Krishna.L
• Phone No.	9895786706
• Alternate phone No.	8893866669
• Mobile	9895786706
• IQAC e-mail address	iqacsncv@gmail.com
• Alternate Email address	preetakrishna@gmail.com
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://snscivagirivarkala.com/IQAC/AQAR_22-23.pdf">https://snscivagirivarkala.com/IQAC/AQAR_22-23.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://snscivagirivarkala.com/calender/Academic-Calendar-2023-24.pdf">https://snscivagirivarkala.com/calender/Academic-Calendar-2023-24.pdf</a>

**5.Accreditation Details**

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

**6.Date of Establishment of IQAC**

12/07/2005

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	Non-government fund	Former Students Association	2023-24	478479
Institutional 1	State Government	Directorate of Environment and Climate Change	2023-24	10000
Institutional 1	State Government	KSWDC	2023-24	35990
Institutional 1	State Government	Directorate of Minority Welfare	2023-24	79845
Institutional 1	Infrastructure Development	RUSA	2023-24	4357103

<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>8</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	

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

One Day Training Programme for Administrative Staff of Colleges was organized by IQAC on 4th November 2023. Sri Babu M. P. Senior Superintendent (Rtd.), Dept of Collegiate Education and Sri Shine KS (Jr Superintendent, Deputy Directorate of Collegiate Education) were the resource persons. The objective of this training programme was to enhance the efficiency, effectiveness and overall functioning of the college office. The number of beneficiaries was 15.

The college IQAC has organized an Orientation Programme for first year students, "Know Your College" on 14th November 2023. Prof (Dr) Biju V., DCDC, University of Kerala inaugurated the programme. Know Your College aimed to make students learn about the facilities, services and resources available in campus, such as libraries, counselling centres, career services and extracurricular activities. It has helped the students to understand academic expectations including course structures, evaluation system, attendance policies, examination procedures as well as to meet peers, faculty and staff members. The number of beneficiaries was 270.

The college IQAC has organized a Training Programme on 'Value based Education' for first year students on 13th December 2023. Dr R Raveendran, Research Officer, SN Trusts, UGC Emeritus Professor and former Principal Sree Narayana College, Sivagiri, Varkala was the resource person. The objective of the programme was to enhance students' ability to analyze situations ethically, cultivate interpersonal understanding, encourage civic responsibility and promote holistic development. The number of beneficiaries was 265.

University of Kerala and college IQAC has jointly organized Training Programme on Four Year Undergraduate Programme ( FYUGP) on 4th March 2024. The first session was on Curriculum Framework and Regulation of FYUGP. The second session was on Outcome based Education. The resource persons were Dr K Radhakrishnan (Associate Professor, Dept of Mathematics, MG College, TVM) and Dr. Renju R Krishnan, Assistant Professor and HOD, Department of Physics, St Xaviers College, Thumba. The number of beneficiaries was 65.

The college IQAC and Research Cluster has jointly organized One Week Internship Programme for High School Students from 8th April to 17th April 2024. The programme was inaugurated by Dr G Jayadevan, Treasurer, SN Trusts on 8th April 2024 at 10 am. The ice breaking session was in the afternoon. The resource person for the ice breaking session was Dr Shaji N Raj. Assistant Professor, Department of Computer Science, SAS SNDP Yogam College, Konni. On 9th April, the Post Graduate Department of Geology engaged the session titled

'Geo Glance', followed by Guitar Performance by our students. The Post Graduate Department of Commerce engaged a session titled 'Business Buzz' and a session on Food and Hygiene was given by the Department of Hotel Management & Catering. The afternoon session was titled 'Language Lume' engaged by the Department of English. On 11th April the sessions were Sports and Fitness given by the Department of Physical Education and NCC in the forenoon. The afternoon session was again "Language Lume" by Department of Oriental Languages followed by a session on Counselling. On 12th April the Department of Zoology engaged the students with their session titled "Zoologia Zest" in the forenoon and the Department of Botany had their session titled "Botania Bloom" in the afternoon. On 15th forenoon a session was taken by the Post Graduate Department of Physics titled "Physics Phantasy" and the afternoon sessions were by the Department of Mathematics named "Math Path", and a class on "The Importance of Social Service" by the college National Service Unit (NSS). 16th forenoon began with a session on Yoga and Meditation given by the Department of Physical Education followed by a class titled "Easy Economics" by the Post Graduate and Research Department of Economics. The afternoon session was "Chem Ecstasy" by the Post Graduate Department of Chemistry. On 17th April the forenoon session was "History & Heritage" given by the Department of History. The valedictory session was in the forenoon. Feedback was collected from the participants. Fifty high school students from nearby Government, Aided and Private Schools attended the summer internship programme. Certificates were distributed to all the students who have successfully completed the programme. The coordinators of the programme were Dr Reshma R (Post Graduate Department of Chemistry), Dr Binushma Raju (Department of Zoology), Dr Sreerenjini S. C (Research Cluster Coordinator) and Dr Preetha Krishna L (IQAC Coordinator).

## 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To submit AQARs to NAAC	1. AQAR 2021-22 submitted to NAAC on 27 th July 2023. 2. AQAR 2022-23 submitted to NAAC on 13 th May 2024.
To organise a Faculty Development Programmes for Faculty members	1. A Faculty Development Programme on 'Professional Ethics for College Teachers' was organized by IQAC on 24th January 2024. Dr R Raveendran,

Research Officer, SN Trusts, UGC Emeritus Professor and former Principal Sree Narayana College, Sivagiri, Varkala was the resource person.. The objective of the programme was to provide a platform for the faculty members to reflect on their professional responsibilities and discuss on fairness in assessment, plagiarism, technological advancements, cultural diversity and the responsible use of authority, ensuring that teachers serve as role models for students. The number of beneficiaries was 58.

2. University of Kerala and college IQAC has jointly organized Training Programme on Four Year Undergraduate Programme (FYUGP) on 4th March 2024. The first session was on Curriculum Framework and Regulation of FYUGP. The second session was on Outcome based Education. The resource persons were Dr K Radhakrishnan (Associate Professor, Dept of Mathematics, MG College, TVM) and Dr. Renju R Krishnan, Assistant Professor and HOD, Department of Physics, St Xaviers College, Thumba. The number of beneficiaries was 65.

To organise an orientation programme for first year students

The college IQAC has organized an Orientation Programme for first year students,

To Promote Value Based Education among students

The college IQAC has organized a Training Programme on 'Value based Education' for first year students on 13th December 2023. Dr R Raveendran, Research Officer, SN Trusts, UGC Emeritus

	<p>Professor and former Principal Sree Narayana College, Sivagiri, Varkala was the resource person.</p> <p>The objective of the programme was to enhance students' ability to analyze situations ethically, cultivate interpersonal understanding, encourage civic responsibility and promote holistic development. The number of beneficiaries was 265.</p>
To Promote Best Practice	<p>Annual multidisciplinary seminar series TRENDZ was inaugurated on 5th February 2024. Prof Dr. Baiju V (Hon. Vice Chancellor, Central University of Kerala) inaugurated the programme. The focal theme of TRENDZ seminar series 2023-2024 was "Sharing Sustainable Knowledge". Invited Experts from various disciplines delivered scholarly lectures and interacted with students. Twenty one students did paper presentations during this one week seminar series. The number of beneficiaries was 464.</p>
To host Merit Day to honour meritorious students	<p>The College IQAC has organized Merit Day on 26th March 2024. The University rank holders of 2023 pass outs and students who won medals for sports and arts were felicitated and cash prizes were distributed to them.</p>
To organise a Training Programme for Administrative Staff	<p>1. One Day Training Programme for Administrative Staff of Colleges was organized by IQAC on 4th November 2023. Sri Babu M. P. Senior Superintendent (Rtd.), Dept of Collegiate Education and Sri Shine KS (Jr Superintendent, Deputy Directorate of Collegiate Education) were the resource</p>

	<p>persons. The objective of this training programme was to enhance the efficiency, effectiveness and overall functioning of the college office. The number of beneficiaries was 15.</p>
<p>Fund Hunt</p>	<p>1. Under this initiative during the academic year 2023-24 funds were received under the following heads. (1) Under the Project Proposal under DST FIST programme 2023, DST contribution (Capital) of Rs 556,25,00 and DST Contribution (General) of Rs 6,75,000/- was sanctioned dated 16/06/2024. 2. A fund of Rs 78000/- was received from the Department of Minority Welfare Department of Kerala to conduct UGC NET Coaching for minority students. (Coordinator - Smt Anilakumary (Department of Economics). 3. Received a Grant of Rs10390/- (second instalment) from KSWDC (Kerala State Women Development Corporation) to conduct Women Cell Activities. Coordinator - Dr Sini V (Department of Malayalam).</p>
<p>To promote innovation and extension activities</p>	<p>1 Sree Narayana College, Varkala has received Certificate of Recognition in the IIC Poster Presentation held during IIC Regional Meet Kochi on 16th January 2024 organised by the Ministry of Education's Innovation Cell and AICTE at Cochin University of Science and Technology, Kochi. 1. Sree Narayana College, Sivagiri, Varkala received Vanamithra Award 2023, Thiruvananthapuram district, Kerala State by the</p>



Department of Forest, Government of Kerala for its initiatives on Environmental Conservation and Eco friendly activities. 2. The college IQAC and Research Cluster has jointly organized One Week Internship Programme for High School Students from 8th April to 17th April 2024. The programme was inaugurated by Dr G Jayadevan, Treasurer, SN Trusts on 8th April 2024 at 10 am. The 11 departments of the college has engage the school students in a creative way during the one week internship programme. Fifty high school students from nearby Government, Aided and Private Schools attended the summer internship programme. Certificates were distributed to all the students who have successfully completed the programme.

To encourage the research aptitude of faculty members

Under Wisdom 2025, an imitative of IQAC to promote research and development, one faculty member (Smt Namitha K Bhatt, Assistant Professor, Department of Economics) and four research scholars in Economics (Sri Deepu Das N, Ms. Vinnetha U.P., Ms. Sreeja R and Ms. Lekshmy Ravi) were awarded PhD during 2023-24. Three faculty members (Dr Henalal S, Department of Malayalam, Dr Raji R., Department of Physics and Dr Reshma R, Department of Chemistry) obtained research guideship. One faculty member, Smt Shibitha Thampi (Department of Chemistry) registered for PhD during 2023-24.

<p>To provide international exposure to students and faculty members</p>	<p>1. The college IQAC and Research Cluster has organized Five International Webinars in April 2024. "Applications of Light in Medicine", "The Commercialization of Space: Opportunities and Challenges", "Prospectives of Interdisciplinary Research in Chemistry", "Recent Trends and Perspectives on Advanced Research in Geosciences", "International Financial Management" were the titles of the International webinars organized by the five Post Graduate Departments of our college. The resource persons were Sri Syam Mohan (Scientist), Laser and Optical Radiation, London; Ms. Kavya Murali Parthasarathy, Researcher, University of Stirling, Scotland; Dr Sujith S.S. R &amp; D Principal Engineer, Zhubei City, Taiwan; Dr Phil Frederick , Scientist, US Geological Survey, Texas Tech University, USA and Dr Nadia Sha Assistant Professor, Department of Finance and Economics, Dofar University, Salalah, Oman. Students and faculty members from our college and other college had participated.</p>
<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>Yes</p>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<p>Name</p>	<p>Date of meeting(s)</p>
<p>College Council</p>	<p>21/11/2024</p>

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2023-24	19/03/2024

**15. Multidisciplinary / interdisciplinary**

The college affiliated to the University of Kerala follows a syllabus that promotes interdisciplinary and multidisciplinary approaches in teaching learning process. The college offers the students with an opportunity to select open courses in a subject of their choice thus creating a platform for multidisciplinary and interdisciplinary knowledge. As part of DBT organised workshops the science departments have organised a set of programs in the college in which all of the students were given training on topics from various science disciplines. The college has a total of 22 clubs where students of any discipline can join and participate in the multifaceted activities of learning experiences. The college has signed MoUs with various organisations and institutions offering the students an opportunity to gather knowledge regarding various disciplines outside of their subject of study. Research Department of Economics also promotes multidisciplinary approach in research by encouraging their research students to take up topics accordingly. The TRENDZ seminar series, one of our Best Practices, organised annually, in which all the departments organise lectures from their respective fields and provide a chance for students to present papers, is one of the platforms that the college arranges for ensuring the dissemination of interdisciplinary knowledge. The college has organised one week multi-disciplinary summer internship programme for high school students titled QUEST from 8th to 17th April 2024.

**16. Academic bank of credits (ABC):**

The college has intimated students about Academic Bank of Credits. As per the guidelines of the univeristy ABC will be implemented with the commencement of FYUGP programmes.

**17. Skill development:**

The Department of Physical Education celebrated International Yoga Day with a Yoga training class enabling the student with the skills of meditation. The Department of Economics conducted Monthly Presentation of Research Scholars which helped the students gather insights about their subject areas and in developing presentation skills. The Department of Geology organised a workshop providing skill training on GIS mapping and cartography which provided

the students with placement and internship opportunities. The Institution's Innovation Council along with Entrepreneurship Development Club organised several programs like Ideathons and webinars aimed at equipping the students with entrepreneurship, innovation, creative thinking and problem solving skills. TRENDZ Seminar Series organised annually by the institution offers a great platform for the students to present their ideas in seminars and hone their skills. Language Lab set up in the computer lab offered the students a space to learn language with the help of a computer software. Career Guidance Cell and Placement Cell gave due importance in organising workshops and seminars on skill development programs. The NSS unit organised programs on basic survival skills like agricultural training, E- waste management, palliative care, quality testing of food items and personality development training.

