



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

S N COLLEGE, PUNALUR

**SREE NARAYANA COLLEGE, CHEMMANTHOOR, PUNALUR P O, KOLLAM
DISTRICT, KERALA STATE-691305**

691305

www.sncollegepunalur.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Since 1965, Sree Narayana College, Punalur, has been a pioneering institution that targets the empowerment of socially and economically backward society in Kollam district through excellence in teaching, learning and outreach programs. Under the aegis of the Sree Narayana Trusts, the college is a Grant-in-aid college affiliated to the University of Kerala and is supported by the UGC and RUSA. The college was re-accredited by NAAC with 'B' grade in 2014. The college offers 8 Undergraduate programmes and 4 Postgraduate programmes. In addition, five certificate courses are offered by different departments. All the science departments are supported by the DST-FIST.

The institution focusing on Guru's philosophy aims at the formation of morally responsible, spiritually enlightened, socially committed and self-reliant youths. The institution enrolls students from socially backward communities and girl students larger in number that ensures the vision of the college. The college covers around 22 acres of land with a well-preserved ecosystem. ICT enabled classrooms, well equipped laboratories, computer labs, indoor and outdoor auditoriums, Seminar hall, indoor and outdoor gymnasiums, Women's Amenity Centre, CCTV camera surveillance ensuring security etc are exclusively provided to the students. A well furnished library, automated with Libsoft and Web&Android OPAC and N-List facilities, consists of 21,412 books of various disciplines. The students of the college have exhibited meritorious performance in academic and sports activities. Rainwater harvesting, Solar panel system and biogas are implanted in the campus as alternate resources.

Rigorous academic training and effective curriculum delivery through innovative and engaging teaching methodologies by the teaching faculty mould academically competent students. The best practices of the institution include 'Kanivu' and 'Gurudarsanam'. As part of ensuring physical and mental well-being of students, Health audit is conducted in the college. The college promotes Community Outreach Programmes like Human Rights Forum, Women's Study Unit, Career Guidance and Placement Cell, NSS, NCC etc that evoke responsibility and consciousness towards society among the students.

The Management, PTA and Alumni continuously support the academic and developmental pursuits of the college. Student centered, eco- friendly atmosphere of the campus offers higher education to the youth irrespective of social and economic constraints.

Vision

Sree Narayana College, Punalur is established as a continuum of the aspirations of Sree Narayana Guru, the great saint, visionary, philosopher, and the prophet of Kerala Renaissance. Being an embodiment of human virtues, his pearls of wisdom enlighten people through generations. By establishing Sree Narayana Trusts, Sri R Sankar, the former chief minister of Kerala, accelerated Guru's concept of "Liberation and Enlightenment through Education." When Sree Narayana College, Punalur was established in 1965, the ambition of pursuing higher education became a reality for the youngsters, especially of the marginalized communities. Our vision is to inculcate the spirit of Universal Brotherhood among students by nurturing the philosophy of "One Caste, One Religion and One God for man". Our vision of 'the empowerment of the underprivileged' achieves through offering quality education in Undergraduate, Postgraduate and Research programmes.

Mission

- ♦ To transform the students into knowledgeable, competent, honest and socially committed citizens by instilling scientific temper among them.
- ♦ To develop the spirit of innovation and inherent talents among young generation and to ensure disseminating knowledge in various disciplines.
- ♦ To spread practical knowledge and life skills among students for their holistic development.
- ♦ To eliminate inequalities based on gender, caste and social and economic status.
- ♦ To create a broader and progressive outlook on education, health and environment.
- ♦ To inculcate qualities among youth which can establish gender equity, constitutional values, legal system, etc in the society.
- ♦ To enable students to respect and foster the multi-cultural values for reinforcing the 'Unity in Diversity' observed by the great country.
- ♦ To introduce new programmes and courses which equip the students to keep in par with the national standards.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- ♦ Sree Narayana College established in 1965 is an institution that serves the higher educational needs of the students especially of the eastern part of the Kollam district.
- ♦ Sree Narayana Trusts, Kollam that manages the college is a strong backbone behind the overall development and functioning of the college.
- ♦ The college is located in a hillock that spans an area of 25 acres that provides a serene, and calm learning atmosphere for the students quite far away from the hustle and bustle of the township.
- ♦ The college strictly adheres to Sree Narayana Guru's teachings and philosophy in its regular functioning such as "Enlightenment through Education", One caste, One religion, and One God for Man".
- ♦ The college offers 8 UG and 4 PG courses. In addition, 5 certificate courses are offered by various departments of the college.
- ♦ The college is supported by the DST-FIST programme and RUSA
- ♦ The college has well qualified, sincere and committed teaching faculties. There are 21 PhD holders and 3 research guides among the teaching faculties. Most of the teachers participate in National and International seminars and workshops and have also contributed papers in UGC approved and CARE list journals.
- ♦ The students of the college continuously secure University ranks in their degree and PG programmes.
- ♦ The students of the college have secured prestigious positions in university youth festivals and also in state, national, and intercollegiate sports competitions.
- ♦ The NSS volunteers and NCC cadets of the college have brought laurels to the college many times.
- ♦ Extracurricular and extension activities are motivated and encouraged among the students by the effective functioning of various clubs and cells.
- ♦ The faculty members are part of various bodies such as Board of Studies, Academic Council etc.
- ♦ The college has a long list of prestigious alumni who supports the college in various ways.
- ♦ The automated library of the college comprises 21412 books, journals etc. INFLIBNET and N-LIST facilities are also enabled at the library.

- ♦ ICT enabled teaching and learning methods
- ♦ The office administration is carried out in an efficient and well mannered way.

Institutional Weakness

- ♦ Lack of flexibility in curriculum design and delivery as the institution is bound to follow the curriculum devised by the University of Kerala.
- ♦ Only four departments offer Post Graduation Courses for the students.
- ♦ No Post Graduation Departments are upgraded to Research Departments.
- ♦ Hostel accommodation is provided for female students only.
- ♦ Lack of adequate transporting system to the college.
- ♦ Unavailability of sufficient financial assistance for the development of institution's infrastructure.
- ♦ The institution has limitations in industrial collaborations as it is located in a rural area.
- ♦ Since the institution belongs to aided sector, it fails to get new programmes.
- ♦ Poor socio-economic background of the students acts as a hindrance to pursue their higher education.

Institutional Opportunity

- ♦ Majority of the students who secured admission to the college belong to OBC, other minority castes which indicates an opportunity to those students hailing from backward communities in higher education
- ♦ As part of the internship the students get a chance to visit industries and collaborate with various firms
- ♦ Career guidance cell functions effectively so as to enable students' placement
- ♦ PG departments give effective NET/competitive exam coaching to all PG students
- ♦ Apart from regular degree certificates, students are also able to enroll for various certificate course offered by various departments
- ♦ PG departments have applied for upgrading to research departments which promotes research aptitude in students
- ♦ New generation PG courses offer students the required skill and talent to meet the needs of the future employers
- ♦ Gives opportunity for the students to participate in curricular and extracurricular activities

Institutional Challenge

- ♦ The sports facilities such as playfield, Badminton court etc are need to be upgraded.
- ♦ Since majority of the students are from economically and socially backward community, great efforts have to be taken to reduce the number of students' drop outs.
- ♦ Additional expenses are to be met to overcome the frequent power failures which adversely affect the smooth functioning of the institution.
- ♦ Many of the students are struggling with family issues, economical constraints, peer pressure etc which hampers the academic excellence of the students. Such students have to be given special attention by the teaching faculties.
- ♦ Improving the infrastructural facilities of the college to cope with the national standards of other

educational institutions.

- ♦ Since most of the students are from rural areas, they lack proficiency in communication skill in English which is yet another challenge.
- ♦ Generating adequate financial resources from government and non-government sources for upgrading the infrastructural facilities of the institution.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to the University of Kerala and follows the Curriculum and Syllabus prescribed by the university. The institution offers eight Under Graduate Programmes and four post graduate programmes. The college adopts instructional procedures that are centrally monitored to ensure that the curriculum is transmitted systematically and effectively to the students. The curriculum is complemented and reinforced through invited lectures, seminars, workshops and projects at the initiatives of IQAC and various departments.

Several teachers had participated in the process of curriculum development and assessment at the university level on account of membership in academic bodies and engagement in assessment process from time to time. The institution follows Choice Based Credit and Semester System (CBCSS) for all the programmes. Five add-on/certificate courses are offered by different departments of the college, besides remedial coaching. These courses aim at imparting knowledge and job skills that enhance the learning experience of students. The college conducts Additional Skill Acquisition Programme (ASAP) that offers communication and life skill courses to the students. Students and faculty are engaged in various courses offered by NPTEL, SWAYAM and MOOC.

The college has, as its objective, the development of values and ethics, gender sensitivity and environment awareness in the students, a core goal of the educational process. The students are encouraged to participate in a wide range of extra-curricular and socially oriented activities apart from classroom learning. Experimental learning is encouraged through internship, field visit, project work and similar activities. Feedback collection and analysis is systematically done by the institution, in order to ascertain the strength and weakness in the completion and delivery of curriculum. The feedback committee of IQAC discusses the curriculum feedback taken from the stake holders. The collective opinion on the Curriculum is communicated to the university through the teachers of the college who are members in the Board of studies of the University and the University revises syllabus accordingly.

Teaching-learning and Evaluation

The college structures the teaching-learning and evaluation for the benefit and merit of the student community. Apart from the regular UG and PG courses, various departments conduct Certificate Courses, enhancing students' additional skills, knowledge and learning. The average enrolment process for the last five years is 140.24. The number of sanctioned seats during the years 2016-17 to 2019-20 was 320 and was increased to 340 from the academic year 2020-21 onwards. Almost all the seats are filled against reserved categories over the past five years.

The college identifies slow learners and advanced learners through tutorial systems, test papers etc. Remedial classes, distribution of additional study materials, peer teaching and Student Support Programme (SSP) etc are conducted to support slow learners. Advanced learners can avail other opportunities like Walk with a Scholar

(WWS), NET coaching, seminars etc. ASAP supports the students to improve their language and life skills. An efficient mentoring system addresses the students' academic and other related issues. Student-centric learning methods such as participative and experimental learning are encouraged to enhance the learning process. Experimental learning and participative learning are possible through science labs, IT labs, smart classrooms, peer teaching, student seminar presentations etc. Teachers develop content and videos on YouTube, Google classroom and use other online teaching platforms. Each department has a Smart Classroom supported with Smart Board and Projector enabling ICT-supported teaching and learning process. Field visits, study tours, and visit to reputed institutions also enhances the learning experience.

Internal examinations are conducted with transparency in a timebound manner as recommended by the university. The results of the Continuous Evaluation (CE) are published within a week of completion of the examination and complaints regarding the same are addressed by the three-tier grievance redressal mechanism.

The Programme Outcome, Course Outcome and Programme Specific Outcome of various courses are displayed in the notice-board, college website and Google classrooms for the easy perusal of students. The attainment of POs, COs and PSOs are monitored and additional support is given to those students to help them to attain their desired POs, COs and PSOs.

Research, Innovations and Extension

Sree Narayana College, Punalur has given equal importance to research, innovation and extension activities along with teaching and learning. Three faculty members of the college have guideship for Ph.D. programs in three disciplines namely Commerce, Chemistry and Mathematics. 10 research scholars have been currently pursuing PhD under them. During the assessment period, the college has received Rs.100.18 lakhs as research and development grant from various funding agencies. Seven students got financial support for two projects under SPYTiS scheme of KSCSTE.

Infrastructure development is undertaken by the fund received from RUSA which was sanctioned during the assessment period. The faculty of the college has published 46 research papers in UGC CARE list journals. We have to our credit of publishing 22 books and also several papers in National / International conferences during the last five years.

The college organises several extension activities like self-defense training, Poshan Abhiyan, *Mikav Ultav* and *Onavirunnu* etc. focusing the weak sections of society like children and women. The college has received two recognitions for its extension activities during the assessment period. The college conducted several programs like cleaning drives and rallies under Swatch Bharat Mission in association with NSS and NCC. The college has conducted 7 entrepreneurship programs for students to cultivate the culture of self employment.

The Entrepreneurship Development club and Radio club of the college organize several programs to enrich the life skills of students. NSS and NCC Units of the college have participated in flood relief activities like house cleaning, collection and distribution of amenities. Blood donation camps have been organized during Covid19 pandemic period. The college takes steps to sensitize the students on the importance of protection of nature and energy conservation. Various programs like URJA KIRAN are conducted and days like Ozone Day, Environment Day, Wetland Day, Science Day, Human Rights Day, AIDS Day, Women's Day etc are observed by various departments of the college.

Infrastructure and Learning Resources

The developmental activities done in the college are always based on the strategic plans, values and vision of the institution. The college has 34 classrooms those are spread over 4 blocks: Main block, Science block, Economics block and Library block. There are 8 departments in the college and each department has adequate smart classrooms and well-furnished modern laboratories. Language lab and computer labs are an added advantage.

The college has a well-furnished auditorium that can accommodate above 1000 persons at a time and a spacious seminar hall equipped with projectors, audio-visual aids, amplifiers and well-equipped sound system. Other facilities include Women's Amenity center, Ladies hostel, Incinerators, Indoor Badminton court, a fully-equipped sports center, Multi-Gymnasium, Open Gymnasium, Solar Panel system, Biogas Plant, College Canteen, separate rooms for IQAC, NCC, NSS, FSA, University Examination Cell, Internal Examination cell, Management officials, PTA, Counselling cell, and Grievance and Redressal Cell.

College library stands as a center of learning resources. It has approximately 21,412 books, comprising rare collections and latest arrivals. The library is fully automated and it is enabled with LIBSOFT software, Web and Android OPAC and N-List facilities that enable the students and teachers to have access to e-resources.

The college has an effectively-oriented IT infrastructure system. Free Wi-Fi is provided in the entire campus and it enhances the quality of teaching, learning and evaluation processes and also helps in making administrative works more user-friendly. The college has adequate computers, projectors, laptops, printers, scanners, barcode readers, photocopier/scanners UPS with batteries, wi-fi modem, wi-fi routers, digital camera and CCTV cameras. ICT enabled teaching-learning process is also given due importance. Teachers use various possibilities of technology to create a quality-based teaching-learning process. MOOCS, LMS, LaTeX, Powerpoint Presentations, Pentab, Chemdraw etc are a few to mention. The college has been recognized as a local chapter of SWAYAM-NPTEL since 2020. The college website is maintained by the website committee with external technical assistance.

A well-organised machinery including the college council, Planning board, Purchase Committee, PTA and IQAC with the necessary support systems works for the maintenance of the college.

Student Support and Progression

A glimpse on the alchemy of the college highlights that it provides an open platform for nurturing and inculcating multifaceted talents of our students in various academic and non-academic events ensuring the sustainability of social, cultural, moral, aesthetic and ethical issues.

The college is committed to provide the best infrastructural and academic facilities to all its students. Handbooks and Calendar for constructive guidance and educational insights are implemented. Reliable and adequate feedback system both at student and tutor level is strictly maintained. Capacity building and skill enhancement initiatives are taken by the institution. Effective guidance for competitive exams is properly rendered to the students by versatile academicians.

Grievance Redressal Cell and Anti-ragging Committee play a pivotal role in protecting students' rights and tries to promote a safe and secured fraternity. With the aid of language labs, students' excellence in language skill is enriched. Yoga and Meditation sessions are assisted with the help of experienced trainers to provide

brain storming sessions for creating emotionally balanced and matured student personalities. Personal counseling sessions, Career Guidance and Placement Cell are handled by experts. College creates a congenial environment to bring about outstanding performances in sports and cultural activities.

