YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SREE NARAYANA COLLEGE, CHENGANNUR
• Name of the Head of the institution	SHEREEN K
• Designation	PRINCIPAL (in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04792962728
• Mobile No:	9447075311
• Registered e-mail	sncchengannur@gmail.com
• Alternate e-mail	venuatmana@gmail.com
• Address	Sree Narayana College,Chengannur, Neduvaramcode P.O, Chengannur
• City/Town	Alappuzha
• State/UT	Kerala
• Pin Code	689508
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**University of Kerala, Thiruvananthapuram**
• Name of the IQAC Coordinator	**Dr. Venu S**
• Phone No.	**04792962728**
• Alternate phone No.	**7012720805**
• Mobile	**9447075311**
• IQAC e-mail address	**iqacsnchengannur@gmail.com**
• Alternate e-mail address	**sncchengannur@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.sncollegechengannur.org/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	
5.Accreditation Details	

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.03**	**2017**	**22/02/2017**	**21/02/2022**

6.Date of Establishment of IQAC	**10/08/2012**
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,	

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**5**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[View File]()

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

Participation in NIRF and AISHE Training programme for teachers for conducting online classes, video preparation (recording and editing) Orientation programme for UG and PG students Training programme for the non-teaching staff members was conducted in association with the Dy. DCE, Kottayam

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

Plan of Action	Achievements/Outcomes
To start MOODLE LMS	**Teachers and students benefited from the MOODLE LMS hosted by IQAC**
Teachers were encouraged to undergo training programmes on various online teaching strategies	**Most of the teachers underwent various training programmes in creating E contents and maintaining LMS**

13.Whether the AQAR was placed before statutory body?	**Yes**
• Name of the statutory body	

Name	Date of meeting(s)
College Council	**25/04/2022**

14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	28/02/2020

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	8

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	534

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	237

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	184

File Description	Documents
Data Template	View File

3.Academic

3.1	17

Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**6**

File Description	Documents
Data Template	[View File](#)

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**19**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1000000**
4.3 Total number of computers on campus for academic purposes	**15**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery through a well planned and documented process.The Institution strides to provide a congenial ambience for the holistic development of the student in each discipline of study. The semester wise academic schedule is discussed by the team of faculty at the very outset of every academic year. Each faculty member then prepares the teaching plans in consultation with their heads of departments.For the effective implementation of the plan a Comprehensive Teaching Schedule Plan is maintained. Students with challenges are identified and are given special care and encouragement to bring out the best of them.The Parent- Teacher interaction is periodically arranged to share the academic and non academic aspects of the students and due attention is given.Faculty members are encouraged to enhance their by

attending refresher courses and many training programmes.The institution also serves as a center for continuing education in coherence to the needs of the locality of the college.An internal academic audit programme is in place to make sure time bound curriculum delivery happens. Regular feedback is collected from students and parents. The IQAC studies all the feedback and recommends the changes needed and ensures proper follow up.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The Academic calendar of the Institution is prepared in line with the University of Kerala and the college strives to do justice to the calendar through effective planning and monitoring. Each department prepares their timetable keeping in mind the CIE and taking into confidence all the stakeholders.The faculty members then prepare the annual lesson plan and discuss the same with their heads of department before the commencement of the semester, indicating the topics to be covered, the teaching methodologies to be incorporated, the assignments to be given to the students and the number of lectures.The college strictly follows all the components of internal assessment: assignments, class tests, projects, presentations, group discussions, project work and student attendance too. Written assignments and oral presentations are encouraged to improve the conceptual and articulative skills of the students.The IQAC monitors the uniform coverage of syllabus in each class. The Principal conducts review meetings on curricular and extracurricular activities on a regular basis to check the implementation and progress of all activities as suggested whenever necessary.When unexpected contingencies happen the IQAC also makes necessary adjustments blithe the dates of the evaluation processes so that the opportunities are not denied to any person.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in **D. Any 1 of the above** **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

9

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The Institution is committed to an integral growth of each of the student and thereby cross cutting issues like Gender, Environmental Sustainability, Human Values and Professional Ethics etc. and finds it's due place within the curricular and co-curricular related activities within the college.

Gender Equality

Gender issue is a human rights issue and therefore every effort is taken to ensure that there is no gender based discrimination or harassment within the Institution. Proper redressal mechanisms are in place to ensure timely reporting and immediate actions are taken for any concern in this regard. Efforts are taken by anti ragging

cells that no person is discriminated against or is victimised. Gender sensitisation workshops and seminars are periodically organised and are incorporated into the academic life also. Counselling service is provided for students and staff to share concerns if any and find proper redressal.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

7

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

218

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	[https://www.google.com/url?q=http://www.sncollegechengannur.org/commenpost/compost/10&sa=D&source=hangouts&ust=1652028629124000&usg=AOvVaw1qo6XE2nlMrX0XKapXdXie](#)

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

204

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

56

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The instituion assesses the learning levels of the students and organises special programmes for advanced learners and slow learners. during the commencement of firstyear classes entry level test(include both their subject and current affairs) was given to the students to evaluate their learning capacities. various departments asses the learning levels of the students throgh assignments,seminars,internal examinations,and viva-voce and revsion classes on regular basis. Special classes were given to the students during holidays. Group discussions were conducted and every student was encouraged to take part in it. For slow learners,remedial classes and special notes were given. Advanced learners are encouraged to participate in various quiz programmes conducted within and outside the college campus. They were given career guidance classes and also given the opportunity to understandthe various career advancement courses in their field.Peer group discussion and special classes were arranged accordingly.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
534	33

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Every department practice various student's centric method mainly experimental learning, participate learning and problem-solving methodologies for enhancing students learning experiences. For science students in addition to their theoretical classes, practicals are included in their syllabus. Peer groupdiscussions and seminars were conducted by every department. NSS and various clubs were functioning in the college, which inculcate among students the practice and habit of participatelearning and problem-solving techniques.During every academic year, all the departments conducted an entry test for understanding the students subject and general awareness knowledge.in addition to their regular classes bridge courses were conducted. Due to the outbreak of pandemic, most of the classes were engaged online, teachers used online platforms such as Zoom meeting, Google meet and Google classroom for conducting classes, which was reliable for majority of our students. A well furnished library with a good stock of books and journals is available in the campus and all the students were encouraged to use Library. All the students were allowed to participate in various webinars conducted within and outside the college. Students were encouraged to register and participate various courses offered by the Swayam platform. For P.G. students, project/ dissertation works are included in the curriculum which provides opportunity to the students for incorporating and practicing experimental and problem-solving methodologies.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

Due to the outbreak of Covid-19 pandemic, teachers were compelled to learn, practice and adopt ICTenabled learning tools. Classes were engaged online, so it was a common practice for both teachersand students to use smartphones and laptops. For improving the online classes and for acquiring knowledge about various ICT enabled tools all the faculties enrolled in various courses developed MHRD, Directorate of Collegiate education and different Universities and colleges. Every department is fully equipped with high speed internet connection.