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

Malayalam, History, Sanskrit and Hindi departments of the college offers courses that involves integration of Indian language and culture. Courses such as Kerala Samskaram (Kerala Culture), Malayala Kavitha (Malayalam poetry), Malayala Bhasha Padhanam (Malayalam Language Learning), Malayala Sahitya Niroopanam (Malayalam Literary Criticism), Nadodi Vijnaneeyam (Folklore Studies), Keraleeya Kalakal (Art forms of Kerala) offered by the Malayalam department has its focus on Kerala language and culture. Courses offered by Hindi and Sanskrit departments focussed on prose, poetry, grammar, drama and fiction gives an overview of Indian aesthetics and literary tradition. The Department of History has courses on History of Modern India, Cultural Formation of Pre modern world, Evolution of early Indian society and culture, Islamic History and Sociology, Making of Indian nation, Colonialism and resistant movements in India, Empowerment of women with special reference to India, Major trends in Indian historical thought and writings, Contemporary India, Heritage Studies, Environmental History of modern India. In addition to the above mentioned courses, the department of English has organised a certificate course on Sree Narayana philosophy which imparts the ideals and doctrines of Guru, who is a visionary of Kerala Renaissance. The department of Malayalam has organised Kerala Piravi celebrations on first November 2023.

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

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

stated in detail in the syllabus proposed by the University. The Kerala State Higher Education Council has been training the faculty members on the successful implementation of OBE through workshops and training sessions. Our college has adapted the reforms and is now training the students in a manner that makes them capable to attain the preset outcome specified by the University. The students are familiarised with the set outcomes in the beginning of the course itself and is encouraged to attain the same. The college, in addition to teaching, offers the students a chance to participate in workshops, webinars, seminars and skill training sessions which further enables them to attain the outcome. Informing learners of the outcome well in advance has enabled the learners to undergo self assessment making sure that they are progressing towards attaining their outcome. Since the outcomes are stated, the teachers also get to know the progress and can test whether the learners have attained the goal. College IQAC has organised an FDP on FYUGP & OBE on fourth March 2024

#### **20.Distance education/online education:**

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

### **Extended Profile**

#### **1.Programme**

1.1 526

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 1740

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 415

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 666

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 70

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 72

Number of sanctioned posts during the year

## Extended Profile

### 1.Programme

1.1	<b>526</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	<b>1740</b>
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	<b>415</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>666</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	<b>70</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	72
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	51
Total number of Classrooms and Seminar halls	
4.2	185.3762
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	103
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college ensures effective curriculum delivery through a systematic and transparent mechanism. Senior faculty members serve as Members of the Board of Studies at the university level, contributing to syllabus revision and question paper setting. Department Heads conduct regular meetings to distribute workload, allot portions, plan departmental activities, and review syllabus coverage. The CLMC verifies timetables and teaching plans, while the IQAC monitors the implementation of the academic calendar. To enrich curriculum transaction, the college offers choices to students through open and elective courses. Practicals are delivered in well-maintained laboratories, and industrial training and field trips are organized. The centralized library, with an automated system and a collection of 43834 books, supports academic endeavours. During the academic year 2023-24, the college organized various programs, including seminars, workshops, group discussions, quizzes, and case studies, to enhance curriculum delivery. Departments have established MOUs with eminent



institutes. The IQAC collects and analyse feedback and adequate measures are taken every year.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.snclsivagirivarkala.com/calender/Calender%20and%20HandBook.pdf">https://www.snclsivagirivarkala.com/calender/Calender%20and%20HandBook.pdf</a>

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

The college, affiliated with the University of Kerala, follows the university's academic calendar and also prepares a comprehensive academic and activity calendar at the college level. This calendar outlines regular classes, internal examinations, model examinations and tentative dates for various programs. The activity calendar is finally approved by the college council after deliberations and any change is ratified by the council in consultation with the IQAC. The continuous internal evaluation of students is carried out as per university norms through a transparent system. A three-layer transparency is ensured at Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC) and University Level Monitoring Committee (ULMC) levels. The CE marks sheets are displayed in the department notice board for scrutiny. Adequate measures are taken to address the grievances of students, if any. The IQAC monitors whether all the activities of the college are being carried out systematically as per the academic calendar.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.snclsivagirivarkala.com/calender/Academic-Calendar-2023-24.pdf">https://www.snclsivagirivarkala.com/calender/Academic-Calendar-2023-24.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating**      **A. All of the above**

**University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

64

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1098

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

Our institution effectively integrates critical issues such as gender, environment, and sustainability, human values, and professional ethics into its curriculum. Gender and environmental studies are integral components of our syllabi.

During the academic year 2023-24, the Women's Cell organized self-defense classes and hands-on training sessions on skill development and entrepreneurship. To promote environmental consciousness, the college observed Environmental Day, Ocean Day, and implemented initiatives such as Vidyavanam and Thanneervanam projects. The institution also organized beach cleaning and Green Campus Clean Campus programs, a No Plastic Drive, Nadeel Ulsavam, and Koithulsavam. To promote values and ethics, pledges on World Elder Abuse Awareness Day and Human Rights Day were taken. Celebrated Reading Day, World No Tobacco Day, International Yoga Day, Republic Day, Independence Day, Unity Day, and Constitution Day. Our institution also offers special programs, including tuition for socially and economically disadvantaged children from our adopted village and Professional Skill Development programs. The college arranged spiritual discourses and organized anti-ragging and anti-drug campaigns. Medical camps and palliative care camps were conducted, and implemented the Swapnakoodu project to provide a home for a differently-abled child under the auspices of the National Service Scheme (NSS).

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

664

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution **A. All of the above**

from the following stakeholders  
Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.sncsivagirivarkala.com/feedbackReport_22_23.php">https://www.sncsivagirivarkala.com/feedbackReport_22_23.php</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.sncsivagirivarkala.com/feedbackReport_22_23.php">https://www.sncsivagirivarkala.com/feedbackReport_22_23.php</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

453

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

391

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The college measures students' learning levels and offers specific programs for advanced and slow learners. The college has devised a structured mechanism for assessing students' learning levels. Tutorial and mentoring serve as a continual and comprehensive evaluation method. The university examination results are reviewed. Mentors identify their mentees' learning capacity, and appropriate measures are adopted. Freshers need to finish an induction/orientation program in order to improve their learning insights. Advanced learners receive special assistance. They are encouraged to take part in seminars, workshops, certificate courses such as NPTEL, SWAYAM, MOOC recruiting training, internships, and intercollegiate contests. INFLIBNET facilities are provided in the central library and the library has a blog named 'sncvlibrary.blogspot. Slow learners receive remedial, motivational, peer teaching, cross-training, and revision programs. Special mentoring is provided to increase their confidence. Students are encouraged to spend more time at the library. Special assistance is provided to strengthen their communication abilities. The Student Aid Fund is available to students who are economically and socially disadvantaged. PTA meetings are organized to assess the progress of slow learners. During the year the advanced learners were provided UGC NET classes, civil service orientation classes through civil service club & international exposure by hosting five international webinars.

File Description	Documents
Paste link for additional information	<a href="https://www.sncsivagirivarkala.com/document/2.2.1.pdf">https://www.sncsivagirivarkala.com/document/2.2.1 .pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1740	70

File Description	Documents
Any additional information	<a href="#">View File</a>

**2.3 - Teaching- Learning Process**

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

Every department in the college offers practical educational experiences using fully prepared labs, tasks, and tutorials. Environmental and climatic challenges are being addressed by undergraduate and graduate dissertation studies. PG students project works are carried out with collaboration with national institutes. Study excursions and field visits are planned to help students better understand their respective disciplines. Laboratory visits and hands-on training programs at SCTIMST, CLIF, and Krishi Bhavan help students enhance their skills. Participatory learning is achieved by students through NCC, NSS, 25 active clubs, and various initiatives such as village adoption, beach cleaning, health surveys, Mazhamara, Snehasanthnam, and Nadelulsavam. Palliative care, food quality testing, and blood donation camps are all part of community outreach program. Departments provide open courses on interdisciplinary issues. The Additional Skills Acquisition Program (ASAP) helped students enhance their soft skills. The college has an Institution Innovation Council that aims to create an innovation ecosystem. It organizes workshops, seminars and interactions with entrepreneurs and professionals there by engaging students in innovative activities. The college uses quiz competitions, poster events, and other problem-solving strategies. Students have opportunity to present their papers during TRENDZ lectures. Students benefit from many sorts of individual counselling and motivating teaching.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sncsivagirivarkala.com/document/2024/2.3.1.pdf">https://www.sncsivagirivarkala.com/document/2024/2.3.1.pdf</a>

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

Wing20 LMS (Learning Management System) implemented in the institution facilitates teacher student interaction and dissemination of knowledge. Each department has smart classrooms, equipped with smart boards, LCD projectors, screens, computers/ laptop and audio-visual devices. All the faculty members utilise ICT enabled teaching methods. Smart phones, Whatsapp, Telegram, Google classroom, Google meet, Zoom, YouTube-live class, virtual labs, personal blogs, podcast, anchor FM, PPT are used as per the requirement. Online tests and quizzes are conducted through QUIZZ, KAHOOT platforms and e-assignments are given through Google classroom and Google forms. Campus is wi-fi enabled. The college has a well-equipped multimedia conference hall which serves as the platform for invited talks, seminars, workshops and webinars. The central library of the college has INFLIBNET facilities. The institution is a subscriber of N-LIST, which provides access to more than 6000 e-journals and above 3 million ebooks. The institution has access to National Digital Library. College blog 'sncvlibrary.blogspot' provides open access to eresources. Students are pursuing courses offered by NPTEL SWAYAM. They also make use of E-thesis portals like Online Theses Library, DART.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

**2.3.3.1 - Number of mentors**

70



File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

41

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

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

#### 2.4.3.1 - Total experience of full-time teachers

474

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The college follows an internal assessment system in tune with the University. An orientation programme on CBCSS system is arranged every year for the fresher students. As part of continuous evaluation two examinations are conducted in every semester. The College Level Monitoring Committee is in charge of the conduct of internal examinations. Time table and seating arrangements of internal examination is displayed in the notice board and the same is announced in the respective classes. Examination halls are under CCTV surveillance. Internal squads are formed to prevent all forms of malpractice. If students have any complaints regarding their internal marks, they can approach the concerned faculty. Once their grievance is redressed, they should sign the internal mark sheet. Retests are permitted for genuine reasons. Consolidated internal examination mark sheets are prepared before University examinations. Verified internal marks are uploaded to the University website within the time limit after a three-tier verification- first at the tutor level, then at the HoD level and finally at the Principal level. A copy of the CE sheet is forwarded to University for onward processing.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sncsivagirivarkala.com/document/files/20241212154312.pdf">https://www.sncsivagirivarkala.com/document/files/20241212154312.pdf</a>

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

The college is very particular in conducting the entire evaluation process in an effective and transparent way. A three level

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

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://snscivagirivarkala.com/document/university%20regulations%20for%20website.pdf">https://snscivagirivarkala.com/document/university%20regulations%20for%20website.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

The college follows the syllabus and course outcomes as prescribed by the University of Kerala which are approved by the concerned Board of Studies under University of Kerala. The general and specific course outcomes of all programmes offered by the college are communicated to the teachers and students and is also displayed in the College website. In the beginning of each academic year a college handbook is distributed to students which contains the program and course outcomes. An orientation programme will be given to the newly admitted students to enable them to understand the course outcome. The syllabus and the course outcome are displayed in the department notice board. Students are given ample time to read and realize the aims and objectives of the courses. The DLMC of the college assigns tutorship to faculty

members and the tutors provide directions to their wards to understand the objectives of the programmes and to attain positive outcomes. The course outcomes are measured through a transparent, continuous and comprehensive evaluation system. During PTA meetings, the significance of the programmes and its outcomes are discussed with the parents and feedback is taken from them regarding the difficulties faced by the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.snscivagirivarkala.com/document/Course%20Outcome%20&amp;%20Programme%20outcome%20website.pdf">https://www.snscivagirivarkala.com/document/Course%20Outcome%20&amp;%20Programme%20outcome%20website.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The college evaluates the programme and course outcomes as per University guidelines and it is communicated to students periodically. Tutors monitor student achievement in terms of their participation in paper presentations, classroom discussions, exhibitions, field trips, performance in viva voce examinations, practical examinations, involvement in project works, group discussion, debate, curricular and extracurricular activities. They also assess the students placement, progression into higher levels of education and clearing of competitive exams. The Physical Education Department of the college keenly observes the performance of students in sports. The department level academic activities such as internal assessment, tutorial classes, seminars, projects and academic discussions are reviewed by the Department Level Monitoring Committee. Active participation of students in the summer internship programme organised by the college involved real-time application of their subject knowledge and skills. Institutional visit allow students to apply theoretical concepts to real world scenarios and broaden their perspectives. Participation of students in extension activities enable them to share their knowledge with the community promoting social, economic and environmental development. The end semester examination results and feedback reports are examined by the college IQAC and steps for improvement are initiated.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.snclsivagirivarkala.com/document/2.6.2%20proof.pdf">https://www.snclsivagirivarkala.com/document/2.6.2%20proof.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