Alumni Association, with its chapters spread in various parts of the globe contribute outstandingly to the progress of the institution which involves financial aid to the needy students and the improvement of academic and infrastructural facilities. Special programmes like Walk With a Scholar (WWS) for bright students, Scholar Support Programme (SSP) for slow learners and Additional Skill Acquisition Programme (ASAP) to bring out futuristic talents. Blood donation campaigns are regularly conducted in association with the Health Club. Student representation is ensured in administrative and academic bodies.

Governance, Leadership and Management

Realizing the vision of the great seer, Sree Narayana Guru, Sree Narayana College Punalur comes under the aegis of S.N.Trusts. Being committed to the principles of democratic decentralization and participatory management the leadership is resourcefully shared and democratically placed. The Regional Development Council (RDC) works as the apex body, ensuring adequate representation of teachers, students and stakeholders in the college bodies.

Under the leadership of the Principal, the teaching and non-teaching staff manages the administrative and academic activities of the college and has effectively charted out and implemented a well-structured plan of action. Various statutory bodies like the IQAC, the college council and other concerned committees constituted in accordance with the norms of UGC, jointly participate in the effective governance of the college. The PTA also has a very strong involvement in the overall functioning of the college. The e-governance platform of our college effectively helps in improving various aspects of academics and administration like managing accounts, Continuous Internal Evaluation and library. The budget of the college is managed and monitored by a transparent and efficient financial management system functioning in the college. The expenditures of the college are jointly managed and regulated by the purchasing committee and the concerned conveners of various committees under the guidance of the Principal. The college audits the utilization of various funds received from the Government/ UGC and other non-governmental sources.

The college has devised effective welfare measures for teachers, non-teaching staff and students. The institution periodically reviews the quality and effectiveness of its performance through Performance Appraisal System, student's feedback, Teacher's Performance Record, teacher's diary and non-teaching evaluation report.

The college is supported by RUSA and DST-FIST. The IQAC of the college plays a major role in assuring the qualitative functioning of the institution adhering to the norms of UGC. The major quality initiatives institutionalized by IQAC include ICT integrated teaching-learning, student-centered knowledge enrichment programmes, women empowerment programmes, Academic Audit, Green Audit, comprehensive result analysis, curriculum feedback analysis and corporate training.

Institutional Values and Best Practices

The institution promotes value based education to the students adhering to its vision and mission. The college ensures access to opportunities to every student without any gender discrimination. Constitution of committees like Anti-ragging Cell, Internal Complaints Committee, Discipline Ethics Committee etc., installation of CCTV

cameras, deployment of the Pink Beat System, an initiative of the Kerala Police in front of the college, fixing of a complaint box and a suggestion box in the campus are done to ensure the safety of each student. As an institution in which the girl students are above sixty percent, the college gives keen interest in the safety and security of them. A well furnished Women's Amenity Centre with an incinerator and a Women's Study Unit with the objective of women empowerment function in the college.

The college focuses on building an environmentally sustainable campus through restricting plastics in the campus, landscaping campus with trees and installation of Solar Power Plant, Biogas Plant, conducting Green Audit. The waste management is done properly in the campus. The college takes utmost care in friendly atmosphere to the disabled students through ramps, sick room and scribe-facility for exams. Random use of chemicals is discouraged in laboratories and use of radioactive substances is prohibited.

The college has a code of conduct that initiates and oversees various policies and ethical programmes among students, teachers and non-teaching staffs including the observances of major National and International Days in each year.

The institution adopts two best practices namely *Kanivu* and *Gurudarshanam* that foster social responsibility and holistic development among the students. Through *Kanivu*, the students are encouraged to lend their helping hands to the poor and needy which inculcate social consciousness and responsibility among the students and through *Gurudarshanam*, the students are exposed to the inviolable moral development. The distinctive practice of the college includes Health Audit which targets the physical well-being of the students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	S N COLLEGE, PUNALUR
Address	SREE NARAYANA COLLEGE, CHEMMANTHOOR, PUNALUR P O, KOLLAM DISTRICT, KERALA STATE-691305
City	Punalur
State	Kerala
Pin	691305
Website	www.sncollegepunalur.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Santhosh R	0475-2222635	9446272791	-	sncpunalur@gmail.com
IQAC / CIQA coordinator	Divya Sadasivan	0475-2964843	9446358909	-	divya4908@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	15-07-1965

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Kerala	University of Kerala	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-01-1976	View Document
12B of UGC	01-01-1976	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	SREE NARAYANA COLLEGE, CHEMMANTHOOR, PUNALUR P O, KOLLAM DISTRICT, KERALA STATE-691305	Rural	22	7683.86

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	Higher Secondary	English	70	47
UG	BA,History	36	Higher Secondary	English	77	74
UG	BA,Economics	36	Higher Secondary	English	70	70
UG	BSc,Zoology	36	Higher Secondary	English	40	40
UG	BSc,Physics	36	Higher Secondary	English	32	30
UG	BSc,Chemistry	36	Higher Secondary	English	40	25
UG	BSc,Mathematics	36	Higher Secondary	English	32	26
UG	BCom,Commerce	36	Higher Secondary	English	70	67
PG	MA,History	24	UG	English	30	22
PG	MSc,Physics	24	UG	English	25	25
PG	MSc,Chemistry	24	UG	English	25	24
PG	MSc,Mathematics	24	UG	English	25	22

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				5				46			
Recruited	1	0	0	1	2	3	0	5	9	37	0	46
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						26
Recruited	11		1		0	12
Yet to Recruit						14
Sanctioned by the Management/Society or Other Authorized Bodies						0
Recruited	0		0		0	0
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	2	0	2
Ph.D.	1	0	0	2	2	0	6	6	0	17
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	0	0	0	0	13	0	13
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	3	0	5
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	0	10	0	10
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	460	0	0	0	460
	Female	771	0	0	0	771
	Others	0	0	0	0	0
PG	Male	36	0	0	0	36
	Female	173	0	0	0	173
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	25	28	19	22
	Female	48	37	36	37
	Others	0	0	0	0
ST	Male	2	0	3	3
	Female	1	0	1	0
	Others	0	0	0	0
OBC	Male	76	107	96	80
	Female	191	176	177	202
	Others	0	0	0	0
General	Male	39	50	48	38
	Female	85	109	73	84
	Others	0	0	0	0
Others	Male	2	1	0	0
	Female	3	5	2	2
	Others	0	0	0	0
Total		472	513	455	468

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>The long-term goal behind the introduction of the National Education Policy is to promote quality education in the higher education sector. The college initiated a discussion in the light of new principles of NEP such as the multidisciplinary approach, different combinations of subjects, changes in curricula and its disbursements. A multi-disciplinary curriculum namely Choice Based Credit and Semester System (CBCSS) was introduced in the year 2010. Students undergoing their fifth semester, have to select a course from other disciplines according to their interests. The faculty members discussed the need for a change in the present fixed curriculum enabling multiple entries without losing the quality and minimum parameters of different courses. The matter had already been discussed in the various forum of BOS and the academic council of the university. The college has a plan of introducing skill-based courses along with different undergraduate programmes and introducing practical exposure to the PG students. MOU has to be signed with practical-oriented institutions for this purpose.</p>
2. Academic bank of credits (ABC):	<p>The Academic Bank of Credit proposed in the draft of NEP facilitates multiple entries and exit points in their academic programmes. This is an innovative idea to earn and deposit credit through National schemes like SWAYAM, NPTEL etc. It shall also be considered for credit transfer and accumulation in this provision. This will help the students to earn the required credits and complete the programme. The college has taken initiatives to implement the Academic Bank of Credits proposed by the NEP 2020. The academic credit acquired by the students from different courses offered by colleges, universities, and national bodies such as NPTEL, Higher Education Council, SWAYAM, etc has to be made available in portals such as nad.digitallocker.gov.in. The centralised database replaces the paper certificates of students and enables quicker verification. The college will also be a part of the Academic Bank of Credits as and when the scheme is introduced by the University of Kerala/government. The College shall abide by the curriculum and structure prepared by the affiliating university in this regard.</p>
3. Skill development:	In tune with the National Skills Qualifications

	<p>Framework, the college has already introduced certificate courses in TALLY ERP, Communicative English, Microsoft Excel, Health and Fitness and Economics in Everyday Life. In addition to this, the College is entitled to implement skill-based programmes provided by Higher Education department of Kerala Government and Kerala Development and Innovation Strategic Council (K-DISC) such as ASAP, YIP etc and NGOs. The college arranges classes and carrier training with the help of Chartered accountants and Bank officers, which will have a positive impact on skill development among students in the Arts and Commerce streams. All these initiatives strengthen vocation-based education and develop soft skills. The college will take tie-up with industries for performing laboratory work in the science discipline. For nurturing and developing humanistic and ethical values among students, the college has National service units, National Cadet Corps along with numerous clubs and cells. Every student should be a member of at least one of these clubs and has to undergo a training programme for 120 hours, 60 hrs and 45 hrs for NSS, NCC and clubs respectively.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Sree Narayana College, Punalur encourages the study of the national language- Hindi by offering it as a second language option to the students. Students have to learn and pass four courses in Hindi in their undergraduate programme. English and Malayalam are the other languages taught as part of the curriculum. Seminars and webinars related to literary works and days in remembrance of Poets and eminent persons are arranged for the students so as to make them aware of their contributions to literature and society. The Department of History arranges seminars that promotes cultural values among the students. Moreover, being a local chapter of SWAYAM – NPTEL project of MHRD, Govt. of India, the college makes sure that Indian knowledge system-oriented courses are available for the students. In doing so, the institution also contributes to India’s development towards becoming a knowledge society and economy.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The college offers 12 programmes across arts, science and commerce with different courses. All these programmes are offered as Outcome Based Education. Programme Outcomes, Course Outcomes</p>

	<p>and Programme Specific Outcomes are structured during the curriculum design and these are evaluated by methods mentioned by the university. While designing the curriculum of programmes, the university arranges workshops incorporating subject experts, industrialists and eminent persons in the concerned area. All courses are designed considering the skill level to be developed along with analysing and application of the subject. The outcome expected from each programme/course is evaluated through Continuous Evaluation (CE), End Semester Evaluation (ESE), lab examinations and other university examinations. In addition, the college has taken initiative to collect feedback from students and parents to evaluate the attainment of Programme Outcomes, Course Outcomes and Programme Specific Outcomes. The objectives set out in the NEP on Outcome-Based Education (OBE) are Competency, standards, benchmarks, and attainment of targets. The College is prepared to fulfil the objectives and achieve the target as per the structural curriculum provided by the affiliating university.</p>
6. Distance education/online education:	<p>As the College is affiliated with the University of Kerala, the college conducts only offline regular programmes offered by the University of Kerala. At present, the College has no distance learning study centre. But the institution has adopted the blended learning mechanism to meet the requirements of the fast changes brought about in the field of education. During the Covid pandemic, the college has managed to switch to online mode of education very effectively. Both teachers and learners have experienced the online teaching and evaluation process by making use of different ICT tools like Moodle, Google Classroom, Zoom meet etc. effectively.</p>

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
368	350	350	350	349
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	11	11	11	11

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
513	455	468	443	399
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
444	435	435	435	435

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
432	423	385	381	329

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
47	51	52	52	52

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
50	51	51	51	51

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 34

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
77.7247072	160.3381116	67.1218580	68.56947	75.29603

4.3

Number of Computers

Response: 110

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Sree Narayana College, Punalur has implemented Choice Based Credit and Semester System (CBCSS) in all UG and PG programmes as per the regulations of University of Kerala. Sree Narayana College, Punalur offers 8 UG and 4 P G programmes with pertinent curricula. At the beginning of each academic year, college prepares an **academic calendar**, strictly adhering to the notices and circulars received from the affiliating university and the academic calendar is uploaded in the college website. The curricula consist of an **academic plan, CLMC, admission process, teacher's diary, tutorial system, open forum** etc.

The IQAC of the college has proper procedures to ensure that the curriculum delivery process includes teaching & learning support, mentoring, collaborative learning, participative learning and student activities. **Orientation Programmes** were organized for the newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. The departments organize **Bridge Courses** for providing assistance to fill the gap in knowledge and skill and to build confidence for the successful transition to the new curriculum. Departments conduct meetings for the allotment of classes and syllabus distribution among the teachers. Due to Covid -19 pandemic situation in 2019-20 and 2020-21, most of the theory classes were conducted via online platforms such as **Google Meet, ZOOM, YouTube, MOOC, MOODLE, Google Class room, Telegram, WhatsApp** etc.. As a part of MIS, new strategies are developed and executed for conducting online internal examinations for both PG and UG courses. **Student Seminars** are held after completion of a section of the syllabus and a periodic review of performance of students is undertaken. Post-graduate students are specially trained to handle **assignments, open-house seminars and dissertation** so as to prepare themselves for academic research in future. **Question Banks** containing model question papers and old university question papers are available in the college website. **National and international webinars and seminars** are conducted by various departments.

The college library plays a pivotal role in the curriculum delivery through an open access system and the library is automated with **LIBSOFT** software.

Three kinds of mentoring processes are implemented in our college. i.e., **Tutorial System, Mentor & Mentee System and Remedial Coaching**.

Field trips, visits to research institutes etc., are arranged with a view to provide the students with experience of real world situations and applications. **Invited lectures** by accomplished scholars are arranged occasionally for imparting knowledge on current advances related to their subjects.

Student Support Programme (SSP), an initiative of Directorate of Collegiate Education, Govt. of Kerala, is effectively implemented in the college and imparts personalized additional support to needy students

through **tutorials, study materials, additional lectures, question banks and interactive sessions.**

College periodically conducts **open house meeting** to evaluate the performance of student and to maintain a live link to the stakeholders. In this meeting teachers restate the attendance; summarize the events and they should be taken to improve the student's performance.

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The college is affiliated to University of Kerala and the curriculum and syllabi for all programmes are designed and prescribed by the Board of Studies constituted for the respective subjects. An **Academic Calendar is drafted by IQAC** on the basis of the **University Calendar**. The Academic Calendar is approved by the Staff Council, and is distributed among the students at the beginning of each academic year. The calendar plans and schedules various activities such as the commencement of **Internal Examinations, submission of assignments, publishing of results, tentative dates of conduct of seminars, arts day, sports day** and various other **important activities** of the college.

All **UG** programmes follow **CBCSS** system and **PG** programmes follow **Elective system**. The weightage of the **Continuous Internal Evaluation** for each course is **20 marks** for **UG** programmes and **25 marks** for **PG** programmes. The continuous evaluation system for P.G. comprises **internal examinations, seminar/assignments and attendance** in the case of theory courses and **25 marks** each for **test paper, punctuality and regularity in the laboratory, performance of the experiments and record**, respectively in the case of practical courses. The students are inducted into the semester system through a **bridge course** conducted by the concerned teachers of the Department. The theory test papers are conducted according to the **timetable** issued by the college in each semester. The students are directed to submit assignments based on the topics significant in each course of the semester. The marks for the attendance are given as per the university regulations. The CE marks are consolidated by the faculties assigned and the same is published in the department after approval by the Head of the department and the Principal. The grievances, if any, are redressed in the manner prescribed by the regulations. The published CE marks are uploaded in the **University website** as per the notifications from the university.