Google meet: it was the main online platform which majority of the faculties depended for conducting online classes. This platform was easily assessible and reliable for both teachers and students.

Zoom Meeting: due to the pandemic, some of the department insisted on Zoom meeting for the smooth conduction of online classes.

Google Classroom: majority of the teachers used this platform for uploading notes, videos and link sto the students. Internal examinations and assignments were conducted through this platform.

Moodle platform: a countable number of the teachers used MOOCS platform for conducting their online classes. YouTube: a few of the teachers uploaded their classes and videos in YouTube and shared the links with the students. Some of the teachers insisted on telegram for sharing

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

33

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

2.4 - Teacher Profile and Quality

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

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

9

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

135

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

The institution strictly follows the modalities mandated by the Kerala University for the conduct of Continuous assessment. IQAC has made compulsory that session on continuous assessment should be included in department curriculum induction programme. Schedule of internal examinations are made available through circulars. IQAC and Students Evaluation Committee finalize the internal examination days in advance and the same is communicated to the students after getting the approval of the College Council. Teachers mention the formative assessment tools they use to measure the learning outcomes of the students. The teachers prepare question papers of internal examinations based on learning outcomes.Departments use surprise test, micro test, MCQ and general awareness to assess the learning outcomes.Faculties have to evaluate the answer scripts and distribute them to the students within 1 week along with comments. During the lockdown period internal examinations were conducted online. Tutors will upload the CE mark to the university examination portal within the stipulated time. Student Evaluation Coordinator ensures that the accurate data is uploaded to the university examination portal.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

and efficient

DLMC (Department Level monitoring committee) monitors the continuous assessment system and address the grievances related to the continuous assessment (CA) marks/attendance. If the grievances are not resolved by DLMC, the same may be forwarded to CLMC (College level monitoring committee). The transparency of the CA marks is ensured after getting signed by the students. CA marks are then uploaded to the university website.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Sree Narayana College Chengannur, affiliated to the University of Kerala follows the syllabus approved by the University. Before the commencement of each semester CLMC of the College conducts a meeting with the faculties and instruct them to prepare a teaching plan for the smooth execution of the classes. During each semester theHead of the department conducts a department level meeting with faculty members to discuss the PO's and CO's mentioned in the syllabus. The Principal, CLMC and the Heads of various departments monitors the classes and it's timely completion. Department meetings are regularly conducted to ensure the smooth conduction of the classes and to develop the programme and course outcomes. Students are communicated about their syllabus and its programme and course outcomes by the faculty who handle the respective subjects. The soft copies of the programme and course outcomes are uploaded in the college website.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

Attainment of programme and course outcomes are evaluated by every department. POs and Cos are evaluated by an internal examination (continuous evaluation) conducted by the college and by an external evaluation (End semester evaluation) under the University of Kerala. In addition to internal examination, revisions, assignments and test papers were conducted to make the students able to achieve the course and programme outcomes. For the slow learners' remedial classes and extra notes were given. After the announcement of the results by the University of Kerala every department evaluates the results, result analysis is being doneand makes arrangements for the betterment of the same.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

43

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

http://www.sncollegechengannur.org/commenpost/compost/10

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

5

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

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

The emergence of the novel virus, SARS-CoV-2, has posed unprecedented challenges to public health around the world. An effective and simple method for reducing transmission of infections

in public or healthcare settings is hand hygiene. During the outbreak, the Department of Chemistry, Sree Narayana College, Chengannur used their skills, expertise and facilities to prepare low cost hand sanitizer in the lab.

The sanitizer was prepared on the basis of WHO norms using isopropyl alcohol, glycerol, aloe vera, hydrogen peroxide, and lemon grass oil. The prepared sanitizer were kept in 100ml bottles and distributed to the vulnerable sections of the society.

The sanitizers were distributed to the treasury office, police station, fire station and Federal Bank. During the distribution, the teachers also spread the message of Break the Chain.

Hand hygiene is of utmost importance during examination and the department also take steps to distribute prepared sanitizers to the entire students of the college. The sanitizers were given to all the students in the examination hall without disturbing the exam and the bottles were also kept at the entrance of the college. The department has also given training to the final semester students for the preparation of low cost sanitizers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

36

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

100

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

33

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

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.

Sree Narayana College, Chengannur afialiated to the University of Kerala offers five under graduate and three post graduate courses. The under graduate courses are BA Economics, B.Com., B.Sc. Chemistry, B.Sc. Physics and B.Sc. Mathematics. M.Sc. Chemistry, M.Sc. Physics andMA Economics (Behavioral Economics and Data Science) are the post graduate courses. The institution has four seperate blocks with twenty class rooms.We have smart class rooms, LCD projectors, white boards, Green boards and internet connectivity in the departments and library for the curricular activities. Besides this we have notice board with acrylic doors,wireless mikes, portable wireless amplifier, speakers in whole class rooms, podiums are also there for smooth functioning of the college regular

activities.There are seperate laboratories for B.Sc. and M.Sc. Chemistry and Physics courses. The laboratories are well equiped with all necessary instuments as per the syllabi,supplemented with highly specialized equipments like fume hood, UV Spectrometer, Keithley Source meter, hot air oven and sophisticated software to offer project work to the students which is mandatory for their programme.There is a centralised computer lab and library with internet facility to enhance teaching-learning activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The College has a well organized Arts Club which is functioning effectively. The College formally organizes the cultural festival once a year under the aegis of the Students union of thecollege, which is also a venue for the selection of candidates for the participation in the Arts festival. Apart from this, other mechanisms for promotion of cultural and intellectualactivities on the campus, include organizations such as Quiz programmes, Science Exhibitions, Literary and Debating Club, Science club etc.

The Physical Education department promotes student participation in sports and games. Separate selection and training of teams in the games such as Cricket, Badminton, Kabaddi, Fencing, Football and Athletic events are regularly conducted. Facilities are also provided for indoor games like Chess, Caroms and Table Tennis. The teams are encouraged to participate in University meets, Zonal and state competitions. A full fledged Gymnasium is functioning in the campus under the supervision of the Physical Education Department.