343

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.snclsivagirivarkala.com/document/2024/1.%20Annual%20Report%202023-24.pdf">https://www.snclsivagirivarkala.com/document/2024/1.%20Annual%20Report%202023-24.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://www.snclsivagirivarkala.com/IOAC/SSS-2023-24-1.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

2.57

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

#### 3.1.2.1 - Number of teachers recognized as research guides

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

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

The college has established an ecosystem of innovation through the proactive efforts of its Institution Innovation Council (IIC). The

IIC has organized a variety of programs to promote creativity, entrepreneurship, and technological skill development among students. A talk on 'The Process of Innovation Development ' attracted 44 participants, emphasizing the stages of creating and implementing innovative ideas. Extending its outreach, the IIC organized a program for school students, encouraging young minds to explore innovation early. To celebrate National Start-Up Day on February 23, 2024, the IIC hosted a session with the participation of 65 students, highlighting the importance of start-ups in economic growth. The council also conducted a seminar on "An Introduction to R Programming," equipping students with essential analytical skills. On May 11, the college marked National Technology Day, celebrating India's scientific advancements. As part of the event, an industrial visit to the Cashew Export Promotion Council of India's (CEPCI) Laboratory and Technical Division in Kollam was organized, providing students with practical exposure to technological applications. These initiatives reflect the college's commitment to nurturing innovation and preparing students for dynamic professional environments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sncsivagirivarkala.com/document/3.2.1%20Innovation%20Ecosystem%20PDF%20023-24.pdf">https://www.sncsivagirivarkala.com/document/3.2.1%20Innovation%20Ecosystem%20PDF%20023-24.pdf</a>

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

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

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	<a href="https://www.snclsivagirivarkala.com/research.php">https://www.snclsivagirivarkala.com/research.php</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

14

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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



10

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

The college prioritizes the holistic development of students by fostering values, community service, and social awareness through its diverse clubs, cells, study centers, and forums. Prominent among these are the National Service Scheme (NSS) and National Cadet Corps (NCC), which play pivotal roles in shaping students into responsible individuals. The NSS unit has actively organized numerous programs, such as Swapnakoodu, awareness classes, Nadeel Ulsavam, the Green Campus initiative, and observances like Reading Day and Yoga Day. Other impactful initiatives include anti-ragging awareness sessions, sapling distribution, paddy cultivation drives, and campaigns like Thaneervanam and Nalkam Nalonam. The unit also contributes to society through Palliative Care camps, cleaning activities in adopted villages, and medical camps, alongside celebrating events like Unity Day, AIDS Day, and Snehamam. Meanwhile, the NCC focuses on fostering discipline and patriotism through programs such as Puneet Sagar Abhiyan, Swachh Bharat Abhiyan, and National Youth Day celebrations. Both NSS and NCC instill leadership, self-confidence, and interpersonal skills, enabling students to contribute meaningfully to nation-building. Together, these initiatives empower students to grow as individuals and as part of a community, embodying the college's vision of creating socially responsible and capable youth.

File Description	Documents
Paste link for additional information	<a href="https://www.snscivagirivarkala.com/document/files/20241221115716.pdf">https://www.snscivagirivarkala.com/document/files/20241221115716.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

108

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

252

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

48

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

13

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The whole college campus is on an undulating verdant area spread over 30 acres of land with 8528.56 square metre built up area. The college continuously strives to internalize and institutionalize excellence by improving the quality of its services and upgrading the available infrastructural facilities. There are 11 teaching departments providing quality education, 51 classrooms along with 31 ICT enabled rooms, one research room, a language lab, 13 laboratories, a food lab for Hotel Management students, a house keeping room, 2 computer labs, 2 museums, 1 media centre, a well furnished FBS lab, one conference Hall and 2 auditoriums, as well as a central library spread over 425 square meters of area with a good collection of 43834 books. The other facilities include a College Canteen, outdoor play ground, a women's hostel within the campus, women amenity centre and also two security rooms.

Upgradation of Infrastructure facilities are done with RUSA and DBT STAR scheme. All classrooms are ventilated, furnished and provided with black/white boards. Examination halls are equipped with CCTVs. Separate rooms are given for IQAC, NCC, NSS, FSA, Chief examiner's Office, Counselling Cell and PTA. The science department facilities include the following: Optics and Spectroscopic Darkrooms, Instrumentation Room, Rock Museum, Herbarium, Herbal Museum, Phyto Museum, Herbal Garden, Star Plant Corner, Organic Farm Zone, a Green House, Zoological Museum, Tissue Culture lab, Chemical Store, Specimen Preparation Room at the Department of Zoology for experiential learning. A Learning Management System, Wing20 connects the various departments and courses offered.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sncsivagirivarkala.com/document/AQAR%204.1.1%20new1.pdf">https://www.sncsivagirivarkala.com/document/AQAR%204.1.1%20new1.pdf</a>

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

Activities are a wonderful way to show students that learning can

be fun. The college gives equal importance to both academic and non-academic activities. There is a rich history in cultural activities with several achievements in dance, music, drama and literary events. The college bagged prizes in inter - collegiate and national level contests. A golden jubilee auditorium named "Gurudhakshina" along with a mini auditorium serve as platforms for cultural activities. The various clubs functioning in the college help to mould the creativity of students and provide them with ample exposure in various realms of arts and media. The Arts day, College annual day and departmental association activities provide a platform for the students to showcase their talents. Cultural events are organized on special occasions like Onam, Christmas and Kerala piravi. The college has facilities to develop the physical capabilities of students. The students got several accolades in sports at university and national levels. A well-equipped gymnasium and yoga centre are provided at the college. Playing kits of carom board, chess, cricket, football, shot put, javelin throw, discus throw etc are available. The college has facilities such as Cricket pitch, Football field, Boxing ring, tracks for athletics, two Volleyball courts as well as two Shuttle-Badminton courts, Courts are there for Kabaddi and Kho-Kho too.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/document/sports%20and%20culture1.pdf">https://www.snclsivagirivarkala.com/document/sports%20and%20culture1.pdf</a>

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

31

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/document/ict%20new.pdf">https://www.snclsivagirivarkala.com/document/ict%20new.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

37.65

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The library was automated in 2012 with Libsoft and migrated to the Open Source Integrated Library Management System, KOHA in 2019. It facilitates automation of circulation, cataloguing, Online Public Access Catalogue (OPAC), Acquisition Section, Serial Management, Label printing and Gate Register. Wi-Fi is enabled and there are 10 internet connected computer terminal supported servers. The library has a collection of 43834 books, 62 CDs/DVDs, 45 journals and magazines, 6 newspapers, N-LIST (National Library and Information Services Infrastructure for scholarly Content program) which provide access from anywhere, more than 6000 e-journals and above 3 million e-books. The open source e-book management software "DSpace" further provides access to e-books, digitized question papers of previous years and published works of the faculty. Open access system is followed for borrowing books. The Library Committee with Principal as Chairperson, Librarian as Secretary, and five nominated faculty members functions to safeguard the interests of all sections of library users by formulating policies, rules and regulations and implementing the same in a judicious manner ensuring its smooth functioning. The college library provides Turnitin plagiarism checker for the academic community. The library preserves digital content using "DSpace" software as well.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.snscivagirivarkala.com/document/4.2.1.pdf">https://www.snscivagirivarkala.com/document/4.2.1.pdf</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

1.23

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

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

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

75

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The college has a well-functioning IT infrastructure spread over departments, administrative sections, library, research room, Principal's chamber, IQAC room, computer labs, room of Chief Superintendent of Examinations, seminar and conference halls. These facilities are well managed and updated in accordance with the requirements. The college improves the bandwidth from time to time, upgrades hardware, service providers and fibre networks. The college has 103 computers for students. The entire IT system of the college includes I3 processors, 8GB RAM, 1TB HDD, Windows 7 or its latest version. Networking is done in the main computer lab, main library and also in the administrative section with router facility. Individual backup is done for each system and office automation is done with Microsoft Windows. All departments maintain essential IT infrastructure. Besides these, departments also maintain ICT facilities including LCD projector, WiFi/LAN connectivity, Laptop/Desktop and speaker system for effective instructional transaction. A Learning Management System, Wing20, is connected with seven departments and its courses. The Media Centre and Lecture Capturing System helps to deliver the curriculum more effectively. The college website is maintained by a faculty in charge and the support of a professional agency for more dynamism.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sncsivagirivarkala.com/document/2024/it%20infra.pdf">https://www.sncsivagirivarkala.com/document/2024/it%20infra.pdf</a>

#### 4.3.2 - Number of Computers

103



File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

47.45

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The college has a well-established machinery for the maintenance of facilities. The College Management take cares of all the maintenance activities with the support of various monitoring committees. Departments monitor and maintain the laboratories regularly.

Safety measures are ensured in all labs. Computer labs are

provided with adequate anti-virus software and software updating is carried out at regular intervals. Solar power inverters are used in computer labs to prevent voltage fluctuations and related problems. ICT facilities of the college including smart classrooms are maintained with AMC. College promotes maximum usage, reuse and recycle policy to minimize e-wastes in the campus. The college website is updated daily by the teacher in charge. Library software is regularly updated in line with the academic needs and syllabus requirements. The Library Committee safeguards the interests of all sections of library users and also ensures smooth functioning of the library. The Department of Physical education takes necessary steps for the proper maintenance of sports facilities. The women amenity centre provides facilities for girls to take rest and fresh up during free hours. Gardnersare appointed in the campus to take care of various garden-landscape. Sweepers timely maintain the cleanliness of Classrooms along with washrooms and toilets and thus maintain a tidy atmosphere within the campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.snscivagirivarkala.com/document/Procedures_and_Policies_for_Maintanance.pdf">https://www.snscivagirivarkala.com/document/Procedures_and_Policies_for_Maintanance.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

1001

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

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

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

103

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

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

A. All of the above

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

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

837

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

837

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

75

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

206

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

21

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

## 5.3 - Student Participation and Activities

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

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

12

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

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

Student representation is ensured in various bodies as per the University & UGC guidelines. The Student Union has a significant role in coordinating the activities of the college. The College Union Chairman and the Union Secretary organizes various co-curricular events and work with students to resolve their problems. Arts Club Secretary coordinates the arts and cultural competitions. University Union Councillors (UUCs) represent the students in the university union. Class representatives assist the tutors in various academic matters. The student cadets and student volunteers of college NCC and NSS units are given opportunities to organize activities like Republic Day, Independence Day and days of national importance. Sport Club Secretary assists in organizing various sports competitions at different levels. Student representative in IQAC actively involves in its initiatives. Anti-Ragging Cell consists of a student representative who is selected from the final year UG or PG students who has thorough understanding on anti-ragging regulations. A student representative is present in Anti-ragging committee. A student representative of the college union is part of RUSA committee. Internal Complaints Committee consists of three student representatives. Grievance Redressal Cell consists of a student

representative. The members of the cell along with the student member analyse the complaints and provide solutions.

File Description	Documents
Paste link for additional information	<a href="http://www.snscsivagirivarkala.com/studentUnion.php">http://www.snscsivagirivarkala.com/studentUnion.php</a>
Upload any additional information	<a href="#">View File</a>

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

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

44

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

## 5.4 - Alumni Engagement

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

Sree Narayana College, Sivagiri, Varkala established in 1964, has a legacy of vibrant alumni spread across the world. Luminous Alumni of our college are well-known in their respective fields. The alumni association named "Sivagiri Sree Narayana College Poorva Vidyarthi Sanghadana" is registered under the Travancore - Cochin Cultural, Literary, Scientific and Charitable Societies Act 1955. Its annual meetings and the election for executive members & office bearers are regularly convened. The alumni of our college has different chapters. The UAE chapter is well-functioning. The Abu Dhabi chapter has a website that periodically updates all activities in UAE. The Alumni Association has instituted Merit

Award and Endowment for the Rank holders and toppers of the Final year University Examinations. The teachers are who have achieved remarkable achievements in research and other areas of academics are honored in the annual meet. "Mid-Day Meal Program", one of the best practices by the Alumni Association of our college aims at providing mid-day meal to needy students promising to accomplish the objective of "Hunger-free Campus. The best-performing NSS volunteers received adulation during the event.

File Description	Documents
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/SSR%205.4.1.php">https://www.snclsivagirivarkala.com/SSR%205.4.1.php</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year B. 4 Lakhs - 5Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The Institution upholds the revolutionary vision of the great Sage Sree Narayana Guru, "Liberation through Education". It serves its mission as a quality pedagogical center for the local community, where the learners come from all sections of society, mostly semi-urban. Democratic governance is diligently followed in all its affairs. Our institution strives to impart the Guru's philosophy of "Unity among all castes, creed and religion", and to develop socially, culturally, intellectually, and economically productive citizens with environmental consciousness, thereby empowering the youth with competency to meet global demands. The institution is managed by the Sree Narayana Trusts, with the Secretary serving as the Manager of the college. The Regional Development Committee (RDC) represents the Management and participates in the governance of the college. The Regional Development Committee (RDC) is the local elective representing the Management and participates in holistic decision-making in tandem with the Principal and Council



of Heads of Department. The Principal, the RDC representative, and the IQAC coordinator attend government-level meetings on higher education, and the recommendations are implemented in consultation with the College Council. The key committees, such as IQAC, planning board, CLMC, and ICC play an essential role in our institution and are made up of dedicated faculty members. These committees actively engage with stakeholders to make informed decisions that enhance our academic and administrative processes.