The college council appoints a teacher as the in charge to conduct the Internal Examination. The details of internal examination and its pattern are **published on the notice board**. The pattern of question paper is discussed in each class and the importance of **CIE** is explained to the students. Each department prepares question papers and hand over them to the concerned teacher in charge. The results are published on the Notice Board within the stipulated time after each Internal Examination. The CE mark is uploaded only after it is verified and signed by the students. The Class Tutors are assigned to upload internal marks in University Portal. The grievances of the students are addressed by **Department Level Monitoring Committee**. The absentees with genuine reasons are allowed to write a **retest** conducted by the concerned departments. After the Evaluation Process, a meeting is called to inform parents about the academic progress of their wards. Apart from the general **PTA meetings**, Parents meetings are convened by all

departments.	
File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

<p>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 last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Response: B. Any 3 of the above</p>	
File Description	Document
Institutional data in prescribed format	View Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>Response: 100</p>
<p>1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.</p> <p>Response: 12</p>

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 11

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
5	2	2	1	1

File Description	Document
List of Add on /Certificate programs	View Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 13.52

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
131	67	61	30	30

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

1.3 Curriculum Enrichment

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

Response:

The institution, established on the devout memory of **Sree Narayana Guru**, tries to uphold his vision of "**Liberation through Education**". The college aims to inculcate social and moral consciousness in the students and tries to mould them to be socially committed and **responsible citizens**.

The college follows the syllabi designed by the university which incorporates topics related to **gender, environment sustainability, human values** and **professional ethics**. Writings on Contemporary Issues, a paper common for B.A. and B.Sc. students addresses the issues of gender bias and themes of human values. Second language courses like Malayala Kavitha and Gadyasahithyam play a significant role in sensitizing the students about gender issues. Drishyakala Sahithyam, Reading Fiction, Evolution of the Early Indian Culture, 20th Century Malayalam Literature in English Translation, and Readings in Literature are some of the other courses addressing the issue of gender.

The compulsory papers for B.A. and B.Sc. Students like the **Environmental Studies** and **Disaster Management**, discuss topics of environmental degradation, natural and anthropogenic disasters, environmental protection and conservation, disaster management etc. The paper enables the students to understand the significance of **sustainable development. Human Resource Management, Ecology and Disaster Management, Statistical Physics, Research and Disaster Management, Environmental Studies** etc. are some other courses which discuss the significance of environment and sustainable development.

Issues related to **human values** and **professional ethics** are discussed in courses such as Writings on Contemporary Issues, Reading Poetry, Human Resource Management, Methodology and Perspectives of Sciences and General Informatics, and in the Complementary Course: Public Administration.

In addition to following the university syllabi, the institution organizes numerous seminars, webinars, awareness programmes and observes prominent days like **World Environment Day, International Ozone Day, Wetland Day, World Water Day** etc. Numerous other competitions are conducted to sensitize students about issues related to gender, environment, human and professional values.

The **Women's Study Unit** of the college, in collaboration with various organizations, conducts programmes on **Transgender Sensitization, Self Defense Training**, and organizes seminars on **Beti Bechavo Beti Padavo** and **Women's Rights**. Department of English conducted webinars on the topics **Protecting the Dignity of Women: Constitutional Perspectives and Role of Judiciary** and **Indian**

Feminism: Movements, Politics and Undercurrents. Various departments and clubs have also conducted many training programmes in crafts, jewelry making, paper bag making and organic farming to help students, especially girls to generate an income along with their studies. **Energy conservation** awareness campaign entitled **Urja Kiran** was conducted to create awareness on sustainable sources of energy. College guarantees **equal opportunity** to all students irrespective of their gender in club and union activities.

Teachers promote ethics in research and provide awareness on plagiarism and ethical citation in the preparation of UG and PG projects. National Seminars on **Intellectual Property Rights** are organized by various departments. Department of Economics conducted a Workshop on Research Methodology to improve the competence of students in Research.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 3.11

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
11	11	11	11	11

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 83.63**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 429

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni****Response:** B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website**
- 2.Feedback collected, analysed and action has been taken**
- 3.Feedback collected and analysed**
- 4.Feedback collected**
- 5. Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 98.82

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
320	320	320	320	320

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
340	320	320	320	320

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 25.14

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
109	108	108	112	112

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

The admission process is done through the Centralised Allotment Process (CAP) of the University of Kerala on merit basis. After the admission processes, through the tutors, the College Level Monitoring Committee identifies the **advanced and slow learners** by conducting **Group discussions, Oral quiz, Assignments, Post Admission tests** etc. and ensures the implementation of effective strategies to horn their knowledge skills.

Strategies for the Advanced and the Slow Learners.

An **Orientation /Induction Programme** is conducted for the First Year Degree students annually with the objective of inculcating their interests and mainstreaming their interest and concentration in their specialised subjects. Students are encouraged to involve in peer teaching through which both the student who teach and the students who are being taught are equally benefitted. Students are encouraged to enroll in **ASAP** so that their latent and efficient skills are horned and augment the aptitudes to enhance their life skills and employability skills. Inorder to enrich the knowledge of the students, the **online courses in MOOC, SWAYAM and NPTEL** platforms are introduced to them. The college has been established as a **SWAYAM NPTEL local chapter** since 01.02.2020. The advanced learners of different departments receive **State and Central government sponsored scholarships** and college granted scholarship namely **Veena Endowment Scholarship** to advanced learners as a sort of appreciation and honour. Besides these, **S.Ramachandran Memmorial Merit cum Means Scholarship** is distributed to meritorious students from economically backward families. The faculties of the college extensively use **online platforms** like **Google Classroom, Google Meet, Zoom, Telegram** etc. to disseminate the course content in an effective and comprehensive way.

Special Strategies for Advanced Learners:

The advanced learners of the institution are introduced to **WWS** that equip them to meet the global competence in their respective disciplines and professions. The teachers encourage the students to participate in **college level and intercollegiate seminars** so that they can widen their exposure in concerned subjects. **Coaching classes for UGC NET** and distribution of prizes to University Rank Holders and Class Toppers are regularly provided to the students.

Special Strategies for Slow Learners:

The slow learners are selected from each class and they are enrolled in **SSP** through which the students of the category are given special attention in each subjects by the teachers concerned. **Remedial Coaching Classes** are provided to the slow learners by the teachers to negotiate their slow pace in learning process. Besides lecture classes, **ICT enabled classes** are taken to make difficult topics more comprehensive to the students. Students of the category are provided with **extra reference materials** for the subjects that they find difficult. Under **Mentoring system**, each tutor select a group of students who need special

attention to overcome the stress and strain of their hectic life. Their personal, social issues are perceived by the tutor and help them to overcome the issues. They are enabled to cope up with other students of the class.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 10.91

File Description	Document
Any additional information	View Document

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

Response:

Student centric methods such as experiential learning, participative learning and problem solving methodologies are used for enhancing teaching learning experience by science, arts and commerce subjects by celebrating significant days, conducting exhibitions, organising competitions, seminars, webinars and workshops. In addition to this, students are taken for field visits and industrial visits as part of experiential learning.

a) ICT enabled teaching

The college provides **WiFi** for the students and the teachers. Departments are provided with desktops, projectors and printers which cater to the ICT enabled teaching. Lecture method, PowerPoint presentations, Interactive method, Group discussions based on syllabus are commonly used teaching learning methods in the college. During the pandemic period classes assignments and tests were given via online mode.

b) Field visits and industrial visits

Students are taken for field visits, industrial visits and institutional visits which provide them with better exposure and help them to understand the subject in a better manner. Industrial visits get the students acquainted with the working environment of organisations.

c) Seminars, Webinars and Workshops

All departments organise seminars and workshops with eminent personalities as resource persons. During the pandemic period online webinar series were organized by the college with active student participation. In addition to this, students are encouraged to attend similar programmes organized by other colleges.

These programmes provide great exposure for the students and also enhance creative learning and critical thinking among the students.

d) Project-based learning

Final year students do an academic project which helps to instil research acumen and critical thinking among the students. Besides these projects, the students are encouraged to do short-term projects related to their subjects.

e) Certificate, Value added and Bridge courses:

Departments of English, Commerce, Mathematics, Economics and Physical Education conduct certificate courses.

f) Club activities

Club activities play a significant role in generating a creative base among the students. Various cultural, academic and extracurricular activities are done by the clubs annually.

g) Laboratories

Each science department has well-furnished **Wi-Fi-enabled laboratories** that are equipped enough to get upgraded into research centres. They help the students to conduct their project works effectively. The college has a well-equipped language lab and an IT lab.

h) Online platforms:

Faculties extensively use online platforms like Google Classroom, Google Meet, Zoom, Telegram etc. to deliver the course content. During the pandemic period, assignments and internal exams were conducted through these platforms. Online creative thinking is also promoted by forming WhatsApp and Telegram groups through which the students exchange educational materials and conduct related discussions.

i) Library as resource facilitator

The library is equipped with an elaborate stock of books. Besides, the library is installed with the software namely Libsoft and Inlibnet. The N-list facility enables students and teachers to access e-books and e-journals available anywhere in the world.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Information and Communication Technology (ICT) is relevant in the modern days of the teaching-learning process. Faculties adopt various methods of ICT in the teaching-learning process to raise academic standards as well as to help the students to achieve them. Faculties provide various platforms like **Google Classroom, WhatsApp, YouTube, Telegram, Google meet, Zoom** etc. which open up new learning experiences to the students. Teachers share reading materials, and notes over different platforms such as Google Classroom, WhatsApp, Telegram, and so on. Online test papers and google forms are given for students to access student performances.

Power Point presentations with tables, charts, diagrams and explanations create a discussion mode in the classroom. Faculties are encouraged to take part in different types of training programmes which help faculties to experiment with different techniques in the teaching-learning process. Faculties are still interested to use and explore new ICT tools to provide quality education to students.

All the departments are equipped with interactive boards. While taking online classes teachers use the **Pentab** for writing with the support of **OneNote** and **Xournal** software. Faculties also used OBS studio for recording classes. YouTube channels are also maintained by various faculties. College also encourages the use of online platforms like:

Google Workspace: The College has a common Learning Management System namely Google Work Space which is easily accessible by the teachers and students for the online classes. The features of the workspace included an automated attendance system which enables the teachers to monitor attendance in an efficient manner.

Zoom Meeting: Zoom Meeting is another online platform used by teachers which is fast, reliable and accessible to most of the students.

Google Class Room: Most of the teachers use google classroom for uploading notes, videos etc. to the students. The major advantage of google classroom is that the students can refer to the materials at any point of time.

MOOCS: Teachers and students use the MOOCS platform to undergo short-term courses.

The platform is highly advantageous to learners for self-learning with plenty of courses and study materials.

YouTube: Teachers use YouTube platforms for uploading class videos, which is user-friendly and available for a longer period of time.

Smart Class Room: The college has 11 smart classrooms used by most of the teachers, which makes the learning process more effective and livelier. The use of ICT-enabled teaching increases the effectiveness of learning

Pentab: Teachers of science subjects especially Mathematics, Physics etc use Pentab as a tool for effective practical learning.

Chemdraw, Orgin and LaTeX: Science departments also use software such as ChemDraw, Origin and LaTeX for effective teaching

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

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

Response: 23.32

2.3.3.1 Number of mentors

Response: 22

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 99.98

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 31.42

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
22	18	14	11	14

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 5.04

2.4.3.1 Total experience of full-time teachers

Response: 237

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The college follows an Internal Assessment System as specified by the University of Kerala. **Choice-Based Credit and Semester System (CBCSS)** is followed at the UG level and PG level. The UG and PG courses have **Continuous Evaluation (CE)** and **End Semester Evaluation (ESE)**.

At the beginning of each academic year, a copy of the **academic calendar**, including the dates of important academic activities is distributed among all students and uploaded to the college website. At the beginning of the classes, an **orientation programme** is organized by IQAC for the newly admitted students to give an awareness of the academic activities of the college. **College Level Monitoring Committee (CLMC)** also takes classes to make them aware of the Choice Based Credit and Semester System and the examination patterns.

The Internal Evaluation process is based on three different Criteria: **Students' Attendance, Test Papers and Assignments**. The college strictly follows the guidelines of the university in the process of Continuous Evaluation. The dates for conducting internal examinations are decided by the College Council and a time table is prepared accordingly. An **Internal Examination Coordinator** and an Assistant Internal Examination Coordinator are appointed by the College Council. The concerned faculty sets the question papers in a confidential manner. The dates of the internal examinations are published and are informed to the students through **notice boards**. The teachers are appointed as invigilators and are directed to record attendance very carefully. To prevent malpractice, an **internal squad** of senior faculty visits the examination halls.

The answer sheets are evaluated and marks are published on the notice board within one week after the internal examination. Evaluated answer sheets are documented by each department. Topics for assignments are given at the beginning of each semester and students are directed to submit the assignments within the stipulated time. A **consolidated attendance statement** is prepared for every month and is published on the notice board. Students are given a **consolidated copy of Continuous Internal Evaluation** to get it signed by them.

The Department Level Monitoring Committees and the **College Level Monitoring Committee** are designated to redress grievances. **PTA meetings** are convened in each semester after the continuous evaluation marks are published. After a **three-tier verification** process by the Tutor, the Head of the department and the Principal, the Continuous Internal Evaluation marks are uploaded to the University website.

File Description	Document
Link for additional information	View Document

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-

bound and efficient**Response:**

The college adheres to the rules of the University of Kerala while conducting **Continuous Evaluation**. Students are given internal marks based on **attendance, assignments** submitted and performance in the **internal examinations**.

The attendance of students is taken in each hour on all working days and attendance registers are maintained by the tutors in all departments and **monthly attendance** is prepared and displayed on the notice board.

The topic and date for the submission of assignments are given in the beginning of each semester so that students get enough time to prepare and fine-tune their writings. The internal examinations are conducted at the end of each semester, two or three weeks before the commencement of the university examinations.

A **centralized system** is followed to conduct the internal examinations. **The internal examination committee** collects question papers from the departments on a date pre-determined by the college council. The answer scripts of internal examinations are valued by the teachers within the stipulated time and the marks for the examinations are given strictly based on the performance. The students are given an opportunity to verify the corrected answer scripts of each paper and the corresponding marks assigned to them.

A **three tier grievance redressal mechanism** functions and addresses the grievances of the students regarding Continuous Internal Evaluation like **Head of Department, Department Level Monitoring Committee and College Level Monitoring Committee**. The college Level Monitoring Committee includes one of the senior faculties as the coordinator. Department Level Monitoring Committee and a College Level Monitoring Committee function at the lower level of grievance redressal and a **University Level Monitoring Committee** function at the higher level. The CE marks are consolidated by the faculties assigned and the same is published in the department after approval by the Head of the department and Principal. The grievances, if any, are redressed in the manner prescribed by the regulations and **retests** are conducted for the students who are unable to attend the internal examination.

File Description	Document
Link for additional information	View Document

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.

Response:

Sree Narayana College, Punalur, affiliated to the University of Kerala follows the syllabus approved by the University. The University in consultation with the Board of Studies members makes timely revision of the

syllabus so as to make the students highly potential, competent and prepare them meet the growing demands of the changing times.