Two units of the NSS are functioning well in our campus. NSS units frequently organizes community service opportunities to the students in this pandemic situation, in addition toorientation classes for social awareness and exposure to vibrant personalities to develop leadership qaualities.

A Health and Fitness Club functions in the campus under the auspices

of the Physical Education Department of the college.In association with the NSS unit, Department of Physical Education invites talks by experts from the fields of public health on relevant topics like awareness against drug abuse, blood donation, Aids awareness class, etc. Yoga and meditation classes conducted occasionally. Sanitation drives by staff and students are undertaken in and around the campus. International Yoga Day is observed every year.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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

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

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

The General Library of this College functions as the supportig section.of academic matters of students and teachers.The College has a separate Library building built with UGC Xth plan. We use GRANDHA soft 2.5 version in General Library and have prepared data base of Library collection, ie, 7757. For classifying books we use Dewey Decimal Classification(DDC) for browsing and other information. Average number of walk in is 25-30 and average number of books issued and returned is 25-30. Every year we conduct Exhibition and Display of new arrivals. We provide other Library Service like Current Awareness Service(CAS), Library Orientation Programme, Carrier Development Service, Internet and email service, referance assistance , Literature search, Personal assistance to locate document, Book resrvation service etc. We costituted Best User Award for the students who makes maximum use of Library books. Every year we conduct Litrary competition ,quiz competition debate etc.We also observe National Library Day (August 12), Reading Day(June 19)

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

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

E. None of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

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

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

0.32

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

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

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

8.36

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

The use of technology as a teaching aid has become a vital component of theteaching-learning process during this pandemic period when online mode of teachning has become inevitable.The college computer lab is provided with sufficient equipmentfor technology assisted teaching and learning.Steps are being initiated to provide

projectorsto all the departments. All the departments are provided with monitors, printers and a broadband internet connectivity to help teachers to facilitate online teaching-learning and to bring in more knowledge from intenet into the class rooms. Students are also given access to the department computers, after takingpermission from the head of the departments. The college computer lab too provides free internet access to the faculty and students, besides this most of the departments provide Wi-Fi zones. Similarly the college library too facilitates e-learning. E-learning supplements to the knowledge available in books keptin the library.

The College has adequate Wi-Fi facilities. Untill, 2019-20, the internet facility was provided by unlimited optical fibre connection of 100 MBPS speed. In 2020-21, the college enhanced its Wi-Fi facilities by taking six more connections with speed 50 MBPS. Due to the Covid-19 pandemic all classes were conducted in the online mode and a sudden shifting to online mode of teaching-learning became mandatory. So Wi-Fi facility was provided to the Departments of Chemistry, Commerce, Economics, Physics and Languages. A separate connection was taken for the central library to meet the data requirement.

The faculty members of our college are often asked to update their knowledge oncomputers and computer assisted teaching. To this extent, faculty members are encouraged to attendworkshops and invited lecturers oncomputers led by experts.Faculty members are often motivated to attend IT oriented orientation programmesso as to developbetter insight into technology assisted teaching. The college Principal, the IQAC and the Head of the Departments often motivate teachers to locate knowledge resources available inthe internet, well in advance so as to bring them out effectively to the classrooms. Thefaculty members are also asked to keep files/records/pen drives which are useful to compilethe resources available on the internet, based on the module/chapter wise divisions, asprescribed by the syllabus. Such materials often act as supplementary/additional informationother than the text books and library books available to our students. The teachers are alsopromoted to bring laptops, tablets etc into classrooms, so as to make the class moreillustrative.The faculty members of our college use all online technologies available in the Google-workspace, online platforms like Meet, ZOOM, Webex, Microsoft teams for effective online teaching and learning.The social media sites have proved a boon for our facultymembers, since they provide apt platforms to meet-resource persons in their respective fieldsworldwide, colleagues, students, and former students, at one go. E-mails and socialmedia messaging platformshave been used by

faculty to send PDF files containing syllabus relatedknowledge. Assisting students with regard to project works too have become easier, through these platforms.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

36

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution   **B. 30 – 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

8

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

The funds for maintaining and utilising academic and support facilities are available from management, UGC and PTA. Maintenance work of the buildings is mainly done by the management and PTA. Minor construction works and maintenance of electrical and plumbing are done by PTA. Maintenance of laboratory equipmentis done with the help of the government and UGC. Maintenance of outdoor play ground and courts are carried out with the assistance of PTA. Biogas plant and Incinerator are used to dispose of the campus waste. Academic monitoring committee and CBCSS coordinator ensures the proper functioning of the academic activities. Central library is fully automated and uses solar electricity for its partial functioning.INFLIBNET and Grandha Soft facility are provided in the library.Two smart classes are functioning in the college. There are well equipped laboratories for the science subjects. There is a good computer lab. The college also has a rainwater harvesting project of 5000 litres storage capacity. Beautification of the college campus is jointly done by Bhoomitrasena club and Nature club. Health club and NSS units jointly organiseblood donation camps,health awareness programmes, and Yoga classes for students.The college actively participated in the flood relief activities and other relief activities as and when required.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

29

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

5

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

2

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

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

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

20

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

examinations) during the year

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

3

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Due to covid pandemic institution was unable to conduct various co-curricular and extra curricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

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

No

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance. Our college, named after the great social reformer Sree Narayana Guru, is a major center for higher education to the rural community in the vicinity. Gurudev's concept that education is the most potential instrument of socio-economic progress, political development; moral and intellectual awakening inspired the establishment of this institution. Guru's call to seek "Liberation through education" and "Enlightenment through education" is our vision.The institution has a clearly stated vision and mission which are reflected in itsacademic and administrative governance. Vision of the Sree Narayana College, Chengannur has been to be an institution of excellence in higher educationthat continually responds to changing social realities through the development andapplication of knowledge, towards creating a people-centred, ecologicallysustainable and just society that promotes and protects dignity, equality, social justiceand human rights for all.The mission of our college is to mould a community of students committed to the pursuit of truth and moral excellence upholding the high ideals of Sree Narayana Guru, our patron. We aim at building up humane and socially committed young men and women through education. The basic objective of the institution is to provide education to the marginalized sections of the society. The college stands for academic excellence as well as development of the skill and character of students based on the Holy Guru's perspectives on humanism, secularism and universal brotherhood.