File Description	Documents
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/mission.php">https://www.snclsivagirivarkala.com/mission.php</a>
Upload any additional information	<a href="#">View File</a>

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

The Sree Narayana Trusts manage the college, one of the oldest corporate management organizations in Kerala. The college embraces a decentralized model, empowering academic and management bodies at multiple levels to make decisions, ensuring inclusiveness. The effective leadership overseeing the college's internal affairs is managed by College Council with the Principal as Chairman, all departmental heads, the Office Superintendent, the IQAC coordinator, elected teacher representatives and student representatives, ensuring a diverse and effective leadership structure. All decisions require formal approval from the College Council before their implementation. The Regional Development Committee, with the Principal as an Ex-Officio member, actively participates in the governance of the college. All academic activities are centrally managed and supervised by the College-level Monitoring Committee, in conjunction with its respective departmental Committees at peripheral levels. This structure facilitates a system of participatory management, ensuring collaborative effort and engagement. The PTA focuses on student welfare, offering both financial aid to economically disadvantaged students and Merit Scholarships. Mid-day meals are provided to students from poor families by the FSA. The key committees, such as the IQAC, CLMC, DLMC, ICC, Students Union, etc. play an essential role in promoting student welfare and enhancing the quality of educational experience.

File Description	Documents
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/calender/Calender%20and%20HandBook.pdf">https://www.snclsivagirivarkala.com/calender/Calender%20and%20HandBook.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has developed a comprehensive Strategic Plan 2016-2025, focusing on sustainable development in three key areas: physical facilities, teaching/learning mechanisms, and research and extension activities. To support this plan, the college has implemented the Infrastructure Rejuvenation and Development (INFRARED) initiative, which aims to construct infrastructure for sustainable development. Funding for these initiatives has been mobilized from various sources, including the RUSA, DBT- STAR scheme, PTA, management, alumni, teachers, etc. Strategic goals and objectives have been established, including the refurbishment of laboratories, modernization of seminar and conference halls, and the development of a new central library building. Utilizing the funds received from RUSA, the college has made significant laboratory up gradation in various departments. Additionally, all departments now boast of ICT-enabled classrooms, enhancing the teaching-learning experience. The college has also obtained administrative sanction for constructing a new building for the central library and the construction work is progressing with the aid of RUSA funds, which could significantly improve and enrich the academic environment. Also, the institution had applied for DST-FIST funds and was granted sanction to the tune of Rupees 84 lakhs for the same.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/document/Strategic%20plan_Final%2023-24.pdf">https://www.snclsivagirivarkala.com/document/Strategic%20plan_Final%2023-24.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

**Institutional Governance Mechanism:** The institution is administered by Sree Narayana Trusts and day to day supervision is made by RDC. The College Council regulates the overall governance and IQAC ensures quality maintenance.

**Recruitment Procedure:** The Directorate of Collegiate Education is intimated of vacant posts and on receiving concurrence, notifications are published in local as well as national print media. The interview board is constituted of a subject expert, a Government nominee, and a management representative. The Institution abides by UGC Regulations on Minimum Qualifications and Kerala University Regulations on appointment. The procedure for Promotion/Career Advancement Promotion is based on the guidelines of UGC regulations on the Career Advancement Scheme by assessing API score and the Performance Based Appraisal System of Kerala University. The screening/Selection Committee consists of the Principal, HOD, IQAC, University-appointed external experts, and Management representatives. Office staff are appointed and promoted adhering to Kerala Service Rules.

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

**Grievance Redressal Mechanism:** Redress the complaints of students and staff. Internal Complaints Committee-Formed with the intention to redress any grievance regarding sexual harassment of students or staff.

File Description	Documents
Paste link for additional information	<a href="https://www.snscivagirivarkala.com/document/CRITERION%206.2.2.pdf">https://www.snscivagirivarkala.com/document/CRITERION%206.2.2.pdf</a>
Link to Organogram of the institution webpage	<a href="https://www.snscivagirivarkala.com/document/Organogram.pdf">https://www.snscivagirivarkala.com/document/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**A. All of the above**

## Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

#### Institutional amenities

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

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

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

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

5. Security- Round the clock security.

6. Women`s Hostel: Provides accommodation for 60 students & two single room facility for staff.

#### Statutory welfare benefits.

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

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

3. Maternity and paternity leave:Women staff have fully paid

maternity leave for up to 180 days. Paternity leave is permissible for 10 days to male staff.

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

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

6. Medisep- Ensures healthcare insurance to staff and envisages

File Description	Documents
Paste link for additional information	<a href="https://www.snksivagirivarkala.com/document/6.3.1_file.pdf">https://www.snksivagirivarkala.com/document/6.3.1_file.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

70

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The institution has a well-established performance appraisal system to evaluate the performance of teaching and non-teaching staff. The evaluation parameters for teaching staff include faculty academic excellence, feedback reports from students and

API scores gained by the faculty. In the beginning of every academic year, the department meeting allocates courses to be taught by the teachers. At the end of each semester, portion completion statement is collected. Teachers record their academic activities in the work diary. In every semester they make lesson plans and teaching plans. A confidential report regarding the assessment of faculty members is forwarded to the Manager for verification. The College Council monitors the performance of faculty. Faculty members are given charges of various student clubs and committees on a rotation basis. For systematic evaluation, assessment and prompt action, students' feedback on curriculum, infrastructure facilities and faculty performance are collected and analysed. Academic audit is done to keep track of all academic accomplishments and activities. Performance of non-teaching staff is assessed based on their efficiency in handling administrative tasks. Office Superintendent coordinates the assessment reports and submits to Principal which is evaluated by the Committee consisting of Principal, IQAC Coordinator, Head Accountant, and Office Superintendent.

File Description	Documents
Paste link for additional information	<a href="https://www.sncsivagirivarkala.com/6.3.5.php">https://www.sncsivagirivarkala.com/6.3.5.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

The institution adheres to government guidelines for the collection and allocation of funds, ensuring strict financial discipline through regular internal and external audits. Separate accounts are maintained for each financial aid received from various sources. Internal audits of finances are conducted annually at the college office by members of the committee nominated by the college council. The regional Deputy Directorate of Collegiate Education, audits the funds and grants-in-aid received from Government and the related documents are checked and verified periodically. Also, funds from Central and state governments like UGC, RUSA and Government organizations are audited by Accountant General. PTA and FSA funds are audited by certified Chartered Accountants.

File Description	Documents
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/document/6.4.1%20Final.pdf">https://www.snclsivagirivarkala.com/document/6.4.1%20Final.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

65,67,718.16

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The institution has established robust mechanisms to ensure optimal financial resource allocation for academic and administrative activities. A well-defined organizational structure, led by the Principal, plays a pivotal role in this process. Annually, the college budget is prepared on need-based assessment. The Head Accountant is responsible for maintaining accurate and up-to-date financial records. The Principal bears ultimate accountability for all financial transactions.

##### Mobilization of funds

Central government funds are utilized for the academic and infrastructure advancement of the college. The institution has received grants from Central Government programs such as RUSA and DST-FIST funds , which have received government approval. Additionally, funding received from the DBT Star College scheme has been optimally utilized to modernize existing infrastructural



facilities. Scholarships and grants-in-aid for students are also provided by central government.

State government funds are utilized for NCC, NSS, green activities, club and student support activities, scholarships etc. State Government funds, including grants for underprivileged sections of society, are also secured and utilized.

Major sources of non-government funding sources include the SN Trusts Management, PTA, and Alumni Association and are utilized to meet academic requirements and infrastructure improvements.

File Description	Documents
Paste link for additional information	<a href="https://www.sncsivagirivarkala.com/6.4%20documents.php">https://www.sncsivagirivarkala.com/6.4%20documents.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

IQAC monitors academic & administrative quality of the institution. The IQAC ensures timely implementation of quality enhancement decisions and maintains proper documentation, which is crucial for systematic quality improvement. Seminars, workshops, exhibitions, field visits and outreach programmes are designed and organised to enrich academic experience beyond classrooms. At the beginning of every academic year, an institution and curriculum orientation programme "Know Your College" is conducted for first year students. The annual multidisciplinary 'Trendz seminar' series facilitates interactions between students and eminent personalities, to facilitate knowledge exchange. The usage of student management software and smart boards enhance teaching and learning experiences, promoting modern educational practices. IQAC organized a One-week multidisciplinary Summer Internship programme, "QUEST" for high school students. NCC, NSS units and various clubs, through their programmes, provides opportunity to students to become socially responsible citizens. Several audits, including academic, administrative, gender, green, energy, and environment audits, were conducted to evaluate and improve various aspects of the institution. Corrective measures were implemented based on the findings of these audits to ensure continuous enhancement of the academic and administrative processes. These

practices collectively contribute to an environment focused on academic excellence, holistic student development, and continuous improvement in educational quality.

File Description	Documents
Paste link for additional information	<a href="https://www.sncoivagirivarkala.com/document/IOAC%20Minutes%2023-24%20.pdf">https://www.sncoivagirivarkala.com/document/IOAC%20Minutes%2023-24%20.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

IQAC has implemented a comprehensive array of measures to enhance the teaching-learning process and overall campus environment to elevate educational standards. Monitoring of annual academic and activity plans, as well as teaching plans and lesson plans of departments, ensures structured and focused academic activities. Orientation sessions for newly admitted students help in their smooth transition into the college environment. A tutorial mentoring system is in place to provide academic guidance and support to students. The institution follows a blended learning approach, integrating traditional classroom teaching with online resources and tools to enhance the learning outcomes. Creation of WhatsApp groups for parents facilitates communication and allows timely updates on student attendance. Implementation of a code of conduct promotes general discipline among students. The provision of remedial classes and mentoring systems address both academic and non-academic challenges faced by students. Utilization of a centralized library encourages students to access a wide range of academic resources. Installation of plagiarism-checking software, CCTVs in exam halls and smart classrooms modernize the learning environment. Ensuring plastic-free campus, and certification as a Green Campus by the Government agency, Haritha Kerala Mission reflects the commitment of institution towards environmental sustainability. Students participation in Paper presentations, group discussions, peer and cross-teaching enhances academic excellence. Clearance of NET eligibility and University ranks by meritorious students in various disciplines are important learning outcomes of the institution. Regular internal examinations, result analysis of university examinations, semester-wise feedback response systems, tracks improvement and progression of students.

File Description	Documents
Paste link for additional information	<a href="https://www.snscivagirivarkala.com/document/6.5.2%20Incremental%20Improvement%202023-2024%20link.pdf">https://www.snscivagirivarkala.com/document/6.5.2%20Incremental%20Improvement%202023-2024%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.snscivagirivarkala.com/ANNUAL%20REPORT.php">http://www.snscivagirivarkala.com/ANNUAL%20REPORT.php</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

Sree Narayana College Sivagiri, Varkala ensures equal opportunities and support for all genders and prioritize gender equity in all its policies and programmes. More than 80 per cent of students and faculty members are females. The institution has a Women Study Unit, Internal Complaints Committee, Discipline Committee and Counselling cell, which are always vigilant in the campus. Besides a district amenity centre for women, a separate sick room, sanitary napkin vending machine, reading room, 25

toilets and a dining hall are provided for girls. The institution has a Women's hostel with 24x7 security. The campus is under cctv surveillance. Gender specific events in sports and games are organized every year. Programmes organised for the promotion of gender equity during 2023-24 are Seminar on "Sthreeyum Aadhunika samoochavum", Seminar on "Stree Saktheekaravam: Nettangalum Velluvilikalum", Seminar on "Sahithyathile Sthreepaksha Vayana", Training in Modern Agricultural Skills for Women, Seminar on Women Empowerment, Seminar on Practicing Gender Equality in Life, Interactive Session with a Woman Entrepreneur, Seminar on Human Rights, Women Oriented Flash Mob and a manuscript magazine titled "Jwala" was released.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.sncsivagirivarkala.com/document/7.1.1%20Annual%20Gender%20Sensitization%20Action%20Plan%202023-2024.pdf">https://www.sncsivagirivarkala.com/document/7.1.1%20Annual%20Gender%20Sensitization%20Action%20Plan%202023-2024.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.sncsivagirivarkala.com/7.1.1_Geotagged_Photos.php">https://www.sncsivagirivarkala.com/7.1.1_Geotagged_Photos.php</a>

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

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college has a well maintained waste management system. Green protocol is followed. Labelled recycling bins are placed near labs. Awareness programmes are conducted regularly. Organic wastes

are collected and processed at proper intervals. The resulting compost is used for campus gardening. Collaborates with local recycling units. Ensures cleanliness in labs. Green Chemistry principles is followed. Promotes digital documentation. Provides training sessions for staff.

Liquid wastes are collected, treated and disposed regularly. Septic tanks are used. Designated containers are used and appropriate treatment methods are ensured. Water quality testing is done on a regular basis.

Biochemical wastes are collected, segregated and sorted in leak proof colour-coded bins and puncture resistant containers labeled with biohazard symbols and are stored in designated areas to prevent spills and exposure. Treatment methods are employed in accordance with local regulations.

Provides drop-off points to deposit wastes. Conducts awareness programmes on hazards associated with e wastes. Promotes periodic repair of electronic equipment.