- ♦ The syllabus revision is communicated to the teachers of colleges through the college mail.
- ♦ All teachers are active participants in the syllabus revision workshops conducted by the university
- ♦ The university also organises orientation workshops for teachers to discuss the aims and objectives of the revised syllabus
- ♦ The **College Level Monitoring Committee (CLMC)** conducts meetings with the teachers when and where it is necessary and discusses the revisions made in the syllabus. It also instructs the members to hold department meetings to discuss the curriculum revisions and structure the **Course Outcomes (COs), Programme Outcomes (POs) and Programme Specific outcomes (PSOs)**
- ♦ Department meetings are held on a regular basis to discuss the changes and revisions in the curricula and develop the course outcomes and programme outcomes
- ♦ The Course Outcomes and Programme Outcomes are well planned and charted by the teachers in the department meetings
- ♦ The COs and POs are communicated to the students by the concerned teacher who handles the paper. The teachers in their introductory lecture to the students give an insight into the main aims and objectives of the course stressing the Programme Outcome and Course Outcome
- ♦ The softcopies of Cos, POs and PSOs are uploaded to the college website so that it is accessible to all
- ♦ Apart from this the Cos, POs and PSOs are displayed on the department pages of the college website
- ♦ A hard copy of the COs and POs and PSOs are displayed on the notice board of all the departments for the easy perusal of the students
- ♦ The soft copies of COs and POs are also uploaded to the Google Classroom of the respective classes
- ♦ Induction Programmes for the students
- ♦ Every year the newly admitted students are given an induction class on the syllabus and academic structure. Eminent academicians from various disciplines attend these sessions and interact with the students. These classes are quite helpful in the sense that they help in boosting the students' confidence and prepare them mentally and physically for their academic pursuits at college. DLMC members along with the teachers in charge give a detailed account of the **CBCSS (Choice Based Credit and Semester System)** followed by the university. The students attend these sessions along with their parents and are encouraged to raise any doubt regarding the programme and course they are enrolled on. On a later occasion, the concerned programme tutors give an outline of the course and programme outcomes to the students which enables them to understand the possibilities and opportunities of the course to which they are admitted in a better way.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document

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

Response:

The College adopts effective measures to check whether the students in each programme have attained their respective **COs, POs and PSOs**. **The Choice Based Credit and Semester System (CBCSS)** followed by the university as per the UGC order strictly involves a combination of both internal evaluation (Continuous Evaluation CE) and external evaluation (End Semester Evaluation ESE) system. In addition to the End Semester Examination (ESE) conducted by the University, the college conducts internal examinations in order to prepare the students for the University exams. Regular test papers, assignments and seminar sessions are also given to enable the students to attain the desired Course and Programme outcome.

The dates for the internal examinations are fixed by the college council in accordance with the dates scheduled by the university in the Academic Calendar for the year. The college council nominates a teacher as **Chief Superintendent** for the smooth conduct of the internal examinations. Question papers are set by the teachers who handle the respective papers. The valuation of the answer scripts and publication of the results is done in a time-bound manner. **Class PTA meetings** are conducted thereafter to discuss the performance of the students in the CE and ESE. Feedback is collected from the parents and students and valuable suggestions are properly addressed. Effective measures like **Remedial coaching classes** are conducted by the departments for the students who have not attained the desired Course and Programme outcomes

After the completion of the programme the COs, POs and PSOs are assessed by the concerned department based on the marks scored by the students in the CE (Continuous Evaluation) and ESE (End Semester Evaluation)

The grading pattern of the university is as follows:-

Course Grading

Grade Range	9.00 and above	8.00 to <9.00	7.00 to <8.00	6.00 to <7.00	5.00 to <6.00	3.50 to <5.00	B
Grade	A+	A	B	C	D	E	F
Performance	Outstanding	Excellent	Very Good	Good	Satisfactory	Adequate	Fa

SCPA/CCPA

Grade Range	9.00 and above	8.00 to <9.00	7.00 to <8.00	6.00 to <7.00	5.00 to <6.00	4.00 to <5.00	B
Grade	A+	A	B	C	D	E	F
Performance	Outstanding	Excellent	Very Good	Good	Satisfactory	Adequate	Fa

CBCS-Choice Based Credit and Semester, SCPA-Semester credit Point Average, CCPA-Cumulative Credit Point Average, GP- Grade, CP-Credit point

Requirement for the successful completion of a Programme and attainment of Course and Programme outcome

A student shall earn a minimum of 120 credits including Credits for Language, Foundation, Core, Complementary, Vocational, Open, Elective Courses and Project/dissertation

A minimum of **35% marks (E Grade)** is required for passing a course with a separate minimum of **35% (E Grade)** for Continuous Evaluation and End Semester Evaluation

For the successful completion of a semester, a student has to score a minimum **SCPA of 4.00 (E Grade)**

For the successful completion of a Programme and award of the Degree, a student must pass all courses satisfying the minimum Credit requirement and must score a minimum **CCPA of 4.00** and an overall grade of **E**.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 55.83

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
231	255	216	219	171

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
432	423	386	381	329

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.42

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 100.18

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
65	25	10	0.08	0.1

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

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

Response: 8.51

3.1.2.1 Number of teachers recognized as research guides

Response: 4

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 5

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	1

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
8	8	8	8	8

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

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

Response:

Entrepreneurs for Future: Several programmes including seminars, motivational classes, etc. are conducted to encourage young entrepreneurs of the college. Awareness programmes on areas such as goods and service tax, intellectual property rights; experience sharing sessions by successful entrepreneurs; training on ornament making are conducted regularly..

Field Study: Field visits motivate the students to do organic farming and small household vegetable gardens especially during the lockdown period. Workshops on organic farming were also conducted in the college.

Self-Job Training Sessions: As part of Self-job training sessions, NSS unit of the college conducted demonstration classes for making paper-bags, pens and candles and students of NSS made bags and distributed in the institution.

Ecosystem Conservation Efforts: Field orientation activities of wetland conservation, energy conservation activities like Urja Kiran and nature education camp were conducted to create an awareness about ecosystem and natural habitat. The NSS unit with the support of Government of Kerala actively participated in the collection of reusable products by setting up 'swap shops' around the college locality .

Leadership, Personality and Skill Development: Students participated in Residential Leadership

Training programmes which helped them to develop their leadership skills. The college in association with ASAP conducted several skill development courses with internship for the students which provided both the theoretical and practical knowledge. Spoken tutorial programme for PG students was also conducted by the college in association with IIT Bombay that provided the basic IT and skill oriented software courses.

The NCC unit of the college contributed many cadets to Indian Army. Many cadets were awarded with B certificates and C certificates. Many cadets participated in the PRDC, AAC and various NIC camps conducted by NCC.

‘Break the Chain’ Activities: PG department of Chemistry prepared hand-sanitizer and supplied to Taluk Hospital Punalur and AKMAS Punalur during pandemic period to join hands with ‘Break the Chain’ initiative of Government of Kerala.

Programmes conducted by NSS including **Blood Donation camps, Paliative care and Eye and Cataract checking camps** aimed to inculcate social responsibility in students and to develop the students into better citizens. All the students in the college are also motivated to take part in such activities

Moulding Future Teachers: College often encourages the students to provide an aid to the surrounding institutions. Students of Department of English participated in an interactive session with students of Govt. LPS Tholicode in English. NSS unit of the college conducted a classroom teaching on impacts of packaged food for the seventh standard students of Chemmanthoor High School. These interactions provide the students to share their ideas and their knowledge.

Campus Radio: Cappuccino - A new institutional initiative that horns the RJ skills in students and provide them with infotainment has been functioning since 2017.

Moulding Young Administrators and Scientists: College in association with Vedic IAS Academy provides scholarship for civil service examinations and help the students to continue their studies for a secured future. College also encourages publication of projects and research papers among students.

File Description	Document
Upload any additional information	View Document

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

Response: 9

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	0	3	2	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years	
Response: 2.33	
3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years	
Response: 14	
3.3.1.2 Number of teachers recognized as guides during the last five years	
Response: 6	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years											
Response: 0.91											
3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.											
<table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>7</td> <td>20</td> <td>9</td> <td>2</td> </tr> </tbody> </table>		2020-21	2019-20	2018-19	2017-18	2016-17	8	7	20	9	2
2020-21	2019-20	2018-19	2017-18	2016-17							
8	7	20	9	2							
File Description	Document										
List of research papers by title, author, department, name and year of publication	View Document										
Any additional information	View Document										

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.43**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 last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	5	11	2

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

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 last five years.****Response:**

The college encourages social and communal responsibility in students through various extension activities in and outside the college. NSS, NCC, clubs, cells, forums and other department initiatives provide opportunities for the students to take part in various extension activities. The following are some of the major extension activities under taken by the college:-

The department of Zoology and Botany along with **KSCSTE** organised **World Wetland Day** celebrations to sensitise the students on the importance of wetland protection. The programme **URJA KIRAN** aims to create awareness on energy conservation

Cleanliness drive was conducted at the Taluk Hospital, Punalur as part of the International Youth Day celebration on 12/08/2017. NSS and NCC also conducted cleanliness awareness rally as part of the **Swachh Bharath Mission**.

The NSS, the Red Ribbon Club and HDFC Bank, Punalur jointly organised blood donation camps where students volunteered to donate blood

The **Self Defence Training Programme** jointly organised by the NSS and the Kerala Police Department aimed at empowering women through awareness and practical training session.

The students of the Department of English participated in Mikavulsavam, an **interactive session** in English

with the students of Govt. L.P.S. Tholicodu. Educational assistance was also given to the students.

The NSS volunteers, NCC Cadets and the students of various departments actively participated in flood relief activities including cleaning the affected houses, collecting necessary amenities for the relief camp etc.

Nadiyodoppam was a programme that was organised as part of protecting and preserving the Kallada river.

Students and NSS volunteers partook in the **Onavirunnu**, a programme in which the students visited the Dina Bhavan, Mother Teresa Convent and spent time with the elderly mothers.

As part of the **Poshan Abhiyan** programme, students of the college conducted classroom teaching on the **Impact of packaged food** at Chemmanthoor School.

The NSS unit adopted Punalur railway station premises and made it a plastic-free zone.

As part of the **Guruvandanam** programme, the students visited the Gandhi Bhavan palliative care unit and distributed the essentials.

Home care treatment was given to the patients in the Punalur Municipality along with the Taluk Hospital, Punalur.

The NSS unit organised **Koithulsavam**, where the volunteers participated in harvesting paddy from fields in Manjamam, Thalavaroor panchayat.

Snehapoorvam Priyakootukarkku is a programme in which the students and the teachers of the department visited the Kuriyottumala tribal colony and distributed learning materials to them.

A campaign on **prevention and mitigation of Covid-19** was organised in the college. Sanitizers and facemasks were distributed to the public by the students. Department of Chemistry prepared sanitiser and distributed the same to Taluk Hospital, Punalur. NCC cadets worked as Covid volunteers

Ente Malayalam Ambassadors programme was conducted by the students of the college where the students taught primary lessons to the elder people in the Punalur locality.

On behalf of **Poshan Pakhwada**, students of the college created awareness videos and posters on malnutrition and displayed it in public.

In the **Janamithri Suraksha Padhathi** organised by the Punalur Police Station, the NCC cadets honoured the ex-military persons

File Description	Document
Upload any additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**Response:** 9**3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	1	1	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**Response:** 173**3.4.3.1 Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
51	46	24	35	17

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 308.47

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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1458	1344	1063	2123	1023

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 43

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	17	9	13

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 0

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other

universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document

Criterion 4 - 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.

Response:

Established in 1965 in devout memory of the great seer and philosopher, Sree Narayana Guru , Sree Narayana College caters to the educational and intellectual needs of the youth, uplifting the society in the Eastern alcove of Kollam district. The college is bestowed with adequate infrastructural facilities as prescribed by the affiliated university. Adequate classrooms, laboratories, computing equipment, staff rooms, restrooms, library, ramps for the physically challenged students and other primary facilities are arranged in the college for its students.

The institution is divided into four blocks namely Main Block, Science Block, Economics Block and Library Block that cater to 8 UG and 4 PG programmes. Two display boards have been placed at the main administrative block and at the main entrance of the College which exhibits the route map to each department. The institution includes four UG and four PG departments with 33 well ventilated, spacious and well-furnished classrooms in which eight classrooms are ICT enabled, eight laboratories and three computer labs. Students are facilitated with a fully furnished and software installed language lab and an IT lab. To ensure its optimal utilization, besides conducting regular classes, the classrooms are used for conducting remedial coaching, certificate courses, annual and semester examinations; departmental meetings, mentoring sessions, PTA and alumni meetings; training programmes and competitive examinations. An instrument room is specially allotted to Chemistry and Zoology departments and a darkroom to the department of Physics for conducting the experiments flexibly. A record room and a museum are attached to the department of Zoology where the preserved specimens are displayed. All departments have separate faculty room equipped with computer and its accessories. A public address system, Wi-Fi connection and CCTV facilities are installed through out the campus. During the pandemic period, the academic- nonacademic activities shifted to virtual mode using the online platforms like MOODLE, G suite, Google Classroom & G-meet etc.

The institution's seminar hall equipped with modern audiovisual and IT facility can accommodate up to 100 students. Seminars, Workshops, Conferences and confidential meetings are held at the Seminar hall. The college has a spacious, well-equipped auditorium which can house an audience of around 1000. A built-in indoor badminton court functions with in the college auditorium where the students and faculties utilise it. Besides that the students are also facilitated with an outdoor auditorium where cultural programmes and other competitions are held.

The institution's library is fully automated and installed LIBSOFT software, OPAC Mobile app. N-List facility is also enabled in the library. Students are encouraged to utilise the library in which the 21412 books of all disciplines, journals, magazines and newspapers of various languages are included.

A Women's Amenity Centre with fully furnished rest room and incinerator functions in the college. A cafeteria with a stationary store is also functions in the campus. Separate rooms are allotted for IQAC, NCC, NSS, FSA, University Examination and Internal examination, Management officials, PTA, Counseling Cell and Grievance & Redressal Cell.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The infrastructure of a college plays a vital role in its development. The college is committed to offering resourceful infrastructure for the holistic development of the students.

The Physical Education Department of the college, began its glorious journey in 1965 with the vision of empowering the students to develop healthy habits, instil fitness literacy and make them active participants in physical activities. The department has been working relentlessly to provide ample opportunity for the students to utilize their leisure time with physical activities. The college team has been participating in various inter-collegiate, district level, state level, national level and inter-university tournaments and has always succeeded in bringing glory to the college. The department organises annual sports day and conducts special functions to honour students who have come out with flying colours.

The Department has a modern Multi- Gymnasium and Health club. The gymnasium is equipped with cardio-equipment like treadmill, stationary-bike, strength-equipment like Smith-machine, Abdominal-crunch, Squat-machine, Functional trainer machine etc. The department also has an Open Gymnasium which is actively used by both students and faculty. The college has a playground designed in 1965 and has an area of 4000 sq.m with a 200 meters Athletic track. Athletics, football and cricket tournaments are conducted in the playground. The fitness centre, established in 2006 caters to providing fitness training to students and it covers an area of 110 sq.m. The college athletics team (Men and Women) have been performing exceptionally well in Kerala State Athletic Championships, Kerala University sports meets, Kollam district sports meets etc. The college marched towards eminence with the achievements made by teams (Men and Women) in the Kerala University Cross-Country Championship. Sidharth Jayan had won the title of Mr. Kerala University for two consecutive years. Weight lifting and Powerlifting teams also emerged victorious in Kerala University Championship. Many of the athletes have been participating in All-India Inter-University Championships all through these years. In addition to these, Football, Cricket, Shuttle, Badminton, Wrestling, and Taekwondo teams participate in various intercollegiate tournaments.

The college has a spacious, well-furnished and fully-equipped auditorium which was inaugurated in 2005. It has a capacity for accommodating over 1000 people with a well-equipped sound system. It has hand fire-extinguishers and six exit points and a generator for power back-up in the hall. The auditorium hosts various academic and cultural events of the college. It is the regular venue of conferences, workshops, and seminars. It is also used as a multi-purpose indoor hall for playing badminton, shuttle, for performing aerobics and yoga. Besides the indoor auditorium, the college has an outdoor auditorium where cultural activities and other competitions are held. The college has a well-furnished, spacious seminar hall with a seating capacity of 100 people at a time. The hall is equipped with projector, smart-board, audio-visual aids, amplifiers and modern sound system. The hall is perfectly designed for organising conferences and

seminars. Staff meetings, various academic and cultural programs etc are performed in the seminar hall.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 41.18

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 18.81

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
3.98403	88.7518	10.6312216	5.691	7.08538

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The library of the college acts as the Resource facilitator. It serves as a helping source of learning through providing adequate learning resources. It helps in inculcating instincts for reading among students. Library of the college has a rich history of more than 50 years in parallel with that of the college which was established on 15th July 1965.