1. Academic Structure The Principal is the Academic Head of the Institute. While theAcademic Council and Facilitation Committee function at the Institute level on theprinciple of collective decision making process. Each School/Centre has faculty structured on their qualifications and yearsof experience. 2. Statutory Bodies Governing Board: The Governing Board, as the highest Executive Body, plays the pivotalrole of laying down policies, both academic and governance. Academic Council: The Academic Council deliberates on matters ofacademic nature and steers the Institute to maintain academic standards ofexcellence. The Council approves the academic programmes of allSchools/Centres and provides directions for future academic growth anddevelopment. Finance Committee: The Finance Committee supports and supervises theraising of funds for the Institute's development and functioning; and alsofacilitates and monitors finances to ensure transparent and accountablegovernance. The Facilitation Committee meetsregularly to ensure alignment in decision-making, management andcoordination amongstSchools/Centres/Administrative Units, and thegeneral

administration. Research Council: The Research Council (RC) provides direction andguidance to the Institute to create an enabling environment for research andsharing; and to position the Institute as an academic leader in the socialsciences.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Academic Structure The Principalis the Head of the Institute. The academic structure of theInstitute consists of Deputy Directors of campuses, Deans of Schools, Chairpersonsof Centres and Independent Centres, and Resource and Service Centres. While theAcademic Council and Facilitation Committee function at the Institute level on theprinciple of collective decision-making process, the Deans and Chairpersons, alongwith the School Boards, are empowered to deal with academic matters at theirlevels. Each School/Centre has faculty structured on their qualifications and yearsof experience. 2. Statutory Bodies Governing Board: The Governing Board, as the highest Executive Body, plays the pivotalrole of laying down policies, both academic and governance. Academic Council: The Academic Council deliberates on matters ofacademic nature and steers the Institute to maintain academic standards ofexcellence. The Council approves the academic programmes of allSchools/Centres and provides directions for future academic growth anddevelopment. Finance Committee: The Finance Committee supports and supervises theraising of funds for the Institute's development and functioning; and alsofacilitates and monitors finances to ensure transparent and accountablegovernance. Facilitation Committee: The Facilitation Committeemeets regularly to ensure alignment in decision-making, management andcoordination amongst Schools/Centres/Administrative Units, and thegeneral administration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic plan is effectively deployed. Examination and Evaluation: Online platforms are used both for entrance testsand semester end examinations. For semesterend examinations and evaluations, each course of study, credited or non-credited, taught or field related, or research project, are assessed through examination, classpresentations, reports or dissertations, faculty assessment of class participation,written assignments, reflective journals or fieldwork reports, observation by faculty, with prescribed weightages, as per a pre-defined schedule, which is provided at thecommencement of a semester. These may involve individual or group work.

Planning of Syllabus Each Department organizes departmental discussions to break up the syllabus into several modules and assigns definite portions to different faculties. • Analysis of syllabus and routine preparation: The Academic sub-committee of the college prepares the academic calendar well ahead of the new session. The Routine sub-committee comprising of members from each of the streams prepares the class routine keeping in view the number of working days and the availability of classrooms in order to give students enough scope for creative thinking and profitable learning. • Regular conduction of tutorial classes: Tutorial classes are held regularly to give the learners the first-hand knowledge of tackling difficult situations in the examination. • Conduction of Examinations: Class tests, Internal assessment and Final Semester Examinations are held regularly as per predesigned schedule following the academic calendar of University of Kerala.

The college has been quick to adopt to online teaching during the pandemic and subsequent lockdown. Online training programmes for both teachers and students were organised with trainers through Google Meet to familiarise them with the virtual platform for live classroom teaching.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Sree Narayana College, Chengannur is a constituent unit of University of Kerala. The Principal of the college is the head of the institution. The college administrative system runs smoothly with its three main units that are General section, Accounts sections and Examination department. General section is headed by Junior Superintendent with one more assistant and 2 peons. General section maintains the documents related to the appointment, promotion and retirement of the teaching and non-teaching staff. It keeps record of individual teachers' leave and attendance of the staffs. This department also looks after the admission, distribution of TC and stipend of the students. The Head Accountant is the head of the Accounts section. He is assisted by an assistant. There are also peons for day to day jobs. This department keeps the financial records of the institution, purchase of required goods and disbursement of salary and arrears. All the financial records are audited by competent internal and external auditors annually. The Examination section is headed by Chief Examination Superintendent and is assisted by Deputy Chief Examination Superintendent. The department looks after the conduction of various examinations (Theory/Practicals) and keeping of examination related records.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution practices effective welfare measures for teaching and non-teaching staff such as:

- **Pension benefits to teaching and non-teaching staff**
- **Casual leaves**
- **Advance salary for festivals or special needs**
- **Medical leaves for staff**
- **Half Pay Leave**
- **PF loans**
- **Study leave for teachers**
- **Restricted holidays for staffs**
- **Special leaves (Additional Casual leave) for female staff**
- **Maternity leaves**
- **Child care leaves**
- **Paternity Leave**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

0

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

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

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

2

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

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

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

17

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

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

There is an Internal Performance Appraisal system for all its staff members headed by the Principal of the Institution. The Principal monitors and evaluates the performance of all its staff and communicates the areas of improvement or the overall performance annually or as per requirement. The students at the end of their course give an online feedback about all the teachers subject wise. There are Grievance Redressal cell in the campus where the students can express their query or concern about teachers which is also considered by the Principal. Online feedback is also obtained from all students time to time . All these are scritinized and assessed by the Principal. The Principal further communicates the outcome with the staff members in a completely confidential manner.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly and maintains a sound financial accounting system.The college followsgovernment guidelines for the collection and disbursement of funds and conducts regular internal and external audits. For the ease of accounting and transparent functioning, the

college maintains separate accounts for financial aids received from different sources as listed below. 1.PD Account 2.SSP 3.ASAP 4Scholarships 5.WWS 6.UGC 7.E-Grants 8.NSS 9. KSCSTE 10.PTA Internal audit of finance is conducted every year at the college office.The internal auditing of accounts is carried out jointly by the Principal and staff of the college. The reportof this audit is prepared before the conduct of the external audit and after the closure of the accounts in allrespects. Statutory Audit is conducted every year at the close of the financial year. This is done by the managementto ascertain that the policies and guidelines for accounting framed by the management are appropriatelyexecuted. The auditing is carried out by an auditor appointed by the Manager. The observations given bythe auditors are duly complied with. Based on the consolidated reports, our Institution submits the annualreturns every year to treasury authorities and the other relevant authorities concerned. Goverment audit is conducted yearly by Dy. DCE and if any audit objection comes the same is sort out with the help of external experts and chartered accountants.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