No radioactive waste is generating in the campus. Follows an inventory management system. Replaces experiments using hazardous chemicals with less toxic alternatives. Implements microscale techniques for analysis in labs. Recovers solvents used for chemical preparations through solvent extraction methods.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

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

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

**Inclusive Environment is one of the primary concerns of Sree Narayana College, Varkala as it stands in the name of Sree Narayana Guru, the great social reformer who stood against all sorts of discriminations. One Week Internship Programme for High School Students was organized by IQAC from 8th to 17th April.**

Independence Day and Republic day were celebrated. As part of the 2023 World Elder Day celebrations, an awareness vehicle rally, campaign and street play were staged. Blood donation camps were organized. "Nalkam Nallonam", which provides Onam kit to the non-teaching staff and to the economically weaker section of the adopted village was organized. As part of Gandhi Jayanathi celebrations, campus cleaning and Aganwadi cleaning at Adopted Village were conducted. As part of Unity Day, Poster making competition was organized on 31st October. Kerala Piravi Celebrations organized on 1st November. As part of the observance of Constitution Day, an online quiz programme and a programme "Reading the Preamble Awareness to Public" were organized. SwapnaKoodu - A House for the Deprived" was a dream project of our college during 2023-24. The handing over of the house built to a differently-abled 7th Standard student was held on 27th March 2024.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Sree Narayana College, Varkala ensures sensitization of rights, duties and responsibilities every year. Core courses integrate topics which sensitize constitutional rights and duties. Environmental studies is compulsory for all under graduate programmes which gives them insight into environment acts. The college has a Human Rights Forum which makes students aware of their democratic and fundamental rights. The Legal Awareness Forum educate students about their legal rights and obligations. The Electoral Literacy Club sensitize students on their electoral rights. Gandhian Study Centre inculcate the principles of truth, nonviolence and self discipline. National days of relevance such as Yoga Day, N S S Day, Gandhi Jayanti, Women's Day, National Reading Day, Constitution Day, Kerala Piravi, National Teachers Day, National Youth Day, Martyr's Day and NCC Days were observed during the year. Field Visit at Sambranikodiby was organized by Nature Club. Blood Donation was conducted by NCC. Legal Awareness Class was given. Meri Mati Mera Desh Campaign was organized. A talk on Relevance of Gandhian Philosophy in the Current Scenario



was conducted. Kanal Fest (Women Empowerment) was organized. As part of Unity Day, Poster making competition was organized. As part of the observance of constitution day, online quiz programme was organized.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.sncsivagirivarkala.com/document/7.1.9%20%20Constitutional%20Obligations%20Details%20of%20Activities%20File%202023-24pdf.9%20%20Constitutional%20Obligations%20Details%20of%20Activities%20File%202023-24.pdf.9%20%20Constitutional%20Obligations%20Details%20of%20Activities%20File%202023-24pdf">https://www.sncsivagirivarkala.com/document/7.1.9%20%20Constitutional%20Obligations%20Details%20of%20Activities%20File%202023-24pdf.9%20%20Constitutional%20Obligations%20Details%20of%20Activities%20File%202023-24.pdf.9%20%20Constitutional%20Obligations%20Details%20of%20Activities%20File%202023-24pdf</a>
Any other relevant information	<a href="https://www.sncsivagirivarkala.com/document/7.1.9%20Constitutional%20Obligation%20Any%20other%20relevant%20information%20file%202023-24.pdf">https://www.sncsivagirivarkala.com/document/7.1.9%20Constitutional%20Obligation%20Any%20other%20relevant%20information%20file%202023-24.pdf</a>

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

**A. All of the above**

**4. Annual awareness programmes on Code of Conduct are organized**

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

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

During 2023-24, cleaning campaign was organized on 5th June. The Department of Zoology and the NSS unit celebrated World Ocean Day on 8th June. Blood Donation camp was organized on 14th June as part of World Blood Donors Day. As part of World Elder Abuse Awareness Day, an awareness vehicle rally, campaign and street play were staged. Reading Day was celebrated on 19th June. International Yoga Day was observed on 21st June. Independence Day celebrated on 15th August. Felicitated the faculty members on National Teachers day. N.S.S Day celebrated on 24th September. Gandhi Jayanthi was observed on 2nd October. Keralapiravi was celebrated on 2nd November. Distributed sweets and stickers on Children's day. Observed National Constitution Day on 26th November. NCC Day was celebrated on 27th November. Observed AIDS Day on 1st December. Poster presentation on the theme 'Raise Awareness about Global Warming and Climate Change while Encouraging Initiatives' organized as part of National Energy Conservation Day. National Youth Day celebrated on 12th January. National Girl Child Day celebrated on 25th January. Republic Day celebrated on 26th January 2024. Martyr's day observed on 30th January 2024. World Forest Day celebrated on 21st March. International Women's Day was celebrated on 25th March 2024.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

The two best practices of the institution during 2023-24 are

### 1. TRENDZ Seminar Series

Objectives 1. The seminar series is organized annually as part of Founder's Day and it offers students an avenue to explore new horizons of knowledge. 2. It fosters a multidisciplinary approach to learning and research, challenging traditional paradigms and expanding the realm of possibilities. 3. It is inclusive, welcoming participation from all interested individuals.

#### Evidence of success

1. Selected students from all departments are provided opportunities to present their papers
2. Heterogenous student participation

#### Limitations

1. Financial constraints
2. Busy schedule of CBCSS system poses time constraints on participants.
3. Limited transportation options result in restricted number of outside participants

### 2. Organic Farming

## Objectives

- 1.to inculcate interest in farming
- 2.create self-sufficiency in food production

## Evidence of success

- 1.The programme "NADEEL ULSAVAM" was inaugurated on 24th June 2023
- 2.Koithulsavam was inaugurated on 11th October 2023 ,by harvesting rice from paddy fields
- 3.Inauguration of Vidhyvanam was conducted on 5th July 2023

## Limitations

- 1.Time constraint
- 2.Lack of awareness among local community in organic farming

Besides the above mentioned two best practices the departments have their own distinct other best practices.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.snclsivagirivarkala.com/document/2024/7.2%20Two%20Best%20Practices%202023-24.pdf">https://www.snclsivagirivarkala.com/document/2024/7.2%20Two%20Best%20Practices%202023-24.pdf</a>
Any other relevant information	<a href="https://www.snclsivagirivarkala.com/document/2024/Best%20Practice%20Any%20other%20relevant%20information%20file2023-24.pdf">https://www.snclsivagirivarkala.com/document/2024/Best%20Practice%20Any%20other%20relevant%20information%20file2023-24.pdf</a>

## 7.3 - Institutional Distinctiveness

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

The college is situated in the serene hills of Sivagiri, Varkala, world renowned spiritual and tourist destination. Close Proximity to Sivagiri Mutt, Sree Narayana Gurukulam and Brahma Vidhyala adds saintly beauty and legacy for the institution. The institution follows the principles of Sree Narayana Guru in every aspect of its pursuits. To spread the light of spiritual

environment, the college has a Gurumandiram at its entrance. The students have provision to attend the spiritual classes at Gurukulam near the college. Faculty members also regularly visit the Gurukulam and spend time attending classes. Proximity with the East West Library of Brahma vidyalaya is another advantage. The library holds a repository of books in all disciplines. Sree Narayana Study Centre which is functioning in the campus organizes various programs on Guru. During 2023-24, the Sree Narayana Study Centre has organized an invited talk on "Enlightened Vision: Exploring the Teachings of Sree Narayana Guru on 21st March". The college library holds a section solely on Guru. The college walls have illustrations of Guru's doctrines. During Chathayam and Sivagiri Pilgrimage, the college in association with Sivgiri Mutt participates in the cultural and literary festivals to uphold the ideals of Guru. During 2023-24, 30 students successfully completed the certificate course on Sree Narayana Philosophy offered by the Department of English.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college ensures effective curriculum delivery through a systematic and transparent mechanism. Senior faculty members serve as Members of the Board of Studies at the university level, contributing to syllabus revision and question paper setting. Department Heads conduct regular meetings to distribute workload, allot portions, plan departmental activities, and review syllabus coverage. The CLMC verifies timetables and teaching plans, while the IQAC monitors the implementation of the academic calendar. To enrich curriculum transaction, the college offers choices to students through open and elective courses. Practicals are delivered in well-maintained laboratories, and industrial training and field trips are organized. The centralized library, with an automated system and a collection of 43834 books, supports academic endeavours. During the academic year 2023-24, the college organized various programs, including seminars, workshops, group discussions, quizzes, and case studies, to enhance curriculum delivery. Departments have established MOUs with eminent institutes. The IQAC collects and analyse feedback and adequate measures are taken every year.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.snscivagirivarkala.com/calendar/Calender%20and%20HandBook.pdf">https://www.snscivagirivarkala.com/calendar/Calender%20and%20HandBook.pdf</a>

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

The college, affiliated with the University of Kerala, follows the university's academic calendar and also prepares a comprehensive academic and activity calendar at the college level. This calendar outlines regular classes, internal examinations, model examinations and tentative dates for various programs. The activity calendar is finally approved by

the college council after deliberations and any change is ratified by the council in consultation with the IQAC. The continuous internal evaluation of students is carried out as per university norms through a transparent system. A three-layer transparency is ensured at Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC) and University Level Monitoring Committee (ULMC) levels. The CE marks sheets are displayed in the department notice board for scrutiny. Adequate measures are taken to address the grievances of students, if any. The IQAC monitors whether all the activities of the college are being carried out systematically as per the academic calendar.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.snicsivagirivarkala.com/calendar/Academic-Calendar-2023-24.pdf">https://www.snicsivagirivarkala.com/calendar/Academic-Calendar-2023-24.pdf</a>

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

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

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

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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

64

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1098

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

**Our institution effectively integrates critical issues such as gender, environment, and sustainability, human values, and**



professional ethics into its curriculum. Gender and environmental studies are integral components of our syllabi.

During the academic year 2023-24, the Women's Cell organized self-defense classes and hands-on training sessions on skill development and entrepreneurship. To promote environmental consciousness, the college observed Environmental Day, Ocean Day, and implemented initiatives such as Vidyavanam and Thanneervanam projects. The institution also organized beach cleaning and Green Campus Clean Campus programs, a No Plastic Drive, Nadeel Ulsavam, and Koithulsavam. To promote values and ethics, pledges on World Elder Abuse Awareness Day and Human Rights Day were taken. Celebrated Reading Day, World No Tobacco Day, International Yoga Day, Republic Day, Independence Day, Unity Day, and Constitution Day. Our institution also offers special programs, including tuition for socially and economically disadvantaged children from our adopted village and Professional Skill Development programs. The college arranged spiritual discourses and organized anti-ragging and anti-drug campaigns. Medical camps and palliative care camps were conducted, and implemented the Swapnakoodu project to provide a home for a differently-abled child under the auspices of the National Service Scheme (NSS).

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

664

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
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File Description	Documents
URL for stakeholder feedback report	<a href="https://www.snclsivagirivarkala.com/feedbackReport_22_23.php">https://www.snclsivagirivarkala.com/feedbackReport_22_23.php</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.snclsivagirivarkala.com/feedbackReport_22_23.php">https://www.snclsivagirivarkala.com/feedbackReport_22_23.php</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

**453**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

**391**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The college measures students' learning levels and offers specific programs for advanced and slow learners. The college has devised a structured mechanism for assessing students' learning levels. Tutorial and mentoring serve as a continual and comprehensive evaluation method. The university examination results are reviewed. Mentors identify their mentees' learning capacity, and appropriate measures are adopted. Freshers need to finish an induction/orientation program in order to improve their learning insights. Advanced learners receive special assistance. They are encouraged to take part in seminars, workshops, certificate courses such as NPTEL, SWAYAM, MOOC recruiting training, internships, and intercollegiate contests. INFLIBNET facilities are provided in the central library and the library has a blog named 'snvcvlibrary.blogspot. Slow learners receive remedial, motivational, peer teaching, cross-training, and revision programs. Special mentoring is provided to increase their confidence. Students are encouraged to spend more time at the library. Special assistance is provided to strengthen their communication abilities. The Student Aid Fund is available to students who are economically and socially disadvantaged. PTA meetings are organized to assess the progress of slow learners. During the year the advanced learners were provided UGC NET classes, civil service orientation classes through civil service club & international exposure by hosting five international webinars.