The college library functions on all working days from 9.30a.m to 4.30p.m. The library occupies a total carpet area of about 4000 square feet with a reading room, a stack room and a reference room. It has seating capacity of 80 students. The library is bestowed with **21,412 printed books including reference books, 19 Magazines, 7 Newspapers, 10 journals** etc. Membership is provided to the students, teaching and non teaching staff of the college. Students and staff are also provided with 10 internet connected systems so that they could easily utilize **N-LIST** and **INFLIBNET** facilities. Individual login/passwords are provided to users for accessing INFLIBNET and N-LIST facilities. The library is automated with **LIBSOFT** software which can accommodate more than 10 lakhs of books. In order to have data security and to provide access to the required files on a selective basis, LIBSOFT has been organized into two modules namely **System Administrator Module** and **User Module**. Each module is protected with different passwords and restricts user access. Library facilitates Web and Android-OPAC, which provides remote access to the users. The automated Gate Register facilities of the software manage the daily visits to the library and provide usage statistics on all categories of visitors.

Annual stock verification of the library is conducted by the committee constituted for the purpose. The Library Advisory committee advises on matters related to the effective functioning of the library.

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.32

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.89512	1.06198	1.44225	0.93820	1.23924

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document

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

Response: 199.46

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

Response: 1117

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has incorporated IT facilities, including Wi-Fi to enhance the quality of teaching, learning and evaluation processes, and to render the administrative processes more user-friendly, efficient and transparent.

The campus has a Wi-Fi facility of the service provider BSNL Communication that allows faculty, staff, and students to log on to the Internet at any point of time. The Internet facility (up to 100 Mbps) is open for students to help them use the abundant information available on the Internet.

Faculty and students rapidly integrate connected devices into their work. Experienced IT faculties help students use the possibilities of the latest technologies. The facilities give the students more convenience and opportunities to enhance their skills than ever before. ICT Tools such as LCD projector, interactive board, video camera, LED TV are available on campus. The institution has a G-Suite (Google Workspace) account and faculty can avail the services through the college domain id. The faculties use different platforms such as Google meet, Teams, Zoom, Google Classroom, YouTube Channels and so on to conduct online classes. This flexibility allows instructors to design and deliver their courses within a framework. Other E-Resources and techniques used by the faculties include WhatsApp, Telegram, MOOCS, LMS, LaTeX, Power Point Presentations, Pentab, Chemdraw, etc.

Newly enrolled students are given an orientation on the effective use of library resources. The library committee monitors the regular updating of library resources. The library is automated and is supported by N-list, Libsoft and INFLIBNET. Students, staff and faculty use the library, which has now become an integral part of the teaching-learning process. Computers, Smart Boards, projectors, laptops, printers, scanners, barcode readers, photocopier/scanner (High Speed) UPS with batteries, Inbuilt Podium, wifi-modem, Wifi Router, amplifiers, speakers, digital camera, CCTV cameras are some of the IT facilities available in the institution. A fully equipped sports centre and renovated gymnasium are also available in the college. The institution has been a recognized local chapter of SWAYAM-NPTEL since 2020. The college website is maintained properly by the website committee with external technical assistance. Office automation packages like Open Office, MS Office and Antivirus are purchased by the college and updated regularly.

ICT-enabled seminar hall and UG PG classrooms and well-equipped laboratories have strengthened the knowledge base of students. Updates of ICT facilities are done in every year.

- ◆ CCTV cameras installed in 2016
- ◆ Computers are purchased and maintained every academic year.
- ◆ Photocopiers are purchased in 2018, 2019 and 2020.
- ◆ Libsoft software in college library is installed in 2016 and updated in 2021.
- ◆ 8 Smart class rooms with smart boards and projectors
- ◆ Smart boards and projectors are installed in Language lab, IQAC and seminar hall

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 4.66

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
77.72470	160.33811	67.12185	68.56947	75.29603

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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.

Response:

The college has a systematic arrangement for the maintenance of campus facilities. The college management, PTA and college council are responsible for all the maintenance and support of all facilities available in the college.

The policy followed by the college in the maintenance of college facilities are listed below.

- College Auditorium, Seminar Hall, Classrooms, Laboratories, women's restrooms, washrooms, Computer labs and language lab are maintained by the Regional Development Committee appointed by college management.
- College Hostel- A permanent teacher is appointed as in-charge of the hostel and monitors the functioning and maintenance of the hostel
- Seating and electrical facilities are provided in all classrooms and laboratories and their maintenance is done periodically. Cleaning of classrooms, laboratories and related places is done by supporting staff appointed by the college.
- Laboratory facilities. A teacher of the concerned department is appointed as the in-charge of the lab who will be responsible to report the requirements in consultation with the head of the department.
- College auditorium and seminar hall are under the direct control of the Principal. He bestows the facilities as per the requirements of the departments.
- Departments-The Heads of the concerned departments are responsible to take care of all needs of the department.
- Computer labs are provided with adequate computers. Antivirus software is properly installed and software update is carried out at regular intervals.
- UPS are installed in all Computer labs to prevent voltage fluctuations and related power failure problems.
- In-house maintenance, warranties, AMCs etc. ensure smooth functioning of sophisticated instruments, equipment and computers.
- Women's Amenity Centre-includes a rest room and three toilets.
- ICT facilities of the college include smart classrooms, computers, smart boards and projectors. Regular maintenance and maximum usage are promoted for the common facilities.
- College has separate photocopiers in the office, examination room and for the students. The maintenance of them is done under the supervision of the college office.
- Wi-Fi facility is offered on the campus and is properly maintained and managed by BSNL Service providers.
- The college website is updated by the teacher in charge and is maintained by an expert agency.
- The Language Lab has been set up to improve the vocabulary and pronunciation of the students. It is maintained by the Department of English
- Library -The college has a well-established library under the charge of a library committee headed by a senior teacher. The maintenance of the library is done under the supervision of the Librarian and the Library Committee
- The Department of Physical Education manages the sports and games facilities of the college.
- College canteen is maintained by the canteen committee in consultation with the principal and management.

- ♦ Water resources, drinking water facilities, etc are well maintained with the help of an assistant and are closely monitored by the college council.
- ♦ All washrooms are cleaned daily by cleaning staff and are disinfected regularly.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 135.92

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
1360	473	389	500	457

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 2.81

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
15	13	12	12	12

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

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: B. 3 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 57.29

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
194	127	257	195	486

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 7.98

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
66	46	22	19	10

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 88.19

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 381

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 33.22

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	3	7	1	3

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	10	18	11	14

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural**

activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 106

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
20	12	7	15	52

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

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

Response:

Sree Narayana College Punalur has a well- organized and democratically elected Student Council elected through the parliamentary mode as stipulated in the report of the Lyngdoh Commission and guidelines laid down by University of Kerala. An Election Committee is formed every year for conducting the election under the close monitoring of the Discipline Committee. Two class representatives from each class, wherein one Female is mandatory, are elected and they form the Electoral College. From the members of the Electoral College, nine Students Council office bearers- The Chairman, Vice-Chairman, General Secretary, Arts Club Secretary, Student editor, two University Union Councilors, Lady Representatives and secretary are elected. The Principal administers the oath to the elected members. The Principal, Staff advisors and staff editor to the College Magazine help and guide the Student Council in its activities.

Student Representation in Administrative and Academic Bodies

Participation in the academic and administrative bodies empowers students to acquire leadership qualities and executive skills. The student community has representatives in Academic and Administrative Bodies like IQAC, College Council, RUSA, Library Committee, Anti- Ragging Committee, Hostel Committee, Student Grievance Redressal Committee and Canteen Committee.

Students play active roles in clubs like Science, Nature, Bhumithrasena, Media, Debate, Theatre, Literary

etc. The Students Council works in tandem with the NSS and NCC in activities of social relevance and is entrusted with various duties.

Regular Activities:

The Students Council functions for the benefit of students and for the welfare of the College. Various co-curricular activities are conducted, using the Union fund collected from the students at the time of admission. Special financial assistance is availed from P.T.A with the permission of the Principal. The regular activities of the Union include;

- ♦ **The Union Inauguration**
- ♦ **Fresher's Day**
- ♦ **Arts festival and Cultural Programmes**
- ♦ **Onam and Christmas celebration**
- ♦ **Awareness programmes**
- ♦ **Celebration / Observance of National / International Days**
- ♦ **Annual Sports Meet**
- ♦ **Prepare students for University level competitions**
- ♦ **College Day**
- ♦ **Printing and Publishing of College Magazine**
- ♦ **Farewell functions**

Voluntary activities:

The Students Union works for Social causes:

- ♦ **Flood Relief activities are conducted.**
- ♦ **Muster help for students in need.**
- ♦ **Social and Charity works are undertaken to nurture social responsibility.**
- ♦ **Campaigns on gender discrimination, exploitation of nature, waste management etc.**
- ♦ **Student requirements are informed to the authorities.**

During 2020-2021, when the Covid 19 pandemic affected, women's Hostel of Sree Narayana College offered a quarantine center for the public. The students played a great role in giving services. Students also had an active participation with IQAC, for upgrading the online facilities of the College for conducting the Online Classes. Due to the pandemic situation of Covid 19, the college union election could not be conducted during the academic year 2020-2021.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 12.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	14	12	13	19

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Response:

Sree Narayana College, Punalur has an active and admirable alumni association which functions for the overall development of the college. The Former Students Association of Sree Narayana College, Punalur was constituted in the year 1983, with a view to keep the silken threads of attachment between the old students and their alma mater. The Former Students Association has various chapters in the US, Canada, Australia and in the Middle East. The Former Students Association has received official registration under the Travancore- Cochin Cultural, Literary, Scientific and Charitable Societies Act 1955 (KLM/TC/187/2022) on 25 May 2022.

Various chapters of alumni are functioning at the college. **PUNARJANI** is an alumni association of the former students of the Department of English. **HILLTOP** is an alumni group of 1979-1981 Pre degree batch. **KARTHIK SPARSHAM** is the Alumni association of 1995-1997 Pre degree batch. Another chapter of the Alumni of the college is **ORUMA**, the former student association of 1996-1998 Pre degree batch. The Inauguration of the **NCC alumni association** of Sree Narayana College, Punalur was conducted in 2019. Alumni groups of various departments are functioning in the college and they meet at frequent intervals and they support the activities of the departments. All the departments in the college have active alumni meetings.

Various chapters of the alumni of the college meet periodically and contribute appreciably for the development of the alma mater. The alumni contributes **academically** and provides support for **infrastructure development**. The reputed alumni and former teachers share their experiences with

students.

The alumni association supports **meritorious students** by granting **awards** and by distributing **scholarships**. Ramachandran Memorial Scholarship is given to the toppers of science departments. Various **endowments** are given to the meritorious students by the reputed alumni. The students of 1978-81 Chemistry Batch constituted an endowment in memory of Prof. G. Santha Devi, Head of the department of Chemistry (1978-81). They donated Rs. 207000/, the interest of which is given to the first two toppers of the final year B.Sc. chemistry.

Alumni take initiative to improve the infrastructure of the college. They have made generous contributions for the development of the college and **support** some of the **extension activities** that involve **social responsibilities**. *Karthik Sparsham*, the alumni group of 1996-1998 Pre degree batch visited *Kottaampaara*, a tribal settlement situated very near to the forest in Aruvaapuram Panchayath, Pathanamthitta district of Kerala. The poor tribals were given textbooks and grocery. They also contributed mobile phones to the poor students of Kokkathodu Higher Secondary school, Pathanamthitta district in kerala during the Covid pandemic period. This alumni group donated an amount of 3 lakhs for the kidney transplantation of their classmate. The former students association of 1998-2001 batch *Oruma* extended a helping hand to their classmates during the pandemic situation. Hilltop, the former students of 1979-1981 Pre degree batch contributed a new curtain for the college auditorium.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - 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

Response:

Institutional Governance Mechanism and Policies

Sree Narayana College, Punalur is established to uplift marginalised society in rural area by following the renowned philosophy of Sree Narayana Guru, the legendary saint and pioneer of the renaissance movement in Kerala. He emphasised the upliftment of down trodden community through liberalisation of education. He taught us the importance of equality in all spheres emphasising 'One Caste, One Religion and One God' for men. Our vision aims at the academic excellence with upholding the universal brotherhood and integrity. The mission of the institution endeavours to nurture young generation through instilling the progress of knowledge achieving in different academic disciplines. The institution strives to accommodate the needs of everyone irrespective of caste and creed.

Governance Mechanism.

The College is owned and run by Sree Narayana Trusts, Kollam founded by the former Chief Minister Sri R Sankar in 1952 with the aim of fulfilling higher education aspirations of all, especially economically and socially deprived groups. The Secretary of the Trusts who is the Manager of the college and the Executive Committee along with Regional Development Committee (RDC) frame the policies of governance and execution. The Principal is the ex-officio member in the RDC, which supports academic and infrastructure development through a participative system of governance. The principal, supported by the College Council imparts timely instructions to the Head of departments through council meetings and staff meetings for the proper governance.

The College Council comprises of Principal, Head of the departments, representatives of teachers and the Office Superintendent. The plans proposed by the departments and IQAC are presented before the Council. The college has constituted statutory bodies including IQAC, ICC, RUSA-PMC, CLMC, Anti-Ragging Cell, PTA, etc in tune with the requirement of UGC and Government. They implement the vision and mission of the college effectively with the participation of all stakeholders. We ensured the participation of Hon. Governor of Kerala, Shri.Mohammad Arif Khan and Hon.Chief Minister of Kerala, Shri. Pinarayi Vijayan, during the Golden Jubilee celebration that promoted in imparting institutional vision to the forefront of the society. At the beginning of every academic year, action plans are chalked out by the IQAC in consultation with the Head of the departments. CLMC monitors teaching, evaluation, tutorial, mentoring and remedial classes. Parent-Teacher association convenes regularly and supports teachers in ensuring a congenial relationship between parents, teachers and students. The Counselling Cell of the college offers its services to the needy students under the leadership of a senior teacher. Career guidance programmes, coaching for entry into services and competitive examinations are also conducted regularly by experienced faculty. A De-addiction club functions in the college by imbibing the philosophy of the great seer. Each programme is being planned, executed and documented. The faculty members are encouraged to attend orientation, refresher, seminars, certificate courses and career enrichment programmes.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The institution comes under the administration of Sree Narayana Trusts. The institution promotes the culture of participative management at the functional level.

Decentralisation

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized system. Decentralisation is practiced at all levels for the efficacy in management. The democratic style of leadership has generated a sense of collective responsibility in the functioning of the institution. The administration of the college involves the Principal, the Head of the Departments, teaching and non-teaching faculty, students, parents, management and alumni. Principal is the central point of the governing body. The College Council oversees the day-to-day activities of the college and implements the decisions of the RDC with the financial support of various agencies. The Principal in consultation with the Teachers' Council nominates different committees and teachers are nominated as convenors and members of these committees for the planning and implementation of the different academic and non academic activities in the institution. General staff meetings are organised regularly to analyse the total functioning of the college. The College Union Chairman is also included as the member of governing body empowering them to play important roles in different activities. Various cultural and sports programmes under the guidance of the staff advisor are hosted by the College Union. The college office takes care of all the administrative duties pertaining to the teachers and students. All the overall activities of the college are monitored by the IQAC.