NIL

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

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

The institution is administered by the Governing Body following the

best possible practices in the given working scenario. The institution always ensures that the funds/resources are collected on timely basis and are utilized in the best possible way by ensuring judicious investments and restricting to budgeted expenditure. The main sources of receipts are fees collected from students, grants from the State Government and the UGC, interest on fixed deposits, fines etc. Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards, website and through text messages. After collection of funds, the surplus is invested in fixed deposits of varied tenures. A budget is prepared in the month of February for the following financial year and every possible effort is made to adhere to the budget. All purchases are made after inviting requisite number of quotations and their proper scrutiny. All the expenditures are checked and approved by at least five office bearers and authorities. Internal checks and controls are very much in place which ensures transparency in financial resource management. The resources are carefully allocated to meet overall administrative requirements including recruitment of staff as and when required, infrastructural upgradation and maintenance, enhancement of teaching learning environment, faculty development etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The vision of SreeNarayana College, Chengannur is to impart, promote and spread holistic education among girls to make them self-reliant and responsible members of the community. With this vision before us, the IQAC has focused on Mental Well-Being programmes and workshops particularly for the students. These programmes have tried to address the variety of mental health issues faced by the students coming from multicultural backgrounds and from different cities. The programmes conducted by specialists in the field give an insight into the common worries and uncertainties which cloud the minds of the young adults. The discussions help the students to identify their areas of concern and the interactive sessions give them the opportunity to vent their anxieties and woes. The positive inputs by

the resource persons facilitate the students to tide over their agonies,bring out the best in them, be confident to face the challenges and be ready to gracefully accept both successes and failures, academic or otherwise. These Mental Health Programmes have indeed contributed to the holistic development of the students. Such programmes initiated by the IQAC, are now held at regular intervals and have become an essential part of the college calendar. Even during the period of pandemic and ensuing lockdown, such sessions were held on the virtual platform to take care of the students' mental health and to uplift their spirits.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The regular meetings of the IQAC internally as well as with the principal and different committees are conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life. Regular feedback obtained from different stakeholders help in proper identification of the target area. The major tasks set up by the IQAC in the last year was to take care of the mental health issues of students during the pandemic times.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF

C. Any 2 of the above

any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- **International Human Rights Day (December 10,2021) - Theme : " Recover Better - Stand Up for Human Rights" was observed by organising an awareness program on Fundamental Rights by NSS**
- **Webinar on the topic : " Gender Equality and Social Security " by the resourse person Surya Ishan (Social Activist, State TG Justice Board Member, Founder of Dwaya Charitable Society)was conducted by NSS**
- **World Social Justice Day (February 20, 2021) - Theme - " A Call for Social Justice in the Digital Economy " celebrated by making Posters,and Slogan writing**
- **International Women's Day (March 8, 2021) was celebrated by Inter Collegiate Webinar on the Topic " Women and Equity " by the Chief Orator Ms.Saleena Beevi S, Founder Director, NILA Foundation & Wellness Trainer**

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	**No File Uploaded**

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

Plastic free campus & waste management

The campus has promoted plastic free policy and makes the campus and its vicinity plastic free. Students and faculty are encouraged to use steel lunch boxes and steel bottles. NSS units purchased 50 steel glassesand promoted the use of the same for generalfunctions.A biogas plantin the campus helps in managing solid waste generated in the campus. Proper maintenance of infrastructure and timely repair of the furniture is done to minimize solid waste. Paper is the major source of waste generated in the campus. Paper waste generated is separated into recyclable and non-recyclable and is sent to the local traders. All the departments have their respective department e-mail ids. The students can submit their assignments and other homework via email. The communication between the staff has to alarge extent become online. The library has to a large extend become digital. The incinerators installed in the girl's washrooms provide hygienic and scientific disposal ofnon - biodegradable toilet waste. E- Waste Management is effectively done in the college

by repair and reuse. The defective electronic equipment is repaired if possible, with the help of our technician and electrician.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

D. Any 1 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]()
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	[View File]()

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

diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different cultural activities, awareness programmes and sports organized topromote harmony towards each other.

Commemorative days like International Women's Day, InternationalYoga Day, World Cancer Day along with many religious festivals are like Onam,Christmas are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds.

Our institution is a major centre for higher education offering educational opportunities to the rural community. The college provides opportunities to the students from different backgrounds to exhibit and share their cultural heritage during the collegeArts day celebrations. Our college, under the aegis of college union organizes Arts and Cultural festival every year. Various competitions-dance, music, drama, skit, writing competitions etc. are conducted. The Arts club and the Union advisor coordinate to take initiative and control all programs.

Our college runs the promotion of Gandhian thoughts under the Centre for Gandhian study unit. Various competitions are conducted annually.

The GrievanceRedressal Cell deals with the grievances without considering anyone's racial or cultural background. The Harassment Prevention Committee monitors any sort of harassmentin the college.

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

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

The college plans and organizes appropriate activities to increase consciousness about national identities and symbols. Women's Study Unit aims at the social and academic welfare of the girl students.

Seminars and talks on constitutional obligations, national unity and social harmony are conducted by various clubs in our college. NSS Units organized " Take a Pledge to Drive Safely " on Law Day, November 26, 2020.Pledge to be a safe driver this includes obeying all traffic laws and also taking a very possible precaution to ensure my safety, and safety of those around ourselves. NSS Units celebrated World Social Justice Day on January 2, 2021 by postermaking, slogan writing competitions etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

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

- June 5 : World Environment Day
- June 21 : International Yoga Day
- July 1 : National Doctors Day.

- July 11 : World Population Day
- July 28 : World Nature Conservativation Day
- July 29: International Tiger Day
- August 15 : Independence Day.
- September 5 : Teachers Day
- September 16 : Ozone Day
- October 2 : Gandhi Jayanti
- November 1 : Kerala Piravi
- November 10 : World Science Day
- November 14 : Children's Day
- December 1 : World Aids Day.
- December 10 :International Human Rights day
- January 26 : Republic Day
- January 30 : Martyrs' Day
- February 2 : World Wetlands Day
- February 20 : World Social Justice Day
- February 21 : International Mother Language Day
- March 8 : International Women's Day.
- March 3 : World Water Day
- March 21 ; World Forestry Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE 1

Title: Yoga at Home and Yoga with family

Objectives

- To make awareness about benefits of Yoga and Meditation
- To maintain physical and mental health

Practice

The Physical Education Department in collaboration with Art of Living conducted a three day workshop on Yoga and meditation in connection with International Yoga Day on June 21, 2021 for students, faculty members and parents.