File Description	Documents
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/document/2.2.1_.pdf">https://www.snclsivagirivarkala.com/document/2.2.1_.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1740	70

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

Every department in the college offers practical educational experiences using fully prepared labs, tasks, and tutorials. Environmental and climatic challenges are being addressed by undergraduate and graduate dissertation studies. PG students project works are carried out with collaboration with national institutes. Study excursions and field visits are planned to help students better understand their respective disciplines. Laboratory visits and hands-on training programs at SCTIMST, CLIF, and Krishi Bhavan help students enhance their skills. Participatory learning is achieved by students through NCC, NSS, 25 active clubs, and various initiatives such as village adoption, beach cleaning, health surveys, Mazhamara, Snehasanthnam, and Nadelulsavam. Palliative care, food quality testing, and blood donation camps are all part of community outreach program. Departments provide open courses on interdisciplinary issues. The Additional Skills Acquisition Program (ASAP) helped students enhance their soft skills. The college has an Institution Innovation Council that aims to create an innovation ecosystem. It organizes workshops, seminars and interactions with entrepreneurs and professionals there by engaging students in innovative activities. The college uses quiz competitions, poster events, and other problem-solving strategies. Students have opportunity to present their papers during TRENDZ lectures. Students benefit from many sorts of individual counselling and motivating teaching.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.snclsivagirivarkala.com/document/2024/2.3.1.pdf">https://www.snclsivagirivarkala.com/document/2024/2.3.1.pdf</a>

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

Wing20 LMS (Learning Management System) implemented in the institution facilitates teacher student interaction and dissemination of knowledge. Each department has smart classrooms, equipped with smart boards, LCD projectors, screens, computers/ laptop and audio-visual devices. All the faculty members utilise ICT enabled teaching methods. Smart phones, Whatsapp, Telegram, Google classroom, Google meet, Zoom, YouTube-live class, virtual labs, personal blogs, podcast, anchor FM, PPT are used as per the requirement. Online tests and quizzes are conducted through QUZIZZ, KAHOOT platforms and e-assignments are given through Google classroom and Google forms. Campus is wi-fi enabled. The college has a well-equipped multimedia conference hall which serves as the platform for invited talks, seminars, workshops and webinars. The central library of the college has INFLIBNET facilities. The institution is a subscriber of N-LIST, which provides access to more than 6000 e-journals and above 3 million ebooks. The institution has access to National Digital Library. College blog 'sncvlibrary.blogspot' provides open access to eresources. Students are pursuing courses offered by NPTEL SWAYAM. They also make use of E-thesis portals like Online Theses Library, DART.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

**2.3.3.1 - Number of mentors**

70

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

41

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

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

#### 2.4.3.1 - Total experience of full-time teachers

474

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The college follows an internal assessment system in tune with the University. An orientation programme on CBCSS system is arranged every year for the fresher students. As part of continuous evaluation two examinations are conducted in every semester. The College Level Monitoring Committee is in charge of the conduct of internal examinations. Time table and seating arrangements of internal examination is displayed in the notice board and the same is announced in the respective classes. Examination halls are under CCTV surveillance. Internal squads are formed to prevent all forms of malpractice. If students have any complaints regarding their internal marks, they can approach the concerned faculty. Once their grievance is redressed, they should sign the internal mark sheet. Retests are permitted for genuine reasons. Consolidated internal examination mark sheets are prepared before University examinations. Verified internal marks are uploaded to the University website within the time limit after a three-tier verification- first at the tutor level, then at the HoD level and finally at the Principal level. A copy of the CE sheet is forwarded to University for onward processing.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.snicsivagirivarkala.com/document/files/20241212154312.pdf">https://www.snicsivagirivarkala.com/document/files/20241212154312.pdf</a>

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

The college is very particular in conducting the entire



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

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://snscivagirivarkala.com/document/university%20regulations%20for%20website.pdf">https://snscivagirivarkala.com/document/university%20regulations%20for%20website.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

The college follows the syllabus and course outcomes as prescribed by the University of Kerala which are approved by the concerned Board of Studies under University of Kerala. The general and specific course outcomes of all programmes offered by the college are communicated to the teachers and students and is also displayed in the College website. In the beginning of each academic year a college handbook is distributed to students which contains the program and course outcomes. An orientation programme will be given to the newly admitted students to enable them to understand the course outcome. The

syllabus and the course outcome are displayed in the department notice board. Students are given ample time to read and realize the aims and objectives of the courses. The DLMC of the college assigns tutorship to faculty members and the tutors provide directions to their wards to understand the objectives of the programmes and to attain positive outcomes. The course outcomes are measured through a transparent, continuous and comprehensive evaluation system. During PTA meetings, the significance of the programmes and its outcomes are discussed with the parents and feedback is taken from them regarding the difficulties faced by the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.snscsivagirivarkala.com/document/Course%20Outcome%20&amp;%20Programme%20outcome%20website.pdf">https://www.snscsivagirivarkala.com/document/Course%20Outcome%20&amp;%20Programme%20outcome%20website.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The college evaluates the programme and course outcomes as per University guidelines and it is communicated to students periodically. Tutors monitor student achievement in terms of their participation in paper presentations, classroom discussions, exhibitions, field trips, performance in viva voce examinations, practical examinations, involvement in project works, group discussion, debate, curricular and extracurricular activities. They also assess the students placement, progression into higher levels of education and clearing of competitive exams. The Physical Education Department of the college keenly observes the performance of students in sports. The department level academic activities such as internal assessment, tutorial classes, seminars, projects and academic discussions are reviewed by the Department Level Monitoring Committee. Active participation of students in the summer internship programme organised by the college involved real-time application of their subject knowledge and skills. Institutional visit allow students to apply theoretical concepts to real world scenarios and broaden their

perspectives. Participation of students in extension activities enable them to share their knowledge with the community promoting social, economic and environmental development. The end semester examination results and feedback reports are examined by the college IQAC and steps for improvement are initiated.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.snscivagirivarkala.com/document/2.6.2%20proof.pdf">https://www.snscivagirivarkala.com/document/2.6.2%20proof.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

343

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.snscivagirivarkala.com/document/2024/1.%20Annual%20Report%2023-24.pdf">https://www.snscivagirivarkala.com/document/2024/1.%20Annual%20Report%2023-24.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://www.snscivagirivarkala.com/IQAC/SSS-2023-24-1.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

2.57

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

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

The college has established an ecosystem of innovation through the proactive efforts of its Institution Innovation Council (IIC). The IIC has organized a variety of programs to promote creativity, entrepreneurship, and technological skill development among students. A talk on 'The Process of Innovation Development' attracted 44 participants, emphasizing the stages of creating and implementing innovative ideas. Extending its outreach, the IIC organized a program for school students, encouraging young minds to explore innovation early. To celebrate National Start-Up Day on February 23, 2024, the IIC hosted a session with the participation of 65 students, highlighting the importance of start-ups in economic growth. The council also conducted a seminar on "An Introduction to R Programming," equipping students with essential analytical skills. On May 11, the college marked National Technology Day, celebrating India's scientific advancements. As part of the event, an industrial visit to the Cashew Export Promotion Council of India's (CEPCI) Laboratory and Technical Division in Kollam was organized, providing students with practical exposure to technological applications. These initiatives reflect the college's commitment to nurturing innovation and preparing students for dynamic professional environments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.snscsivagirivarkala.com/document/3.2.1%20Innovation%20Ecosystem%20PDF%202023-24.pdf">https://www.snscsivagirivarkala.com/document/3.2.1%20Innovation%20Ecosystem%20PDF%202023-24.pdf</a>

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

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

9

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	<a href="https://www.snscivagirivarkala.com/research.php">https://www.snscivagirivarkala.com/research.php</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

14

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and

**papers in national/ international conference proceedings year wise during year**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

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

The college prioritizes the holistic development of students by fostering values, community service, and social awareness through its diverse clubs, cells, study centers, and forums. Prominent among these are the National Service Scheme (NSS) and National Cadet Corps (NCC), which play pivotal roles in shaping students into responsible individuals. The NSS unit has actively organized numerous programs, such as Swapnakoodu, awareness classes, Nadeel Ulsavam, the Green Campus initiative, and observances like Reading Day and Yoga Day. Other impactful initiatives include anti-ragging awareness sessions, sapling distribution, paddy cultivation drives, and campaigns like Thaneervanam and Nalkam Nalonam. The unit also contributes to society through Palliative Care camps, cleaning activities in adopted villages, and medical camps, alongside celebrating events like Unity Day, AIDS Day, and Sneharamam. Meanwhile, the NCC focuses on fostering discipline and patriotism through programs such as Puneet Sagar Abhiyan, Swachh Bharat Abhiyan, and National Youth Day celebrations. Both NSS and NCC instill leadership, self-confidence, and interpersonal skills, enabling students to contribute meaningfully to nation-building. Together, these initiatives empower students to grow as individuals and as part of a community, embodying the college's vision of creating socially responsible and capable youth.

File Description	Documents
Paste link for additional information	<a href="https://www.snscsivagirivarkala.com/document/files/20241221115716.pdf">https://www.snscsivagirivarkala.com/document/files/20241221115716.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

108

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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



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

252

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

48

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

13

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The whole college campus is on an undulating verdant area spread over 30 acres of land with 8528.56 square metre built up area. The college continuously strives to internalize and institutionalize excellence by improving the quality of its services and upgrading the available infrastructural facilities. There are 11 teaching departments providing quality education, 51 classrooms along with 31 ICT enabled rooms, one research room, a language lab, 13 laboratories, a food lab for Hotel Management students, a house keeping room, 2 computer labs, 2 museums, 1 media centre, a well furnished FBS lab, one conference Hall and 2 auditoriums, as well as a central library spread over 425 square meters of area with a good collection of 43834 books. The other facilities include a College Canteen, outdoor play ground, a women's hostel within the campus, women amenity centre and also two security rooms. Upgradation of Infrastructure facilities are done with RUSA and DBT STAR scheme. All classrooms are ventilated, furnished and provided with black/white boards. Examination halls are equipped with CCTVs. Separate rooms are given for IQAC, NCC, NSS, FSA, Chief examiner's Office, Counselling Cell and PTA. The science department facilities include the following: Optics and Spectroscopic Darkrooms, Instrumentation Room, Rock Museum, Herbarium, Herbal Museum, Phyto Museum, Herbal Garden, Star Plant Corner, Organic Farm Zone, a Green House, Zoological Museum, Tissue Culture lab, Chemical Store, Specimen Preparation Room at the Department of Zoology for experiential learning. A Learning Management System, Wing20 connects the various departments and courses offered.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.snscivagirivarkala.com/document/AQAR%204.1.1%20new1.pdf">https://www.snscivagirivarkala.com/document/AQAR%204.1.1%20new1.pdf</a>

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

Activities are a wonderful way to show students that learning can be fun. The college gives equal importance to both academic and non-academic activities. There is a rich history in cultural activities with several achievements in dance, music, drama and literary events. The college bagged prizes in inter-collegiate and national level contests. A golden jubilee auditorium named "Gurudhakshina" along with a mini auditorium serve as platforms for cultural activities. The various clubs functioning in the college help to mould the creativity of students and provide them with ample exposure in various realms of arts and media. The Arts day, College annual day and departmental association activities provide a platform for the students to showcase their talents. Cultural events are organized on special occasions like Onam, Christmas and Kerala piravi. The college has facilities to develop the physical capabilities of students. The students got several accolades in sports at university and national levels. A well-equipped gymnasium and yoga centre are provided at the college. Playing kits of carom board, chess, cricket, football, shot put, javelin throw, discus throw etc are available. The college has facilities such as Cricket pitch, Football field, Boxing ring, tracks for athletics, two Volleyball courts as well as two Shuttle-Badminton courts, Courts are there for Kabaddi and Kho-Kho too.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.snscivagirivarkala.com/document/sports%20and%20culture1.pdf">https://www.snscivagirivarkala.com/document/sports%20and%20culture1.pdf</a>

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

31

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/document/ict%20new.pdf">https://www.snclsivagirivarkala.com/document/ict%20new.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

37.65

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The library was automated in 2012 with Libsoft and migrated to the Open Source Integrated Library Management System, KOHA in 2019. It facilitates automation of circulation, cataloguing, Online Public Access Catalogue (OPAC), Acquisition Section, Serial Management, Label printing and Gate Register. Wi-Fi is enabled and there are 10 internet connected computer terminal supported servers. The library has a collection of 43834 books, 62 CDs/DVDs, 45 journals and magazines, 6 newspapers, N-LIST (National Library and Information Services Infrastructure for scholarly Content program) which provide access from anywhere, more than 6000 e-journals and above 3 million e-books. The open

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.snclsivagirivarkala.com/document/4.2.1.pdf">https://www.snclsivagirivarkala.com/document/4.2.1.pdf</a>

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

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

1.23

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

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

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

75

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The college has a well-functioning IT infrastructure spread over departments, administrative sections, library, research room, Principal's chamber, IQAC room, computer labs, room of Chief Superintendent of Examinations, seminar and conference halls. These facilities are well managed and updated in accordance with the requirements. The college improves the bandwidth from time to time, upgrades hardware, service providers and fibre networks. The college has 103 computers for students. The entire IT system of the college includes I3 processors, 8GB RAM, 1TB HDD, Windows 7 or its latest version. Networking is done in the main computer lab, main library and also in the administrative section with router facility. Individual backup is done for each system and office automation is done with Microsoft Windows. All departments maintain essential IT infrastructure. Besides these, departments also maintain ICT facilities including LCD projector, WiFi/LAN connectivity, Laptop/Desktop and speaker system for effective instructional transaction. A Learning Management System, Wing20, is connected with seven departments and its courses. The Media Centre and Lecture Capturing System helps to deliver the curriculum more effectively. The college website is

maintained by a faculty in charge and the support of a professional agency for more dynamism.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/document/2024/it%20infra.pdf">https://www.snclsivagirivarkala.com/document/2024/it%20infra.pdf</a>

#### 4.3.2 - Number of Computers

103

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

47.45

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The college has a well-established machinery for the maintenance of facilities. The College Management take cares of all the maintenance activities with the support of various monitoring committees. Departments monitor and maintain the laboratories regularly.