Participative management:

Leadership is resourcefully shared and democratically placed. The college carried out many initiatives as part of its decentralization and participative management system. The Regional Development Council (RDC) is the apex body that formulates the overall policies for the college. All the permanent appointments of teaching/nonteaching staff are made by the Manager, Sree Narayana Trusts with the approval and concurrence from the Government authorities. The institution promotes an academic culture enriched by new ideas and perspectives that are central to a creative and innovative society.

A case study

The most popular tenet of the Guru was that he believed education as the path to equality, reform,

enlightenment and prosperity in society. His teachings are value based and are guiding principles to lead a life of contentment and selflessness. He professed compassion, spiritual education and harmonious coexistence of humanity. Education was given prime importance and perceived as a way to improve life quality. With reverence to the great seer's verdicts, the management of the college extended the infrastructural facility for the students to enrich their academic excellence. To commemorate the golden jubilee of the college, a Golden Jubilee building was constructed and inaugurated by the Hon. Governor of Kerala, Mr. Mohammad Arif Khan. The governor appreciated the dedication and commitment of the management, students and teachers in attributing infrastructural facilities for the students in the rural area.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The college has effectively charted out and implemented a plan of action for ten years from 2015 onwards giving due focus on the sustainable development of important thrust areas that will assist the academic and social development of the students.

Important thrust areas like teaching and learning, research and development, extension activities, mobilization of funds, human resource management and infrastructural facilities have been strengthened and enhanced thereby giving ample opportunities for the higher education pursuits of students at the college. In the area of teaching and learning numerous certificate courses, bridge courses and ICT-enabled teaching have been started by various departments opening up wide opportunities to the students. Online teaching platforms such as Google meet, Zoom, YouTube, MOOC etc were extensively used during the lockdown period. G Suite facility was also provided by the college. The college is a local chapter for SWAYAM (LC ID-3710) and has ensured the participation of students in online certificate courses offered by MHRD, NPTEL, AICTE etc.

In the field of research and development, efforts have been made to upgrade PG departments to Research departments. Faculty members and students are encouraged to publish research papers in UGC-listed journals. Faculty members are encouraged to participate in Refresher and Orientation programmes to update and enrich their knowledge in various disciplines. Among the strategic plans, the college gives due priority to the infrastructural development which further strengthens the physical facilities of the college.

The college has successfully chalked out an action plan for the enhancement of the basic infrastructure facilities of the college. A fully furnished golden jubilee block has been constructed by the management. The library has been automated with LIBSOFT software. Barcoding and LIBSOFT OPAC mobile app have been enabled. Chemistry, Zoology, Mathematics and Physics laboratories have been refurbished through funds instituted and mobilized by RUSA. RUSA fund has also been mobilized to modernize classrooms. The seminar hall has been renovated and the audiovisual facility in the hall has been improved by mobilizing funds from the management. The drinking water facility has been improved by installing

water purifiers in all the buildings. PTA fund has been used for the construction of toilets and installation of incinerators in ladies toilets. The college hostel has been renovated by utilizing PTA and hostel funds. The canteen facility has been improved with a new kitchen, better seating facility for teachers and students. The college office has been renovated with improved stack facility, shelves and almirah. Fund mobilized from the part of teachers has been utilized for campus beautification, gardening and landscaping. On-grid 5KWH solar system and biogas plant have been installed with the help of alumni and teachers. A ramp for differently-abled students was constructed with the support of PTA. A 50x25 feet bike shed was constructed near the main building for the students. The language laboratory of the English department has been upgraded with new computers and language learning software. New sports equipment was purchased with the aid of PD account for the benefit of sports students.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

The Organizational Structure of the College comprises the Management, Governing body, the Principal, teaching and non-teaching staff and students.

The Sree Narayana Trusts manages and regulates the functioning of the institution. The management plays the pivotal role in appointment of all the staff including the Principal in strict accordance with service or appointment rules and merit.

The RDC

The local handle of management, sees to the efficient working and provides financial support for its functioning.

The College Council

The Council comprising the Principal, Heads of various departments, elected representatives of teaching staffs, office Superintendent, PTA secretary and IQAC coordinator meets frequently to discuss issues relating to finance and infrastructure and monitor, evaluate and resolve issues related to the overall development of the college.

Internal Quality Assurance Cell (IQAC)

IQAC plays an important role in monitoring the internal quality of the institution. Various College

Committees are constituted for the planning, preparation and execution of academic, administrative and extra-curricular purposes.

College Union :

Union elected conducts meetings regularly to address the student related issues and organizes extracurricular activities in the college.

RTI Cell

As per the **Right to Information Act, 2005** enacted by the Parliament, the college has constituted the RTI Cell to promote transparency and accountability in the functioning of the college.

Alumni

The alumni, *Punalur Sree Narayana College Poorvavidhyarthi Sanghadana* is a registered body (KLM/TC/187/2022) that contributes to the development of the institution through generously supporting the various activities of the institution.

Examination

As per the regulations of University of Kerala, apart from Semester Exams conducted by the University, Internal Exams are regularly conducted in each semester by the institution. For the smooth functioning of the Examinations, a Chief Superintendent and a Senior Assistant Superintendent are assigned on duty.

PTA

The Parent Teachers Association (P.T.A) functions by regularly conducting meetings in which matters concerning the discipline, welfare and academic progress of the students are discussed. The PTA provides fund to award scholarships to students who score the highest marks in the University examinations from the college each year.

Hostel

Hostel has been constructed to provide safe and congenial atmosphere to the students. It provides facilities to accommodate 32 students.

Recruitment Procedure

The posts of Assistant Professor and office staff are filled strictly on the basis of merit. Institution strictly abides by the UGC Regulations on Minimum Qualifications and Kerala University Regulations on appointment for the maintenance of standards in teaching. The institution maintains backward community reservation as per the Government rules in recruitment.

Procedure for Promotion/Career Advancement

The institution promotes academic achievements of teachers and provides encouragement to attend Faculty Development Programmes as per the regulations of the University.

Adherence to Service Rules

All the staff in the college are bound to abide by the Kerala Service Rules (KSR), formulated and published by the Finance Department, Government of Kerala. The Kerala University Statutes are also binding on all the employees of the institution on all matters pertaining to their service and conduct.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**

Response:

Statutory Welfare Benefits- The following welfare schemes are implemented in the college as per the government rules.

- 1. General Provident Fund, Contributory Provident Fund, National Pension Scheme, Group**

- Insurance Scheme and State Life Insurance** are implemented among the employees.
2. Benefits on retirement such as monthly pension including **Commutation of pension, DCRG, Leave surrender, Family pension** etc. are available to the college staff.
 3. **Statutory Pension and Contributory Pension** schemes were implemented.
 4. **Leave Benefits-** Teaching and non-teaching staff are availed **Casual Leave, half-pay leave, Earned leave** and **Duty leaves** as per the Government rules. **Special casual leave** is also granted to employees for the fatal diseases such as COVID-19, Rabies Treatment, etc.
 5. **Medical Benefits-** Medical reimbursement scheme namely **MEDISEP** is introduced by the state Government, available to all the permanent employees.
 6. **Loan Benefits-** All staff can avail Loan facilities and Quick Provident Fund Loan Facility as per the Government rules.
 7. **Festival allowance and advance:** Teaching and non-teaching staff are provided with Festival Allowance as per the Government rules and festival advances are granted to the staff on their requests.
 8. **Maternity and paternity leave:** A six month leave is usually allowed for maternity cases and 10 days paternity leave also permitted for eligible employees.

Non- statutory welfare benefits.

1. Training Programmes

Teaching and non-teaching staff are encouraged to attend Training Courses for departmental tests and their professional development. Orientation class on Revised NAAC accreditation process and ICT are organised for both the categories of staffs.

1. Institutional Welfare Schemes:

1. **Wi-Fi-** Free Wi-Fi connection is provided throughout the campus for the smooth functioning of the college.
2. **Facilities-** Three full-fledged Computer labs and a Language Lab are availed for both students and faculty. Laptop/Desktop facilities are provided in the library and all staff rooms.
3. **Activities for Physical and Emotional Wellbeing-** All the staff are facilitated with Counselling programmes, Yoga, **a multi -gymnasium** for their recreational activities.
4. **Adequate Wages-** Adequate and sufficient wages are given to guest faculty on an advance payment basis. The cleaning staff and security staff are also given adequate wages on daily basis.

C. Institutional amenities:

a. Fire & Lab Safety: Adequate fire and safety measures are installed in practical laboratories of science departments.

b. Drinking Water Facility- Water purifiers are installed in the campus that provide purified water.

c. Security- Institution offers 24 hours security for the campus and hostel. Parking facility is provided for the staff inside the campus under the supervision of the security.

d. Canteen- A well-furnished canteen with a store function in the college.

e. Welfare committees- Grievance Redressal cell, Internal Complaints Committee etc are constituted for the staffs and students.

f. Women amenity centre: As part of Women's Amenity Centre, well-furnished rest rooms with incinerators are provided for ladies' staff and students.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 2.72

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	4	2	0	1

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	2

File Description	Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 27.62

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

2020-21	2019-20	2018-19	2017-18	2016-17
23	18	11	11	6

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

An **effective self-appraisal system** has been implemented and followed for rating the faculty performance and the performance of non-teaching staff. Efficient curriculum transmission, participation in co-curricular activities and contribution to the corporate life of the college are the major factors considered in the annual PBAS [Performance Based Appraisal System] maintained and submitted by every teacher.

Besides this **seminar participation, paper presentation, article publication**, higher education qualifications, innovative undertaking, extension programs and club activities.

After the verification process by HOD, IQAC and the Principal, the Screening cum Evaluation Committee constituted by the University evaluates the performance of each faculty in a time based manner

for considering CAS Promotion.

The students' feedback on faculties helps them to identify their strengths and it also helps to overcome their weaknesses.

The college facilitates the professional growth and enrichment of the staff by implementing an effective Performance Appraisal System. This system is maintained with the objective of improving academic and administrative standards. It functions in the following ways.

Teacher Performance Record (TPR)

College follows the appraisal system already implemented by UGC and used for the promotion of faculty members. All details pertaining to curricular, co-curricular and extracurricular activities by the teachers are recorded. It is monitored and counter signed by the Head of the Department, IQAC and the principal. It is also evaluated by the management team during the annual academic audit. The details are finally evaluated by a screening committee constituted by the University during the promotion process of the faculty.

Teacher's Diary:

All teachers are provided with a Teacher's Diary in which they have to record details of the daily academic activities including the extra hours engaged, remedial coaching and exam invigilation duties. This is also periodically checked and verified by the HOD and the Principal.

Students' Feedback:

One of the most significant methods for assessment of effective teaching and professional development is through Student feedback. A 'Student Feedback Form' is distributed among students for faculty evaluation. The parameters contained in the questionnaire cover different aspects regarding performance of the faculties. The feedbacks collected from the students are processed by the IQAC sub-committee and a report is submitted to the Principal. The confidentiality of the evaluation is maintained. After analysing the report, the Principal makes necessary suggestions for improving effective teaching.

Non-teaching Evaluation Report:

Evaluation of Non-teaching staffs are done through a self-analysis report. After the submission of self-appraisal reports the principal will monitor the report. Every non-teaching staff needs to fill this self Appraisal form every year to evaluate their performance. Duly signed format is forwarded to the principal and the principal enters a report on the form and counter sign it and keep it confidentially. The Principal gives necessary suggestions and direction to staff individually as well as in general meetings. The Non-teaching staffs are supposed to write departmental tests conducted by the Public Service Commission, Government of Kerala, which improves the professional performance of staff.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college functions strictly under the control of government norms, rules and regulations. It receives grants and aid from the state government, UGC, RUSA, DST-FIST and other government agencies. In addition to the payment of salary and perks of staff, the government offers scholarships and fee concessions to various classes of eligible students. The college collects tuition fees, special fees and examination fees from the students and remits the same to the university, government and PD account accordingly. The college management and the PTA are the funding agencies for infrastructure development and maintenance. The institution prepares a financial budget every year through the Planning and Purchase Committee under the chairmanship of the principal. All the expenditure is done according to the priority order sanctioned by the committee and strictly per the state government's rules. The college follows internal and external audits ensuring the effective utilization of funds.

Audit of funds from government sources:

Three types of financial audits are followed in the college for ensuring the genuineness of the utilization of funds.

Audit by Directorate of Collegiate Education:

Annual audit of accounts is conducted by the audit wing of the Directorate of Collegiate Education. They thoroughly examine and scrutinize all types of funds received by the college with source documents and vouchers to verify the correctness of utilization of all government funds. Tuition fees, caution deposits, examination fees and special fees remitted by students and their disbursements made are also audited by the department audit team. They submit an audit report to the college stating the disparities that are to be rectified and suggestions to be made in the future. College has to clarify in writing all the points raised in the audit report within the allotted time period.

b. Accountant General, Kerala: The Accountant General, Kerala periodically conducts audits of accounts with respect to all the government funds received and utilized by the institution. They submit the audited report of the same to the college. The guidelines and suggestions contained in the report are strictly followed so as to ensure the effective utilization of funds.

c. Audit by Chartered Accountant: Central government agencies such as UGC, RUSA and DST insist to perform audits by a practising Chartered Accountant. Funds received from management and PTA are also audited by a Chartered Accountant and presented before the general body.

Internal Audit:

Every year, a committee of teachers are authorized to perform the verification of files and equipment in all departments. They submit a verification report to the principal after a careful physical verification process. A library audit is also conducted every year.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Sree Narayana College maintains a well-planned process for the mobilization of funds and resources. Funds are mobilized from College management, alumni, PTA, faculties and the Government. The College has a Planning and Purchase committee headed by the Principal with senior faculties and Head Accountant as members. The committee prepare a budget by considering the expenditure needed for the year.

The college management fulfills majority of the fund requirements. PD fund is utilized under various heads such as Admission expenses, Library expenses, Calendar fee, Laboratory fee, Registration fee, Association fee, Stationary fee, Games fee, Student Aid Fund, Women's Study and Audio Visual fund. The institution is supported by donations from the PTA and the Alumni Association.

Government funds are mobilized through e-grants, scholarships which are either distributed to students or remitted to the university. Agencies like UGC, RUSA, DST-FIST and KSCSTE also grant funds. Government schemes like SSP, ASAP, NSS, NCC are the other sources of funds. Funds are also mobilized by contributions from teaching faculties for mid-day meal programme of the college, support during pandemic situations, flood relief activities and other calamities.

Different committees of Faculty are appointed by the Principal for utilizing fund received by the college. The committees are assisted by the Superintendent and the Head Accountant of the college to utilize the

fund suitably through proper channels including PFMS. Funds utilized by the college are audited.

Optimal utilization of resources

The optimal utilization is ensured by encouraging innovative teaching-learning practices. The available physical infrastructure is optimally utilized with proper maintenance. The college conducts remedial classes, project works, research activities, co-curricular activities/extra-curricular activities, parent teacher meetings. The college encourages research and related activities, involving the faculty at various levels. The faculty who takes initiatives and receive grants for Research and Development works for strengthening the infrastructure in the institute would be encouraged. The college infrastructure is also utilized for the Examinations conducted by University and Government agencies.

Utilization of Funds

A Planning and Purchase committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. The quotations are then scrutinized by the committee before a final decision is made based on parameters like pricing, quality, terms of service, etc. The intervention of the management is sought in case the expenditure exceeds the budget.