Evidence of Success

- Understanding of the importance of physical fitness and mental wellbeing
- Time & Stress management

Problems Encountered

Though it was conducted through online mode the college has succeeded in its aim of conducting Yoga and Meditation classes by an offline mode later.

BEST PRACTICE 2

Title: "Vayana Dinam" (National Reading Day on June 19)

Objective

- To ignite our thoughts through reading
- To promote reading culture

Context

PN Panicker, the man behind the 'Library Movement' spent his lifetime cultivating a rich reading culture in Kerala. To commemorate his contribution, the country observes the National Reading Day

Practice

On National Reading Day the Library Committee organizes various competitions like Poetry Writing, Story Writing etc.and Library Committee provides orientation class on the usage of college library and library software.

Evidence of Success

Library usage has been increased significantly

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

The Fundamental distinctiveness of Sree Narayana College, Chengannur is that it is the living embodiment of the great principle enunciated by the saint, scholar and social reformer after whom the institution is named, Sree Narayana Guru who advocated "Enlightenment through Education".The target group that the institution attempts to serve consists of the economically and socially backward sections of the society.It is not merely the marginalized sections of society that are served by the college; the institution strives to buttress gender equality in society by ensuring that about 70 to 80% of its students and 90% of its staff are women. Thus the institution is in the process of igniting a socioeconomic revolution as well as a gender revolution in society. It may not be out of place to point out that one of the great messages of Sree Narayana Guru is One Caste, One God, One Religion for humanity. The college makes a systematic effort to instill this philosophy in the minds of its students as part of its sustained efforts to create a new India which is free from the divisions of Caste and religion and which cherishes the values of equality, fraternity and liberty.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery through a well planned and documented process.The Institution strides to provide a congenial ambience for the holistic development of the student in each discipline of study. The semester wise academic schedule is discussed by the team of faculty at the very outset of every academic year. Each faculty member then prepares the teaching plans in consultation with their heads of departments.For the effective implementation of the plan a Comprehensive Teaching Schedule Plan is maintained. Students with challenges are identified and are given special care and encouragement to bring out the best of them.The Parent- Teacher interaction is periodically arranged to share the academic and non academic aspects of the students and due attention is given.Faculty members are encouraged to enhance their by attending refresher courses and many training programmes.The institution also serves as a center for continuing education in coherence to the needs of the locality of the college.An internal academic audit programme is in place to make sure time bound curriculum delivery happens. Regular feedback is collected from students and parents. The IQAC studies all the feedback and recommends the changes needed and ensures proper follow up.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The Academic calendar of the Institution is prepared in line with the University of Kerala and the college strives to do justice to the calendar through effective planning and monitoring. Each department prepares their timetable keeping in mind the CIE and taking into confidence all the stakeholders.The faculty members then prepare the annual lesson plan and discuss the same with

their heads of department before the commencement of the semester, indicating the topics to be covered, the teaching methodologies to be incorporated, the assignments to be given to the students and the number of lectures.The college strictly follows all the components of internal assessment: assignments, class tests, projects, presentations, group discussions, project work and student attendance too. Written assignments and oral presentations are encouraged to improve the conceptual and articulative skills of the students.The IQAC monitors the uniform coverage of syllabus in each class. The Principal conducts review meetings on curricular and extracurricular activities on a regular basis to check the implementation and progress of all activities as suggested whenever necessary.When unexpected contingencies happen the IQAC also makes necessary adjustments blithe the dates of the evaluation processes so that the opportunities are not denied to any person.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

9

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The Institution is committed to an integral growth of each of the student and thereby cross cutting issues like Gender, Environmental Sustainability, Human Values and Professional Ethics etc. and finds it's due place within the curricular and co-curricular related activities within the college.

Gender Equality

Gender issue is a human rights issue and therefore every effort is taken to ensure that there is no gender based discrimination or harassment within the Institution. Proper redressal mechanisms are in place to ensure timely reporting and immediate actions are taken for any concern in this regard. Efforts are taken by anti ragging cells that no person is discriminated against or is victimised. Gender sensitisation workshops and seminars are periodically organised and are incorporated into the academic life also. Counselling service is provided for students and staff to share concerns if any and find proper redressal.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

7

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

218

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	[View File]()
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	[https://www.google.com/url?q=http://www.sncollegechengannur.org/commenpost/compost/10&sa=D&source=hangouts&ust=165202862912400 0&usg=AOvVaw1qo6XE2nlMrX0XKapXdXie]()

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

204

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File]()

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

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

56

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The instituion assesses the learning levels of the students and organises special programmes for advanced learners and slow learners. during the commencement of firstyear classes entry level test(include both their subject and current affairs) was given to the students to evaluate their learning capacities. various departments asses the learning levels of the students throgh assignments,seminars,internal examinations,and viva-voce and revsion classes on regular basis. Special classes were given to the students during holidays. Group discussions were conducted and every student was encouraged to take part in it. For slow learners,remedial classes and special notes were given. Advanced learners are encouraged to participate in various quiz programmes conducted within and outside the college campus. They were given career guidance classes and also given the opportunity to understandthe various career advancement courses in their field.Peer group discussion and special classes were arranged accordingly.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
534	**33**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Every department practice various student's centric method mainly experimental learning, participate learning and problem-solving methodologies for enhancing students learning experiences. For science students in addition to their theoretical classes, practicals are included in their syllabus. Peer groupdiscussions and seminars were conducted by every department. NSS and various clubs were functioning in the college, which inculcate among students the practice and habit of participatelearning and problem-solving techniques.During every academic year, all the departments conducted an entry test for understanding the students subject and general awareness knowledge.in addition to their regular classes bridge courses were conducted. Due to the outbreak of pandemic, most of the classes were engaged online, teachers used online platforms such as Zoom meeting, Google meet and Google classroom for conducting classes, which was reliable for majority of our students. A well furnished library with a good stock of books and journals is available in the campus and all the students were encouraged to use Library. All the students were allowed to participate in various webinars conducted within and outside the college. Students were encouraged to register and participate various courses offered by the Swayam platform. For P.G. students, project/ dissertation works are included in the curriculum which provides opportunity to the students for incorporating and practicing experimental and problem-solving methodologies.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

Due to the outbreak of Covid-19 pandemic, teachers were compelled to learn, practice and adopt ICTenabled learning tools. Classes

were engaged online, so it was a common practice for both teachersand students to use smartphones and laptops. For improving the online classes and for acquiring knowledge about various ICT enabled tools all the faculties enrolled in various courses developed MHRD, Directorate of Collegiate education and different Universities and colleges. Every department is fully equipped with high speed internet connection.