Safety measures are ensured in all labs. Computer labs are provided with adequate anti-virus software and software updating is carried out at regular intervals. Solar power inverters are used in computer labs to prevent voltage fluctuations and related problems. ICT facilities of the college including smart classrooms are maintained with AMC. College promotes maximum usage, reuse and recycle policy to minimize e-wastes in the campus. The college website is updated daily by the teacher in charge. Library software is regularly updated in line with the academic needs and syllabus requirements. The Library Committee safeguards the interests of all sections of library users and also ensures smooth functioning of the library. The Department of Physical education takes necessary steps for the proper maintenance of sports facilities. The women amenity centre provides facilities for girls to take rest and fresh up during free hours. Gardnersare appointed in the campus to take care of various garden-landscape. Sweepers timely maintain the cleanliness of Classrooms along with washrooms and toilets and thus maintain a tidy atmosphere within the campus.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/document/Procedures_and_Policies_for_Maintanance.pdf">https://www.snclsivagirivarkala.com/document/Procedures_and_Policies_for_Maintanance.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

1001

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

103

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

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

**A. All of the above**

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

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

**837**

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

**837**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

75

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

206

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

21

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

### **5.3 - Student Participation and Activities**

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

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

12

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

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

Student representation is ensured in various bodies as per the University & UGC guidelines. The Student Union has a significant role in coordinating the activities of the college. The College Union Chairman and the Union Secretary organizes various co-curricular events and work with students to resolve their problems. Arts Club Secretary coordinates the arts and cultural competitions. University Union Councillors (UUCs) represent the students in the university union. Class representatives assist the tutors in various academic matters. The student cadets and student volunteers of college NCC and NSS units are given opportunities to organize activities like Republic Day, Independence Day and days of national importance. Sport Club Secretary assists in organizing various sports competitions at different levels. Student representative in IQAC actively involves in its initiatives. Anti-Ragging Cell consists of a student representative who is selected from the final year UG or PG students who has thorough understanding on anti-ragging regulations. A student representative is present in Anti-ragging committee. A student representative of the college union is part of RUSA committee. Internal Complaints Committee consists of three student representatives. Grievance Redressal Cell consists of a student representative. The members of the cell along with the student member analyse the complaints and provide solutions.

File Description	Documents
Paste link for additional information	<a href="http://www.sncsivagirivarkala.com/studentUnion.php">http://www.sncsivagirivarkala.com/studentUnion.php</a>
Upload any additional information	<a href="#">View File</a>

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

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

44

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

### 5.4 - Alumni Engagement

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

Sree Narayana College, Sivagiri, Varkala established in 1964, has a legacy of vibrant alumni spread across the world. Luminous Alumni of our college are well-known in their respective fields. The alumni association named "Sivagiri Sree Narayana College Poorva Vidyarthi Sanghadana" is registered under the Travancore - Cochin Cultural, Literary, Scientific and Charitable Societies Act 1955. Its annual meetings and the election for executive members & office bearers are regularly convened. The alumni of our college has different chapters. The UAE chapter is well-functioning. The Abu Dhabi chapter has a website that periodically updates all activities in UAE. The Alumni Association has instituted Merit Award and Endowment for the Rank holders and toppers of the Final year University

Examinations. The teachers are who have achieved remarkable achievements in research and other areas of academics are honored in the annual meet. "Mid-Day Meal Program", one of the best practices by the Alumni Association of our college aims at providing mid-day meal to needy students promising to accomplish the objective of "Hunger-free Campus. The best-performing NSS volunteers received adulation during the event.

File Description	Documents
Paste link for additional information	<a href="https://www.snscsivagirivarkala.com/SSR%205.4.1.php">https://www.snscsivagirivarkala.com/SSR%205.4.1.php</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** B. 4 Lakhs - 5Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The Institution upholds the revolutionary vision of the great Sage Sree Narayana Guru, "Liberation through Education". It serves its mission as a quality pedagogical center for the local community, where the learners come from all sections of society, mostly semi-urban. Democratic governance is diligently followed in all its affairs. Our institution strives to impart the Guru's philosophy of "Unity among all castes, creed and religion", and to develop socially, culturally, intellectually, and economically productive citizens with environmental consciousness, thereby empowering the youth with competency to meet global demands. The institution is managed by the Sree Narayana Trusts, with the Secretary serving as the Manager of the college. The Regional Development Committee (RDC) represents the Management and participates in the governance of the college. The Regional Development Committee (RDC) is the local elective representing the Management and participates in holistic decision-making in tandem with the Principal and

Council of Heads of Department. The Principal, the RDC representative, and the IQAC coordinator attend government-level meetings on higher education, and the recommendations are implemented in consultation with the College Council. The key committees, such as IQAC, planning board, CLMC, and ICC play an essential role in our institution and are made up of dedicated faculty members. These committees actively engage with stakeholders to make informed decisions that enhance our academic and administrative processes.

File Description	Documents
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/misssion.php">https://www.snclsivagirivarkala.com/misssion.php</a>
Upload any additional information	<a href="#">View File</a>

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

The Sree Narayana Trusts manage the college, one of the oldest corporate management organizations in Kerala. The college embraces a decentralized model, empowering academic and management bodies at multiple levels to make decisions, ensuring inclusiveness. The effective leadership overseeing the college's internal affairs is managed by College Council with the Principal as Chairman, all departmental heads, the Office Superintendent, the IQAC coordinator, elected teacher representatives and student representatives, ensuring a diverse and effective leadership structure. All decisions require formal approval from the College Council before their implementation. The Regional Development Committee, with the Principal as an Ex-Officio member, actively participates in the governance of the college. All academic activities are centrally managed and supervised by the College-level Monitoring Committee, in conjunction with its respective departmental Committees at peripheral levels. This structure facilitates a system of participatory management, ensuring collaborative effort and engagement. The PTA focuses on student welfare, offering both financial aid to economically disadvantaged students and Merit Scholarships. Mid-day meals are provided to students from poor families by the FSA. The key committees, such as the IQAC, CLMC, DLMC, ICC, Students Union, etc. play an essential role in promoting student welfare and enhancing the quality of educational experience.



File Description	Documents
Paste link for additional information	<a href="https://www.snscsivagirivarkala.com/calender/Calender%20and%20HandBook.pdf">https://www.snscsivagirivarkala.com/calender/Calender%20and%20HandBook.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has developed a comprehensive Strategic Plan 2016-2025, focusing on sustainable development in three key areas: physical facilities, teaching/learning mechanisms, and research and extension activities. To support this plan, the college has implemented the Infrastructure Rejuvenation and Development (INFRARED) initiative, which aims to construct infrastructure for sustainable development. Funding for these initiatives has been mobilized from various sources, including the RUSA, DBT- STAR scheme, PTA, management, alumni, teachers, etc. Strategic goals and objectives have been established, including the refurbishment of laboratories, modernization of seminar and conference halls, and the development of a new central library building. Utilizing the funds received from RUSA, the college has made significant laboratory up gradation in various departments. Additionally, all departments now boast of ICT-enabled classrooms, enhancing the teaching-learning experience. The college has also obtained administrative sanction for constructing a new building for the central library and the construction work is progressing with the aid of RUSA funds, which could significantly improve and enrich the academic environment. Also, the institution had applied for DST-FIST funds and was granted sanction to the tune of Rupees 84 lakhs for the same.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.snscsivagirivarkala.com/document/Strategic%20plan_Final%2023-24.pdf">https://www.snscsivagirivarkala.com/document/Strategic%20plan_Final%2023-24.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**Institutional Governance Mechanism:** The institution is administered by Sree Narayana Trusts and day to day supervision is made by RDC. The College Council regulates the overall governance and IQAC ensures quality maintenance.

**Recruitment Procedure:** The Directorate of Collegiate Education is intimated of vacant posts and on receiving concurrence, notifications are published in local as well as national print media. The interview board is constituted of a subject expert, a Government nominee, and a management representative. The Institution abides by UGC Regulations on Minimum Qualifications and Kerala University Regulations on appointment. The procedure for Promotion/Career Advancement Promotion is based on the guidelines of UGC regulations on the Career Advancement Scheme by assessing API score and the Performance Based Appraisal System of Kerala University. The screening/Selection Committee consists of the Principal, HOD, IQAC, University-appointed external experts, and Management representatives. Office staff are appointed and promoted adhering to Kerala Service Rules.

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

**Grievance Redressal Mechanism:** Redress the complaints of students and staff. Internal Complaints Committee-Formed with the intention to redress any grievance regarding sexual harassment of students or staff.

File Description	Documents
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/document/CRITERION%206.2.2.pdf">https://www.snclsivagirivarkala.com/document/CRITERION%206.2.2.pdf</a>
Link to Organogram of the institution webpage	<a href="https://www.snclsivagirivarkala.com/document/Organogram.pdf">https://www.snclsivagirivarkala.com/document/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in**

**A. All of the above**

**areas of operation Administration Finance  
and Accounts Student Admission and  
Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

#### Institutional amenities

1. Cooperative society - It is registered under Kerala Cooperative Societies Act,1969 supplies essential stationery items at a subsidized rate.
2. Canteen or refreshment area- provides hygienically prepared food for students and staff.
3. Wash Area- Wash basins are provided in various places.
4. Drinking water provision- water purifier in every department, office and library.
5. Security- Round the clock security.
6. Women`s Hostel: Provides accommodation for 60 students & two single room facility for staff.

#### Statutory welfare benefits.

1. Gain PF-. Staff invest on a monthly basis to their PF account for which they earn interest fixed by the Kerala government. They can avail of loans as per requirement on interest-free terms
2. Group Personal Accident Insurance Scheme- Staff is insured

against loss of life due to accidents.

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

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

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

6. Medisep- Ensures healthcare insurance to staff and envisages

File Description	Documents
Paste link for additional information	<a href="https://www.snicsivagirivarkala.com/document/6.3.1_file.pdf">https://www.snicsivagirivarkala.com/document/6.3.1_file.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

70

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

**The institution has a well-established performance appraisal system to evaluate the performance of teaching and non-teaching staff. The evaluation parameters for teaching staff include**

faculty academic excellence, feedback reports from students and API scores gained by the faculty. In the beginning of every academic year, the department meeting allocates courses to be taught by the teachers. At the end of each semester, portion completion statement is collected. Teachers record their academic activities in the work diary. In every semester they make lesson plans and teaching plans. A confidential report regarding the assessment of faculty members is forwarded to the Manager for verification. The College Council monitors the performance of faculty. Faculty members are given charges of various student clubs and committees on a rotation basis. For systematic evaluation, assessment and prompt action, students' feedback on curriculum, infrastructure facilities and faculty performance are collected and analysed. Academic audit is done to keep track of all academic accomplishments and activities. Performance of non-teaching staff is assessed based on their efficiency in handling administrative tasks. Office Superintendent coordinates the assessment reports and submits to Principal which is evaluated by the Committee consisting of Principal, IQAC Coordinator, Head Accountant, and Office Superintendent.

File Description	Documents
Paste link for additional information	<a href="https://www.snicsivagirivarkala.com/6.3.5.php">https://www.snicsivagirivarkala.com/6.3.5.php</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

The institution adheres to government guidelines for the collection and allocation of funds, ensuring strict financial discipline through regular internal and external audits. Separate accounts are maintained for each financial aid received from various sources. Internal audits of finances are conducted annually at the college office by members of the committee nominated by the college council. The regional Deputy Directorate of Collegiate Education, audits the funds and grants-in-aid received from Government and the related documents are checked and verified periodically. Also, funds from Central and state governments like UGC, RUSA and

Government organizations are audited by Accountant General. PTA and FSA funds are audited by certified Chartered Accountants.

File Description	Documents
Paste link for additional information	<a href="https://www.sncsivagirivarkala.com/document/6.4.1%20Final.pdf">https://www.sncsivagirivarkala.com/document/6.4.1%20Final.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

65,67,718.16

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The institution has established robust mechanisms to ensure optimal financial resource allocation for academic and administrative activities. A well-defined organizational structure, led by the Principal, plays a pivotal role in this process. Annually, the college budget is prepared on need-based assessment. The Head Accountant is responsible for maintaining accurate and up-to-date financial records. The Principal bears ultimate accountability for all financial transactions.

##### Mobilization of funds

Central government funds are utilized for the academic and infrastructure advancement of the college. The institution has

received grants from Central Government programs such as RUSA and DST-FIST funds , which have received government approval. Additionally, funding received from the DBT Star College scheme has been optimally utilized to modernize existing infrastructural facilities. Scholarships and grants-in-aid for students are also provided by central government.

State government funds are utilized for NCC, NSS, green activities, club and student support activities, scholarships etc. State Government funds, including grants for underprivileged sections of society, are also secured and utilized.

Major sources of non-government funding sources include the SN Trusts Management, PTA, and Alumni Association and are utilized to meet academic requirements and infrastructure improvements.

File Description	Documents
Paste link for additional information	<a href="https://www.snclsivagirivarkala.com/6.4%20documents.php">https://www.snclsivagirivarkala.com/6.4%20documents.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

IQAC monitors academic & administrative quality of the institution. The IQAC ensures timely implementation of quality enhancement decisions and maintains proper documentation, which is crucial for systematic quality improvement. Seminars, workshops, exhibitions, field visits and outreach programmes are designed and organised to enrich academic experience beyond classrooms. At the beginning of every academic year, an institution and curriculum orientation programme "Know Your College" is conducted for first year students. The annual multidisciplinary 'Trendz seminar' series facilitates interactions between students and eminent personalities, to facilitate knowledge exchange. The usage of student management software and smart boards enhance teaching and learning experiences, promoting modern educational practices. IQAC organized a One-week multidisciplinary Summer Internship programme, "QUEST" for high school students. NCC, NSS units and various clubs, through their programmes, provides opportunity



to students to become socially responsible citizens. Several audits, including academic, administrative, gender, green, energy, and environment audits, were conducted to evaluate and improve various aspects of the institution. Corrective measures were implemented based on the findings of these audits to ensure continuous enhancement of the academic and administrative processes. These practices collectively contribute to an environment focused on academic excellence, holistic student development, and continuous improvement in educational quality.