Resource Mobilization Policy and Procedure

Before the beginning of financial year, Principal and Heads of Departments prepare the college budget. The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & maintenance costs. It includes planned expenses such as lab equipment purchases, furniture, and development expenses. The Principal, Planning and purchase committee along with the accounts section of the college ensure that the expenditure lies within the allotted budget.

Statutory auditors appointed by the Government certify the financial statements during every financial year. The grants received by the college are also audited by certified auditors.

File Description	Document
Upload any additional information	View Document

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

Response:

1. Student-Centred Knowledge Enrichment Programmes.

Effective and participative teaching-learning is intended to make education a two-way process. It helps enriching the students' knowledge and enhancing the research aptitude. Seminars, workshops and group discussions are part of such programmes. The IQAC of the college emphasized on learner-centered teaching manner by arranging seminars, workshops and invited talks using experts in each area. This type of teaching-learning programs helped in enriching the students' knowledge in various subjects. Students of all disciplines used the opportunities to interact and collaborate with subject experts from other colleges. 'Zest' is the seminar series organized in 2016-17 to commemorate the golden jubilee celebrations of the college. It was inaugurated by Dr G Jayaprakash, Director, College Development Council, University of Kerala. Urja Kiran, one our other prestigious programs conducted by the college was inaugurated by Shri. K Raju, Minister of Forests and Wildlife Protection in 08 February 2017. On February 22, 2017, our college organised a one-day National Seminar on "Intellectual Property Rights" sponsored by PIC (Patent Information Centre) and Kerala State Council for Science, Technology and Environment. The focal theme of the seminar was Patents for inventions, Trademarks, Industrial designs, Geographical indications, Copyrights etc. Post Graduate Department of Mathematics organized a national seminar on 'Python Programming in Mathematics' on August 8 to 9, 2018. All departments arranged webinars with the help of experts during the year 2020-21 when the college remain closed due to the Covid-19 lockdown. PG Department of Physics organized workshop on Python Programming in association with SN College, Kollam, which was highly useful to students for advanced learning. 'Cognizance 2020' was the first edition of the annual multidisciplinary webinar series. It was organized by IQAC in association with various departments of Sree Narayana College, Punalur. All departments conducted webinars during the months of December 2020 and January 2021. Every student has been given the opportunity to complete their projects with live industrial/institutional experience under the supervision of teachers. Many studious students presented their research papers in the seminars organized by the college.

2. Women Empowerment Programs.

More than 60 per cent of the students in the college are women. Through IQAC we conducted programmes that focused on empowering in self-defense and legal awareness. Several programs were conducted in association with the police departments, Law departments, self-defense and yoga classes for the girls. The acceptance and participation of the programmes were highly motivating. A workshop on "Development of Women Entrepreneurs" jointly organized by the Entrepreneurs Club and Department of Commerce in association with District Industries Center was held on May 7th 2019. College Anti-Narcotic Cell in collaboration with Department of Excise, Govt. of Kerala enlightened the students against the use of alcohols and other kinds of narcotics stuff. A special wing Police called 'Janamythri Police' organized Self Defense Programs for women. The training was imparted in legal classes with the help of judges and lawyers in association with District and Taluk Legal Authority. As a result several girl students were able to gain confidence.

File Description	Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

IQAC plays a vital role to ensure the quality and development in academic outcome of each student. The institution through the college's IQAC constantly reviews the teaching-learning process and updates the methodologies and structures adopted in its implementation. The following incremental improvements spearheaded by the IQAC has been made in the college over the past five years with regard to quality initiatives:-

- ◆ IQAC-sponsored seminars, webinars, workshops and invited talks were organised in every years to open up new avenues of knowledge and learning to the students and faculty members.
- ◆ PTA meetings are conducted regularly and the feedback collected from parents are analysed. Suggested improvements has also be implemented in time.
- ◆ The IQAC collects feedback from various stakeholders like students, parents, alumni and teachers on various parameters including curriculum, syllabus, infrastructure and various amenities provided by the college. The collected feedback are consolidated, analysed and relevant suggestions are properly addressed.
- ◆ Orientation programmes and Bridge courses have been conducted for the newly enrolled students to prepare them for their higher education pursuits.
- ◆ Remedial Coaching classes are conducted to give additional support to slow learners.
- ◆ The departments also offer Certificate Courses apart from the regular UG and PG courses.
- ◆ ICT-supported teaching and learning have been enhanced enabling students to familiarise themselves with the modern and digital technologies of learning
- ◆ Internet and Wi-Fi facility has been enhanced with a speed of 60mbps in all departments.
- ◆ A new Golden Jubilee Block has been added improving the infrastructural facility of the college. Classrooms, college hostel, women amenity centre, wash room facility, etc has also been renovated by using RUSA fund and fund from management.
- ◆ The college has become a local chapter for Swayam, NPTEL since 2019-20. Students enrol in various Certificate Courses offered by IITs, IIM, Swayam, etc and have won certificates for the same
- ◆ The College Library has been centralised with the purchase of new books and research journals. It has been fully automated and is also supported with N-List, Libsoft, INFLIBNET and internet facilities.
- ◆ The IQAC also encourages teachers to attend Faculty Development Programmes to update their knowledge in their respective disciplines and to keep themselves abreast with the latest changes and developments in the field of study.
- ◆ Teachers also participate in international seminars making use of the Seminar aid from the sponsor agencies.
- ◆ The college offers new generation course -MA World History and Historiography and has also applied for other 2 PG courses.
- ◆ Students are encouraged to participate in seminars and present papers. Students have also published papers in reputed journals and have received appreciation for the same.
- ◆ As a part of continuous improvement in the facilities, the college has an in-campus stationery store in a section of the canteen. It provides basic supplies, stationery for the students and faculties alike.

- ◆ We have conducted academic, administrative, health, energy and environment audits.
- ◆ Student received Best Paper Award

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document

Criterion 7 - 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 last five years.

Response:

The college ensures access to **opportunities to every student** without any discrimination on the basis of gender and always tries to address the imbalances in the benefits available to the students of different genders. The different needs and interests of boys and girls are taken into consideration to ensure justice and fairness.

As an institution in which the girl students are above sixty percent, the college gives keen interest in the **safety and security** of them. Committees like **Anti-ragging Cell, Internal Complaints Committee, Discipline/Ethics Committee** etc. are functioning in the campus to ensure the safety of girls. **CCTV** cameras are installed in the campus premises.

The Pink Beat System, an initiative of the **Kerala Police** has been deployed in front of the college. A **complaint box** and a **suggestion box** are fixed in the campus for collecting complaints and suggestions.

Academic spaces like classrooms, labs and library, sports facilities and other **common spaces** in the campus ensure participation of all students without any discrimination. A well functioning **multi-gymnasium** is in the campus and it is opened to the girl students between 3pm and 4 pm.

The **Counselling Cell** organizes counselling sessions of trained psychologists to improve the psychological health of students. An **amenity centre for women** is functional in the campus. This is furnished with bed, medicines and sanitary napkin incinerator.

Different Committees and Clubs working in the campus are organizing seminars to build confidence among students. The NSS unit of the college regularly conducts **self-defence training programmes** in association with Kerala Police Department. Workshops on **Development of Women Entrepreneurs** conducted by the Entrepreneurship Development Committee aims to cultivate and develop entrepreneurial skills

International women's day is observed every year at the college by the **Women's Study Unit**. Various workshops, seminars and study classes on **gender equity** and on **women empowerment** were organised during the years. A seminar on "Women's Rights and Gender Equality" was organized by the Women's Study Unit with the objective to promote a holistic development and empowerment of women. A poster workshop on the topic "*Kerala Sthree: Innale, Innu, Naale*" was organized by the Women's Study Unit.

NSS Unit and Women Study Unit of the college have recently conducted an awareness programme on **Transgender Sensitisation**. A memorable interaction session with the transgender helped the students to understand the challenges and threats faced by them in the society. As part of the **Women's Day celebrations**, the Department of English and IQAC of the College jointly organized a webinar on the topic "Protecting the Dignity of Women: Constitutional Perspectives and Role of Judiciary".

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Adhering to the **Green Protocol**, the 3R principle of waste management (Reduce, Reuse and Recycle) is adopted for its effective implementation in the college campus.

1. Solid waste management

The institution has an effective solid waste management system. Waste materials are primarily segregated into biodegradable and non- biodegradable waste. The college has a biogas plant to treat biodegradable waste which is converted into biogas and biofertilizer. Biogas is used for cooking in the college hostel and canteen. Biofertilizer is used as manure for trees and plants in the college garden.

Non-biodegradable waste materials including plastic materials are collected and handed over to cooperation for proper disposal. Through regular cleanliness drives organised under N.S.S and N.C.C outreach programmes like Swatch Bharath Abhiyaan, massive waste collection is enabled. Pertaining to the directions from the State Government, the institution encourages students, faculty and non-teaching staff to abstain from non-biodegradable materials including plastics and flex boards. Incinerators for the scientific disposal of sanitary napkins are installed in the college campus.

2. Liquid waste management

The campus has underground drainage systems and leach pits to treat liquid wastes generated from the hostel, canteen, wash area and restrooms. The Department of Chemistry keenly ensures that liquid waste water generated in the laboratories will not pave way to any chemical hazards.

3. E- Waste management

Special attention is given to the repair and service of the electronic equipment and it enables the equipment to get reused effectively. All the electronic devices are maintained regularly to ensure its optimum use. E-waste generated in the institution is gathered from various departments and is stored securely until an agreement is made with an e- waste recycling agency.

4. Biomedical waste

Biomedical waste is not generated in the campus. Used sanitary napkins are properly disposed by incinerators implanted at the college hostel and at the ladies toilet. Waste bins are placed in all classrooms, laboratories, staff rooms, hostel rooms and office. Students are sensitized about the significance of proper waste disposal and their participation is ensured in all levels of waste management process.

5. Hazardous chemicals and radioactive waste management

Department of Chemistry promptly ensures that chemical wastes are treated in the proper manner. Only quality goods are purchased and the use of hazardous materials is reduced. In addition to this, random use of chemicals is discouraged and use of radioactive substances is prohibited in laboratories.

File Description	Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

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 500 words).

Response:

Indebted to Guru Sree Narayana , the great proponent of the philosophy of Universal Consciousness, the college strives to spread his vision of “one in kind, one in faith and one in god of one same womb, of one same form, there is no difference at all”. Motivated by the essence of Guru’s teachings like “One Caste, One Religion, One God for mankind”, the college aims at developing tolerance and harmony among the individuals and make them think that “the act that one performs for own sake should also aim for the wellbeing of other”.

The college offers an **inclusive environment** to all categories of students irrespective of their gender, caste, religion or economic status. The college follows all the norms of the University of Kerala in the admission process.

Ek Bharat Shresht Bharat Club of the college was constituted with a vision to organize activities promoting an India in which various cultures coexist and borrow from each other. In order to develop an awareness on Himachal Pradesh among our students, a powerpoint presentation on the lifestyle, food, religion, agriculture and people of Himachal was done. A documentary ‘With Himalayan Views’ was presented on the scope of tourism in Himachal. A documentary film was also presented by the NSS volunteers as part of **Ek Bharath Sresht Bharath** Programme. The traditional folk song of Himachal Pradesh was sung as an embodiment of the coexistence principle of harmony in diversity.

The social inclusion of transgender is a major step to strengthen the social development of our country. Various seminars were organized in the college to enable the students to understand the real plight of transgender in our present social and political environment. Various programmes on **Gender Equality and Women’s Rights** were also conducted. A National level Seminar on **Cultural Disability Studies** was organized by the Department of English in association with IQAC. A webinar was organized by the Department of English, on the topic ‘**Protecting the Dignity of Women**’.

Keraleeyam-an exhibition conducted at the college auditorium enabled the students to understand the various cultural traits of the ethnic communities of Kerala and helped them to kindle a feeling of cultural tolerance and sharing. **Kalavara**, the food festival announced the interchange of tradition associated with the food culture in Kerala. The melange of pluralities of a culture is visible through the Kerala cuisine.

Paadam Onnu:Paadathekku- Koithulsavam helped students to share the challenges faced by the farmers of rural Kerala. While observing the International Mother Language Day, the students created poems, posters and wallpapers to promote the message ‘**Mother Language for Conserving Cultural Diversities**’, based on the theme ‘**Fostering Multilingualism for Inclusion in Education and Society**’.As a part of the Programme, *Ente Malayalam*, students participated as brand ambassadors of Malayalam, their mother tongue. The various activities and cultural celebrations in the college always try to promote peace, harmony, understanding, respect and tolerance among students in the diversities of religion, caste, gender and race.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Our constitution, moulded by intellectuals caters to varied values among the citizens, such as the spirit of egalitarianism, rejection of all manner of discrimination, loyalty and responsibility to the country, cultivation of scientific temper, protection of the natural environment etc. Through the organisation of various programmes that highlight constitutional principles, the institution strives to cultivate among students to grow into responsible citizens who know their duties and responsibilities. Our college celebrates important dates of national and constitutional relevance- **Independence Day, Republic Day, Gandhi Jayanthi, Human Rights Day, Women’s Day, Anti-Drug awareness programme** to name a few. In addition to these seminars, workshops, debates, discussions, poster making, self-defence sessions, legal awareness classes, and interaction with eminent public figures brought alive to the college community the fundamental responsibilities, rights and duties around citizenship, secularism, civic management, Women’s rights and anti-drug campaign.

Activities and sessions inspire the students to reflect on the origin as well as the importance of constitutional values, especially in a democratic country. Students are inculcated with the core idea that all are treated equally and should preserve the rights, especially of minorities.

1. **Constitutional Importance**- Independence Day, Gandhi Jayanthi, Human Rights Day, Republic Day, Medical Camp
2. **Cultural Harmony**- Yoga Day Celebration, Cultural Programmes etc.
3. **Social Responsibility**- Health survey, Old Age Home Visit, Blood donation Camp, Flood Relief
4. **Minority Rights**- The Department of History organised a two-day seminar on “Intellectual

Property Rights” which was funded by PIC, Kerala State Council for Science, Technology and Environment.

5. **Women Empowerment**- orientation for Women’s Rights, Self Defence class, and Legal Awareness Class.

6. **Environmental protection**- Environment Day Celebration, Paper bag making, Ozone Day Celebration, Anti Plastic Awareness Class, Anti-drug awareness programme.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

1. Independence Day

Independence Day is regularly observed by the college. Various programs like public awareness rally, Parade, cleaning the college campus, nearby hospitals, public bus stand, railway station etc are conducted.

The teachers and students actively participate in the program.

2. Republic Day

Republic Day is observed by the college regularly with great reverence. Hoisting the Flag, conducting rallies and parades, organising poster exhibitions are the variant programmes organised in the college as part of Republic Day.

3. World Environment Day

World Environment Day falls on 05 June and it is regularly observed in the college through invited talks, organising competitions like Essay Writing, Poster Making etc. Students and teachers of the college actively participate in planting tree saplings conducted as part of World Environment Day.

4. Gandhi Jayanthi

Gandhi Jayanthi that falls on 02 October is regularly observed in the college with great reverence. On Gandhi Jayanthi, Cleanliness Drives are done by the students under the supervision of teachers and the whole week is observed as 'SevanaVaram'. On behalf of this, the college campus and public places in the city are cleaned by the students.

5. Ozone Day

Ozone Day falls on 16 September and it is celebrated by the Department of Zoology. On 30.09.2016 as part of Ozone Day celebration, a one day National Seminar on "Ozone and Climate: restored by a World United" sponsored by Kerala State Council for Science, Technology and Environment was conducted by the Department of Zoology.

6. Wetlands Day

World Wetlands Day is celebrated on 2nd February to mark the anniversary of signing, the Ramsar Convention on Wetlands of International Importance in 1971. This inter-governmental treaty provides the framework for national action and international cooperation for the conservation and wise use of wetlands and their resources.