Google meet: it was the main online platform which majority of the faculties depended for conducting online classes. This platform was easily assessible and reliable for both teachers and students.

Zoom Meeting: due to the pandemic, some of the department insisted on Zoom meeting for the smooth conduction of online classes.

Google Classroom: majority of the teachers used this platform for uploading notes, videos and link sto the students. Internal examinations and assignments were conducted through this platform.

Moodle platform: a countable number of the teachers used MOOCS platform for conducting their online classes. YouTube: a few of the teachers uploaded their classes and videos in YouTube and shared the links with the students. Some of the teachers insisted on telegram for sharing

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

33

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

2.4 - Teacher Profile and Quality

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

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

9

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

135

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

The institution strictly follows the modalities mandated by the Kerala University for the conduct of Continuous assessment. IQAC has made compulsory that session on continuous assessment should be included in department curriculum induction programme. Schedule of internal examinations are made available through circulars. IQAC and Students Evaluation Committee finalize the internal examination days in advance and the same is communicated to the students after getting the approval of the College Council. Teachers mention the formative assessment tools they use to measure the learning outcomes of the students. The teachers prepare question papers of internal examinations based on learning outcomes.Departments use surprise test, micro test, MCQ and general awareness to assess the learning outcomes.Faculties have to evaluate the answer scripts and distribute them to the students within 1 week along with comments. During the lockdown period internal examinations were conducted online. Tutors will upload the CE mark to the university examination portal within the stipulated time. Student Evaluation Coordinator ensures that the accurate data is uploaded to the university examination portal.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

DLMC (Department Level monitoring committee) monitors the continuous assessment system and address the grievances related

to the continuous assessment (CA) marks/attendance. If the grievances are not resolved by DLMC, the same may be forwarded to CLMC (College level monitoring committee). The transparency of the CA marks is ensured after getting signed by the students. CA marks are then uploaded to the university website.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Sree Narayana College Chengannur, affiliated to the University of Kerala follows the syllabus approved by the University. Before the commencement of each semester CLMC of the College conducts a meeting with the faculties and instruct them to prepare a teaching plan for the smooth execution of the classes. During each semester theHead of the department conducts a department level meeting with faculty members to discuss the PO's and CO's mentioned in the syllabus. The Principal, CLMC and the Heads of various departments monitors the classes and it's timely completion. Department meetings are regularly conducted to ensure the smooth conduction of the classes and to develop the programme and course outcomes. Students are communicated about their syllabus and its programme and course outcomes by the faculty who handle the respective subjects. The soft copies of the programme and course outcomes are uploaded in the college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Attainment of programme and course outcomes are evaluated by every department. POs and Cos are evaluated by an internal examination (continuous evaluation) conducted by the college and

by an external evaluation (End semester evaluation) under the University of Kerala. In addition to internal examination, revisions, assignments and test papers were conducted to make the students able to achieve the course and programme outcomes. For the slow learners' remedial classes and extra notes were given. After the announcement of the results by the University of Kerala every department evaluates the results, result analysis is being doneand makes arrangements for the betterment of the same.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

43

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

http://www.sncollegechengannur.org/commenpost/compost/10

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

5

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

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

The emergence of the novel virus, SARS-CoV-2, has posed unprecedented challenges to public health around the world. An

effective and simple method for reducing transmission of infections in public or healthcare settings is hand hygiene. During the outbreak, the Department of Chemistry, Sree Narayana College, Chengannur used their skills, expertise and facilities to prepare low cost hand sanitizer in the lab.

The sanitizer was prepared on the basis of WHO norms using isopropyl alcohol, glycerol, aloe vera, hydrogen peroxide, and lemon grass oil. The prepared sanitizer were kept in 100ml bottles and distributed to the vulnerable sections of the society.

The sanitizers were distributed to the treasury office, police station, fire station and Federal Bank. During the distribution, the teachers also spread the message of Break the Chain.

Hand hygiene is of utmost importance during examination and the department also take steps to distribute prepared sanitizers to the entire students of the college. The sanitizers were given to all the students in the examination hall without disturbing the exam and the bottles were also kept at the entrance of the college. The department has also given training to the final semester students for the preparation of low cost sanitizers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

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

36

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

100

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

33

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

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.

Sree Narayana College, Chengannur afialiated to the University of Kerala offers five under graduate and three post graduate courses. The under graduate courses are BA Economics, B.Com., B.Sc. Chemistry, B.Sc. Physics and B.Sc. Mathematics. M.Sc. Chemistry, M.Sc. Physics andMA Economics (Behavioral Economics and Data Science) are the post graduate courses. The institution has four seperate blocks with twenty class rooms.We have smart class rooms, LCD projectors, white boards, Green boards and internet connectivity in the departments and library for the curricular activities. Besides this we have notice board with acrylic doors,wireless mikes, portable wireless amplifier, speakers in whole class rooms, podiums are also there for smooth

functioning of the college regular activities.There are seperate laboratories for B.Sc. and M.Sc. Chemistry and Physics courses. The laboratories are well equiped with all necessary instuments as per the syllabi,supplemented with highly specialized equipments like fume hood, UV Spectrometer, Keithley Source meter, hot air oven and sophisticated software to offer project work to the students which is mandatory for their programme.There is a centralised computer lab and library with internet facility to enhance teaching-learning activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The College has a well organized Arts Club which is functioning effectively. The College formally organizes the cultural festival once a year under the aegis of the Students union of thecollege, which is also a venue for the selection of candidates for the participation in the Arts festival. Apart from this, other mechanisms for promotion of cultural and intellectualactivities on the campus, include organizations such as Quiz programmes, Science Exhibitions, Literary and Debating Club, Science club etc.

The Physical Education department promotes student participation in sports and games. Separate selection and training of teams in the games such as Cricket, Badminton, Kabaddi, Fencing, Football and Athletic events are regularly conducted. Facilities are also provided for indoor games like Chess, Caroms and Table Tennis. The teams are encouraged to participate in University meets, Zonal and state competitions. A full fledged Gymnasium is functioning in the campus under the supervision of the Physical Education Department.