File Description	Documents
Paste link for additional information	<a href="https://www.snicsivagirivarkala.com/document/IQAC%20Minutes%2023-24%20.pdf">https://www.snicsivagirivarkala.com/document/IQAC%20Minutes%2023-24%20.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

IQAC has implemented a comprehensive array of measures to enhance the teaching-learning process and overall campus environment to elevate educational standards. Monitoring of annual academic and activity plans, as well as teaching plans and lesson plans of departments, ensures structured and focused academic activities. Orientation sessions for newly admitted students help in their smooth transition into the college environment. A tutorial mentoring system is in place to provide academic guidance and support to students. The institution follows a blended learning approach, integrating traditional classroom teaching with online resources and tools to enhance the learning outcomes. Creation of WhatsApp groups for parents facilitates communication and allows timely updates on student attendance. Implementation of a code of conduct promotes general discipline among students. The provision of remedial classes and mentoring systems address both academic and non-academic challenges faced by students. Utilization of a centralized library encourages students to access a wide range of academic resources. Installation of plagiarism-checking software, CCTVs in exam halls and smart classrooms modernize the learning environment. Ensuring plastic-free campus, and certification as a Green Campus by the Government agency, Haritha Kerala Mission reflects the commitment of institution

towards environmental sustainability. Students participation in Paper presentations, group discussions, peer and cross-teaching enhances academic excellence. Clearance of NET eligibility and University ranks by meritorious students in various disciplines are important learning outcomes of the institution. Regular internal examinations, result analysis of university examinations, semester-wise feedback response systems, tracks improvement and progression of students.

File Description	Documents
Paste link for additional information	<a href="https://www.snscivagirivarkala.com/document/6.5.2%20Incremental%20Improvement%202023-2024%20link.pdf">https://www.snscivagirivarkala.com/document/6.5.2%20Incremental%20Improvement%202023-2024%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.snscivagirivarkala.com/ANNUAL%20REPORT.php">http://www.snscivagirivarkala.com/ANNUAL%20REPORT.php</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Sree Narayana College Sivagiri, Varkala ensures equal opportunities and support for all genders and prioritize gender equity in all its policies and programmes. More than 80 per cent of students and faculty members are females. The institution has a Women Study Unit, Internal Complaints Committee, Discipline Committee and Counselling cell, which are always vigilant in the campus. Besides a district amenity centre for women, a separate sick room, sanitary napkin vending machine, reading room, 25 toilets and a dining hall are provided for girls. The institution has a Women's hostel with 24x7 security. The campus is under cctv surveillance. Gender specific events in sports and games are organized every year. Programmes organised for the promotion of gender equity during 2023-24 are Seminar on "Sthreeyum Aadhunika samoothavum", Seminar on "Stree Saktheekaravam: Nettangalum Velluvilikalum", Seminar on "Sahithyathile Sthreepaksha Vayana", Training in Modern Agricultural Skills for Women, Seminar on Women Empowerment, Seminar on Practicing Gender Equality in Life, Interactive Session with a Woman Entrepreneur, Seminar on Human Rights, Women Oriented Flash Mob and a manuscript magazine titled "Jwala" was released.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.snscivagirivarkala.com/document/7.1.1%20Annual%20Gender%20Sensitization%20Action%20Plan%202023-2024.pdf">https://www.snscivagirivarkala.com/document/7.1.1%20Annual%20Gender%20Sensitization%20Action%20Plan%202023-2024.pdf</a>
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.snscivagirivarkala.com/7.1.1_Geotagged_Photos.php">https://www.snscivagirivarkala.com/7.1.1_Geotagged_Photos.php</a>

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

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college has a well maintained waste management system. Green protocol is followed. Labelled recycling bins are placed near labs. Awareness programmes are conducted regularly. Organic wastes are collected and processed at proper intervals. The resulting compost is used for campus gardening. Collaborates with local recycling units. Ensures cleanliness in labs. Green Chemistry principles is followed. Promotes digital documentation. Provides training sessions for staff.

Liquid wastes are collected, treated and disposed regularly. Septic tanks are used. Designated containers are used and appropriate treatment methods are ensured. Water quality testing is done on a regular basis.

Biochemical wastes are collected, segregated and sorted in leak proof colour-coded bins and puncture resistant containers labeled with biohazard symbols and are stored in designated areas to prevent spills and exposure. Treatment methods are employed in accordance with local regulations.

Provides drop-off points to deposit wastes. Conducts awareness programmes on hazards associated with e wastes. Promotes periodic repair of electronic equipment.

No radioactive waste is generating in the campus. Follows an inventory management system. Replaces experiments using hazardous chemicals with less toxic alternatives. Implements microscale techniques for analysis in labs. Recovers solvents used for chemical preparations through solvent extraction methods.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Inclusive Environment is one of the primary concerns of Sree Narayana College, Varkala as it stands in the name of Sree Narayana Guru, the great social reformer who stood against all sorts of discriminations. One Week Internship Programme for High School Students was organized by IQAC from 8th to 17th April. Independence Day and Republic day were celebrated. As part of the 2023 World Elder Day celebrations, an awareness vehicle rally, campaign and street play were staged. Blood donation camps were organized. "Nalkam Nallonam", which provides Onam kit to the non-teaching staff and to the economically weaker section of the adopted village was organized. As part of Gandhi Jayanathi celebrations, campus cleaning and Aganwadi cleaning at Adopted Village were conducted. As part of Unity Day, Poster making competition was organized on 31st October. Kerala Piravi Celebrations organized on 1st November. As part of the observance of Constitution Day, an online quiz programme and a programme "Reading the Preamble Awareness to Public" were organized. SwapnaKoodu - A House for the Deprived" was a dream project of our college during 2023-24. The handing over of the house built to a differently-abled 7th Standard student was held on 27th March 2024.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Sree Narayana College, Varkala ensures sensitization of rights, duties and responsibilities every year. Core courses integrate topics which sensitize constitutional rights and duties. Environmental studies is compulsory for all under graduate programmes which gives them insight into environment acts. The college has a Human Rights Forum which makes students aware of their democratic and fundamental rights. The Legal Awareness Forum educate students about their legal rights and obligations. The Electoral Literacy Club sensitize students on

their electoral rights. Gandhian Study Centre inculcate the principles of truth, nonviolence and self discipline. National days of relevance such as Yoga Day, N S S Day, Gandhi Jayanti, Women's Day, National Reading Day, Constitution Day, Kerala Piravi, National Teachers Day, National Youth Day, Martyr's Day and NCC Days were observed during the year. Field Visit at Sambranikodiby was organized by Nature Club. Blood Donation was conducted by NCC. Legal Awareness Class was given. Meri Mati Mera Desh Campaign was organized. A talk on Relevance of Gandhian Philosophy in the Current Scenario was conducted. Kanal Fest (Women Empowerment) was organized. As part of Unity Day, Poster making competition was organized. As part of the observance of constitution day, online quiz programme was organized.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.snicsivagirivarkala.com/document/7.1.9%20%20Constitutional%20Obligations%20Details%20of%20Activities%20File%202023-24.pdf.9%20%20Constitutional%20Obligations%20Details%20of%20Activities%20File%202023-24.pdf.9%20%20Constitutional%20Obligations%20Details%20of%20Activities%20File%202023-24.pdf">https://www.snicsivagirivarkala.com/document/7.1.9%20%20Constitutional%20Obligations%20Details%20of%20Activities%20File%202023-24.pdf.9%20%20Constitutional%20Obligations%20Details%20of%20Activities%20File%202023-24.pdf.9%20%20Constitutional%20Obligations%20Details%20of%20Activities%20File%202023-24.pdf</a>
Any other relevant information	<a href="https://www.snicsivagirivarkala.com/document/7.1.9%20Constitutional%20Obligation%20Any%20other%20relevant%20information%20file%202023-24.pdf">https://www.snicsivagirivarkala.com/document/7.1.9%20Constitutional%20Obligation%20Any%20other%20relevant%20information%20file%202023-24.pdf</a>

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

**4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**



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

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

During 2023-24, cleaning campaign was organized on 5th June. The Department of Zoology and the NSS unit celebrated World Ocean Day on 8th June. Blood Donation camp was organized on 14th June as part of World Blood Donors Day. As part of World Elder Abuse Awareness Day, an awareness vehicle rally, campaign and street play were staged. Reading Day was celebrated on 19th June. International Yoga Day was observed on 21st June. Independence Day celebrated on 15th August. Felicitated the faculty members on National Teachers day. N.S.S Day celebrated on 24th September. Gandhi Jayanthi was observed on 2nd October. Keralapiravi was celebrated on 2nd November. Distributed sweets and stickers on Children's day. Observed National Constitution Day on 26th November. NCC Day was celebrated on 27th November. Observed AIDS Day on 1st December. Poster presentation on the theme 'Raise Awareness about Global Warming and Climate Change while Encouraging Initiatives' organized as part of National Energy Conservation Day. National Youth Day celebrated on 12th January. National Girl Child Day celebrated on 25th January. Republic Day celebrated on 26th January 2024. Martyr's day observed on 30th January 2024. World Forest Day celebrated on 21st March. International Women's Day was celebrated on 25th March 2024.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

The two best practices of the institution during 2023-24 are

### 1. TRENDZ Seminar Series

Objectives 1. The seminar series is organized annually as part of Founder's Day and it offers students an avenue to explore new horizons of knowledge. 2. It fosters a multidisciplinary approach to learning and research, challenging traditional paradigms and expanding the realm of possibilities. 3. It is inclusive, welcoming participation from all interested individuals.

### Evidence of success

1. Selected students from all departments are provided opportunities to present their papers
2. Heterogenous student participation

### Limitations

1. Financial constraints
2. Busy schedule of CBCSS system poses time constraints on participants.
3. Limited transportation options result in restricted number of outside participants

### 2. Organic Farming

**Objectives**

- 1.to inculcate interest in farming
- 2.create self-sufficiency in food production

**Evidence of success**

- 1.The programme "NADEEL ULSAVAM" was inaugurated on 24th June 2023
- 2.Koithulsavam was inaugurated on 11th October 2023 ,by harvesting rice from paddy fields
- 3.Inauguration of Vidhyvanam was conducted on 5th July 2023

**Limitations**

- 1.Time constraint
- 2.Lack of awareness among local community in organic farming

Besides the above mentioned two best practices the departments have their own distinct other best practices.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.snclsivagirivarkala.com/document/2024/7.2%20Two%20Best%20Practices%2023-24.pdf">https://www.snclsivagirivarkala.com/document/2024/7.2%20Two%20Best%20Practices%2023-24.pdf</a>
Any other relevant information	<a href="https://www.snclsivagirivarkala.com/document/2024/Best%20Practice%20Any%20other%20relevant%20information%20file2023-24.pdf">https://www.snclsivagirivarkala.com/document/2024/Best%20Practice%20Any%20other%20relevant%20information%20file2023-24.pdf</a>

**7.3 - Institutional Distinctiveness**

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

The college is situated in the serene hills of Sivagiri, Varkala, world renowned spiritual and tourist destination. Close Proximity to Sivagiri Mutt, Sree Narayana Gurukulam and Brahma Vidhyala adds saintly beauty and legacy for the institution. The institution follows the principles of Sree

Narayana Guru in every aspect of its pursuits. To spread the light of spiritual environment, the college has a Gurumandiram at its entrance. The students have provision to attend the spiritual classes at Gurukulam near the college. Faculty members also regularly visit the Gurukulam and spend time attending classes. Proximity with the East West Library of Brahma vidyalaya is another advantage. The library holds a repository of books in all disciplines. Sree Narayana Study Centre which is functioning in the campus organizes various programs on Guru. During 2023-24, the Sree Narayana Study Centre has organized an invited talk on "Enlightened Vision: Exploring the Teachings of Sree Narayana Guru on 21st March". The college library holds a section solely on Guru. The college walls have illustrations of Guru's doctrines. During Chathayam and Sivagiri Pilgrimage, the college in association with Sivgiri Mutt participates in the cultural and literary festivals to uphold the ideals of Guru. During 2023-24, 30 students successfully completed the certificate course on Sree Narayana Philosophy offered by the Department of English.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

The institution has taken all measures to get acquainted with the commencement of Four Year Under Graduate Programme. The upgradation of Post Graduate Departments to Research Centres is required. The institution is eager to strengthen its collaborative efforts by engaging with more institutions in future. The college plans to expand the range of certificate courses in every discipline there by enhancing skill development. As part of offering diverse learning opportunities, the institution encourages students to take advantage of SWAYAM courses. It also encourages faculty members to contribute their expertise by offering courses on SWAYAM platform. In line with its focus on innovation, the college plans to launch more innovative programs and outreach initiatives that will stimulate creativity, critical thinking, and problem-solving skills among students. The college tries to foster entrepreneurial skills among students through workshops, mentorship programs and networking opportunities, thus empower the students to turn their innovative ideas into successful

ventures. The institution will strive to propagate the teachings of Sree Narayana Guru by organizing classes tailored for youth. Extension activities will be conducted to extend the reach of these teachings beyond the college campus. Faculty members are encouraged to increase their involvement in research endeavors.