7. Human Rights Day

Human Rights Day is celebrated on 10 December. The Universal Declaration of Human Rights was adopted in 1948 by the United Nations General Assembly. This day is observed to protect the fundamental human rights of all people and their basic human freedom. This day is celebrated in the college by exhibiting posters and writings.

8. AIDS Day

AIDS Day is celebrated by NSS and NCC unit of the college by organizing AIDS awareness rallies. The day highlighted with competitions like Drawing, Poster making, Essay Writing etc. The programmes aim to raise awareness and knowledge about HIV and a call to move towards ending the HIV epidemic.

9. National Science Day

On behalf of National Science Day, the students created posters and essays with the theme 'Future of STI: Impacts on education skills and work' which helps to recall the notable invention "Raman Effect" by India's greatest scientist CV Raman, to share information about the importance of science in today's world and the impacts science has on education, skill and work .

Besides these commemorative days, Army Day, World Wildlife Day, Nurse's Day, Cancer Day etc are enthusiastically observed.. Festivals like Onam, Christmas, Holi etc are also jovially celebrated in the campus.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Best Practice I: KANIVU - Hope to the poor and needy

Aims and Objectives

- To help students coming from socially and economically weak backgrounds
- To lend a helping hand to the poor and destitute
- To inculcate the spirit of moral and social consciousness among students
- To help the needy in times of natural calamities
- To instill leadership qualities among the students

The Context

Sree Narayana College, Punalur functions with the aim of instilling commitment and social responsibility among the students and faculty members. To accomplish this endeavour, the college envisages a number of outreach and extension activities that aim to lend a helping hand to the poor and destitute with the support of students and faculty members. The rural geographical background of the college and the majority of students hailing from socially and economically backward areas are apt contexts for the introduction of the programme- **Kanivu**.

The Practice

Over the past years, the college conducted a number of programmes under the auspices of **Kanivu**.

Caring for the elderly and the poor- The students and faculty members of various departments visit orphanages for elderly mothers and children often and distribute food and essential items to them. They also spent valuable time with them sharing comfort, joy and happiness.

Distribution of food packages- Students of various disciplines bring food packages from their homes and distribute them to the needy at Govt. Taluk Hospital, Punalur. The students themselves volunteer to collect the food packages and distribute them to the patients and bystanders.

Distribution of study materials- Students collect study kits containing books, pencils, pens, erasers, sharpeners etc. and distribute the same to the needy students of the nearby locality

Mid-Day Meal Scheme- The Mid-day meal scheme was introduced in 2015-16 with the aid of the PTA. The college's teaching staff took up the initiative and continue the same to date. A sum of rupees is collected from the permanent teaching faculties of various departments for the purpose. Under the scheme, the students who hail from financially poor backgrounds are identified and are provided with free meals in the college canteen.

Contributions to SOS Village- The faculty members contribute to SOS children's village often to give support, help and sponsor poor and orphaned children.

Distribution of mobile phones- Faculty members and students contribute towards distributing mobile phones to those students who are unable to attend online classes during the Covid induced lockdown

Visit to tribal colonies- The students along with the faculty members visit tribal colonies and distribute study materials to the students in the tribal colony. The humane and benevolent act has been of great help to the students of the colonies.

Flood Relief activities- The students of various departments visited the places affected by the flood and assisted in the cleaning activities. They also collected various essential amenities and distributed the same to the relief camps. The students, teaching and non-teaching staff jointly contributed towards **Chief Minister's Distress Relief Fund**

Evidence of Success

The active participation of the students in the programmes organized under **Kanivu**, is itself proof of students' concern and commitment to society. The kind and benevolent acts had been extremely helpful to those who benefitted from the scheme. The students who were supported by this practice seemed to be more active, and vibrant and showed more interest in their academics. Students became more socially responsible and attained leadership qualities as they took part actively in relief activities in times of natural calamities.

Problems Encountered and Resources needed

Time constrain is a major problem for the students and faculty members to engage actively in extension activities. Lack of adequate funds is also a hindrance to the smooth conduct of these programmes.

BEST PRACTICE II: GURUDARSHANAM

Aims & Objectives:

- ♦ To disseminate the ideals and philosophy of **Sree Narayana Guru** among the students.
- ♦ To cultivate a secular, peaceful, loving attitude to life and society.
- ♦ To morally sensitize the youth to become more humane and socially responsible.
- ♦ To build the overall personality of the students

Context:

The college propagates the philosophies and ideals of the great social reformer, Sree Narayana Guru, among the students and the public. Grounded on the ideals of Guru, the college caters to the inviolable moral development of the youth. The college always edified the sanctity of truth among the future generation giving due priority to imparting Guru's ideals among the students. Assimilating Guru's ideals aims to diminish the darkness in students' minds bringing about an intellectual, spiritual and moral consciousness among them

The Practice:

Sree Narayana Study Centre

Sree Narayana Study Centre had been constituted in the college for fostering moral upliftment and social responsibility among the students. Sree Narayana Study Centre organizes interactive sessions and talks with experts annually to disseminate the insights of the great Guru to the youth, transcending them as empowered. Besides these, on **Sankar's Day (Founder's Day)**, the study centre organizes invited lectures on **Guru's philosophy** which the students along with the teaching and non-teaching faculties of the college attend. The centre explores the enduring appeal of Guru's philosophy and spreads indomitable values of humanity among the students.

The day in the college starts with the prayer taken from "**Daivadasakam**"- the universal prayer of humanity penned by Sree Narayana Guru. During the leisure time, Guru's philosophical thoughts and works and its significances are aired through the college Radio club. Each programme in the college begins with paying obeisance to Guru and the recital of **Daivadasakam**. Guru's philosophical verdicts are exhibited at various sites inside the campus to enlighten the students on the importance and relevance of Guru's philosophy in everyday life.

One of the students of the college, Ms. Kavya Sreekumar participated in **Ekatmakam (Mega Mohiniyattam based on Sree Narayana Guru's Kundalini Pattu)** which entered the Guinness Book of World Records.

De-Addiction Club

Beholding the great seer's words, "**Liquor is poison, not make it, not sell it & not drink it**", the college has constituted a **De-Addiction club** that highlights the grievous consequences of addiction to drugs and intoxicants in the youth. Alcohol is widely used among college students and the consequences of the use include health problems that can be fatal. These tendencies had been properly factored in while planning and carrying out the addiction-free campaigns and talks in the college.

Evidence of Success

The students are morally and spiritually elevated. It also enhanced social responsibility among them. These practices help to negotiate the mental conflicts among the students and help them attain an overall rejuvenation.

Problems Encountered and Resources Required

Time constraints act as a major impediment in organizing programmes. Lack of financial assistance from governmental and non-governmental agencies also acts as an impediment to the smooth implementation of the programme.

File Description	Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words****Response:**

Since 1965, Sree Narayana College, Punalur has been imparting knowledge to the student fraternity and promoting excellence in the field of education. The vision and mission of the institution emanates from the farsightedness of the great philosopher and social reformer, Sree Narayana Guru. The college is one of the best institutions in the state which is well known for academics, sports and other extra-curricular activities. The location of the college endowed with natural beauty, serenity and tranquillity enables the preservation of ancient Gurukula environment in the hill spot. The eco-friendly ambience that persists in the campus revitalises cognitive and psychomotor domains of human intellect inculcating the social, moral, aesthetic values for moulding a holistic personality. Today the college is able to position itself as a reputed educational entity in fields ranging from academics, sports activities and cultural programmes by providing access to quality education for all.

Vision of the institution is to mould and empower students in the pursuit of knowledge, human values and social responsibility and help them to achieve excellence in various fields. The institution has never altered in inspiring the students in the pursuit of knowledge and moral values. The institution strives to ensure that the students study and grow up in a healthy environment, giving out the best of their physical and intellectual contributions to the society. The institution had established its distinctive approach towards this comprehensive vision by conducting the **Clinical, Anthropometric and Biochemical (CAB)** in collaboration with the Government Taluk Hospital, Punalur from 2019 onwards. The CAB survey is specifically designed to fill the data gaps on nutritional status, life style diseases enabling them to bridge the gap between poor and good health status. This data can serve as the baseline, helping to consider not only the current health status of the students but also the impact of these interventions by identifying the factors responsible for the poor health performance of the students.

As per the report of **Health Audit**, some students are in high need of immediate medical advice from an eminent Physician and Dietician to control their depreciating levels of nutrition. Such students were referred to **Government Taluk Hospital, Punalur**, by a team of medical experts. The college had taken all efforts to offer financial and other support to those students to overcome their current health issues. During the pandemic period, the students had been studying online at their homes and were temporarily living a sedentary lifestyle. As a result many of the students had gained some extra weight which may lead to considerable health risks like type 2 diabetes, hypertension, heart attack, stroke, and other health problems.

In the college, **Multi-gym facilities** are provided to train the students for a better health in all physical, social, psychological aspects and a sick room is also properly maintained. As a part of Curriculum, Open Course on Physical fitness, public health and hygiene were delivered to students irrespective of their disciplines. Yoga and meditation sessions have been arranged in the college which helped the students to have a healthy mind in a healthy body. Besides, academics, the students have brought laurels to the Institution by excelling in various sports and cultural programmes both at State and Inter-Collegiate level, community services through N.S.S. and various Cells and Clubs. Nutrition based awareness classes were rendered for the student community to provide a consciousness on general health education. The major highlights of such awareness programmes are listed below.

- Measure and watch your weight regularly
- Limit unhealthy foods and eat healthy meals
- Drink water and stay hydrated, and limit sugared beverages
- Exercise regularly and be physically active
- Reduce sitting and screen time
- Get enough good sleep
- Think positive and focus on gratitude
- Avoid ultra-processed food
- Avoid heavily charred meats
- Limiting trans fat
- Get rid of excess belly
- Nurturing healthy social relationships.

The ultimate outcome and perspectives of the Distinctiveness of the institution:

Everyone desires to live longer; everyone desires to have a happy and healthy life. In this century, the youths have to become more conscious of their health. The genetics only play 25 percent of how long a person would live and the rest depends on how we maintain one's health. If we want to achieve maximum health, wealth & enjoy long life then we have to lead a well-balanced healthy lifestyle.

The Great message to the so-called youths of our country emanated from this health audit

Most people tend to disregard the importance of exercising on a daily basis. Even a 10-minute workout would already be sufficient in a day. The "I don't have the time to exercise" excuse shouldn't even be an excuse because even ten minutes of exercise could make all the difference. Daily exercise can reduce all the biomarkers of aging! You could use the stairs instead of the elevator, go for a brisk walk during your lunch breaks and a little bit of stretching in between could benefit you greatly. Exercising improves your eyesight. It normalises your blood pressure, improves your lean muscles, lowers down your cholesterol, and improves your bone density.

File Description	Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Over the past 57 years of excellence, and in keeping pace with the need of the hour, the institution exhibits a transparent and accountable administrative system. The institution has been successful in fostering self-disciplined and selfless service among its students through the extension activities promoted as part of Curriculum Outreach Programmes. It celebrated its Golden Jubilee during the year 2016-2017 by inaugurating a Golden Jubilee building by the Governor of Kerala which enhanced the infrastructural facility of the institution.

The institution had been re-accredited by NAAC in 2014 with CGPA of 2.53 at B grade. The institution's administrative system and management have made serious and conscientious efforts for addressing the recommendations for quality enhancement in the Peer Team Report on Assessment and Accreditation of the college. Funding from UGC, RUSA and DST-FIST have helped the institution to improve its teaching-learning facilities. The institution has received the Government sanction to conduct the new gen course in M.A.History (World History & Historiography) in 2020. Library is automated with LIBSOFT and Web OPAC and N-LIST facilities are provided to students and teachers. Biogas plant and Solar Panel System have been implanted to conserve the energy sources of the institution. The institution strictly adheres to the Green Protocol conserving the ecological system and resources within the campus.

The students of the institution had achieved University ranks in academics and University Championships in sports in many years. The college ensures the physical enhancement of its students by organizing Health Audit annually. Responsibility towards society, awareness on human rights, urgency of energy conservation, necessity of organic farming are inculcated among the students through various activities.

Concluding Remarks :

Having been bound to the philosophy of Sree Narayana Guru and to the vision of the founder and former chief minister Sri. R Sankar, Sree Narayana College, Punalur has crossed its fifty seven years of historic milestones. The governing body of the institution, the Sree Narayana Trusts, ensures transparency and social accountability in the functioning. The college, always aims to fulfil its vision of moulding competent and responsible citizens. The institution ensures an inclusive environment to every student regardless of their gender, caste or social and economic status.

The college has a well distinguished alumni, including academicians, politicians, entrepreneurs, scientists and world renowned film makers. An active and vibrant alumni association is functional at the college.

The college strives to enhance its academic excellence by giving importance to social outreach programmes. Various capacity enhancement schemes like SSP., ASAP, WWS etc. ensure the holistic development of students. Science departments have laboratories enhanced by DST-FIST. Various add-on courses and certificate courses offer skill based education.

The college gives prominent importance to extracurricular and social activities to enable students to understand the wisdom of Sree Narayana Guru, "the act that one performs for own sake should also aim for the wellbeing of other."

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
2.1.1	<p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>513</td> <td>454</td> <td>466</td> <td>443</td> <td>398</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>320</td> <td>320</td> <td>320</td> <td>320</td> <td>320</td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>340</td> <td>320</td> <td>320</td> <td>320</td> <td>320</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>340</td> <td>320</td> <td>320</td> <td>320</td> <td>320</td> </tr> </tbody> </table> <p>Remark : HEI has not provided correct information.The number of students enrolled cannot exceed the number of sanctioned intake for first year.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	513	454	466	443	398	2020-21	2019-20	2018-19	2017-18	2016-17	320	320	320	320	320	2020-21	2019-20	2018-19	2017-18	2016-17	340	320	320	320	320	2020-21	2019-20	2018-19	2017-18	2016-17	340	320	320	320	320
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2.4.3	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1. Total experience of full-time teachers Answer before DVV Verification : 340 Answer after DVV Verification: 237</p> <p>Remark : input edited as per provided document</p>																																								
3.4.4	<p>Average percentage of students participating in extension activities at 3.4.3. above during last five years</p> <p>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 last five years Answer before DVV Verification:</p>																																								

2020-21	2019-20	2018-19	2017-18	2016-17
5588	3014	1641	2934	1670

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1458	1344	1063	2123	1023

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> </tr> <tr> <td>1436</td> <td>1366</td> <td>1310</td> <td>1254</td> <td>1183</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> </tr> <tr> <td>513</td> <td>455</td> <td>468</td> <td>443</td> <td>399</td> </tr> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	1436	1366	1310	1254	1183	2020-21	2019-20	2018-19	2017-18	2016-17	513	455	468	443	399
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513	455	468	443	399																	
2.1	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> </tr> <tr> <td>48</td> <td>52</td> <td>53</td> <td>53</td> <td>53</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> </tr> <tr> <td>47</td> <td>51</td> <td>52</td> <td>52</td> <td>52</td> </tr> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	48	52	53	53	53	2020-21	2019-20	2018-19	2017-18	2016-17	47	51	52	52	52
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2.2	<p>Number of sanctioned posts year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> </tr> <tr> <td>48</td> <td>52</td> <td>53</td> <td>53</td> <td>53</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> </tr> <tr> <td>50</td> <td>51</td> <td>51</td> <td>51</td> <td>51</td> </tr> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	48	52	53	53	53	2020-21	2019-20	2018-19	2017-18	2016-17	50	51	51	51	51
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