Two units of the NSS are functioning well in our campus. NSS units frequently organizes community service opportunities to the students in this pandemic situation, in addition toorientation classes for social awareness and exposure to vibrant

personalities to develop leadership qaualities.

A Health and Fitness Club functions in the campus under the auspices of the Physical Education Department of the college.In association with the NSS unit, Department of Physical Education invites talks by experts from the fields of public health on relevant topics like awareness against drug abuse, blood donation, Aids awareness class, etc. Yoga and meditation classes conducted occasionally. Sanitation drives by staff and students are undertaken in and around the campus. International Yoga Day is observed every year.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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

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

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

The General Library of this College functions as the supportig section.of academic matters of students and teachers.The College has a separate Library building built with UGC Xth plan. We use GRANDHA soft 2.5 version in General Library and have prepared data base of Library collection, ie, 7757. For classifying books we use Dewey Decimal Classification(DDC) for browsing and other information. Average number of walk in is 25-30 and average number of books issued and returned is 25-30. Every year we conduct Exhibition and Display of new arrivals. We provide other Library Service like Current Awareness Service(CAS), Library Orientation Programme, Carrier Development Service, Internet and email service, referance assistance , Literature search, Personal assistance to locate document, Book resrvation service etc. We costituted Best User Award for the students who makes maximum use of Library books. Every year we conduct Litrary competition ,quiz competition debate etc.We also observe National Library Day (August 12), Reading Day(June 19)

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

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

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

0.32

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

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

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

8.36

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

The use of technology as a teaching aid has become a vital component of theteaching-learning process during this pandemic period when online mode of teaching has become inevitable.The college computer lab is provided with sufficient equipmentfor technology assisted teaching and learning.Steps are being

initiated to provide projectorsto all the departments. All the departments are provided with monitors, printers and a broadband internet connectivity to help teachers to facilitate online teaching-learning and to bring in more knowledge from intenet into the class rooms. Students are also given access to the department computers, after takingpermission from the head of the departments. The college computer lab too provides free internet access to the faculty and students, besides this most of the departments provide Wi-Fi zones. Similarly the college library too facilitates e-learning. E-learning supplements to the knowledge available in books keptin the library.

The College has adequate Wi-Fi facilities. Untill, 2019-20, the internet facility was provided by unlimited optical fibre connection of 100 MBPS speed. In 2020-21, the college enhanced its Wi-Fi facilities by taking six more connections with speed 50 MBPS. Due to the Covid-19 pandemic all classes were conducted in the online mode and a sudden shifting to online mode of teaching-learning became mandatory. So Wi-Fi facility was provided to the Departments of Chemistry, Commerce, Economics, Physics and Languages. A separate connection was taken for the central library to meet the data requirement.

The faculty members of our college are often asked to update their knowledge oncomputers and computer assisted teaching. To this extent, faculty members are encouraged to attendworkshops and invited lecturers oncomputers led by experts.Faculty members are often motivated to attend IT oriented orientation programmesso as to developbetter insight into technology assisted teaching. The college Principal, the IQAC and the Head of the Departments often motivate teachers to locate knowledge resources available inthe internet, well in advance so as to bring them out effectively to the classrooms. Thefaculty members are also asked to keep files/records/pen drives which are useful to compilethe resources available on the internet, based on the module/chapter wise divisions, asprescribed by the syllabus. Such materials often act as supplementary/additional informationother than the text books and library books available to our students. The teachers are alsopromoted to bring laptops, tablets etc into classrooms, so as to make the class moreillustrative.The faculty members of our college use all online technologies available in the Google-workspace, online platforms like Meet, ZOOM, Webex, Microsoft teams for effective online teaching and learning.The social media sites have proved a boon for our facultymembers, since they provide apt platforms to meet-resource persons in their respective fieldsworldwide, colleagues, students, and

former students, at one go. E-mails and socialmedia messaging platformshave been used by faculty to send PDF files containing syllabus relatedknowledge. Assisting students with regard to project works too have become easier, through these platforms.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

36

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

8

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

The funds for maintaining and utilising academic and support facilities are available from management, UGC and PTA. Maintenance work of the buildings is mainly done by the management and PTA. Minor construction works and maintenance of electrical and plumbing are done by PTA. Maintenance of laboratory equipmentis done with the help of the government and UGC. Maintenance of outdoor play ground and courts are carried out with the assistance of PTA. Biogas plant and Incinerator are used to dispose of the campus waste. Academic monitoring committee and CBCSS coordinator ensures the proper functioning of the academic activities. Central library is fully automated and uses solar electricity for its partial functioning.INFLIBNET and Grandha Soft facility are provided in the library.Two smart classes are functioning in the college. There are well equipped laboratories for the science subjects. There is a good computer lab. The college also has a rainwater harvesting project of 5000 litres storage capacity. Beautification of the college campus is jointly done by Bhoomitrasena club and Nature club. Health club and NSS units jointly organiseblood donation camps,health awareness programmes, and Yoga classes for students.The college actively participated in the flood relief activities and other relief activities as and when required.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

29

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

5

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

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

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

2

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**D. Any 1 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

20

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

3

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Due to covid pandemic institution was unable to conduct various co-curricular and extra curricular activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**No File Uploaded**

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

No

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance. Our college, named after the great social reformer Sree Narayana Guru, is a major center for higher education to the rural community in the vicinity. Gurudev's concept that education is the most potential instrument of socio-economic progress, political development; moral and intellectual awakening inspired the establishment of this institution. Guru's call to seek "Liberation through education" and "Enlightenment through education" is our vision.The institution has a clearly stated vision and mission which are reflected in itsacademic and administrative governance. Vision of the Sree Narayana College, Chengannur has been to be an institution of excellence in higher educationthat continually responds to changing social realities through the development andapplication of knowledge, towards creating a people-centred, ecologicallysustainable and just society that promotes and protects dignity, equality, social justiceand human rights for all.The mission of our college is to mould a community of students committed to the pursuit of truth and moral excellence upholding the high ideals of Sree Narayana Guru, our patron. We aim at building up humane and socially committed young men and women through education. The basic objective of the institution is to provide education to the marginalized sections of the society. The college stands for academic excellence as well as development of the skill and character of students based on the Holy Guru's perspectives on humanism, secularism and universal brotherhood.

1. Academic Structure The Principal is the Academic Head of the Institute. While theAcademic Council and Facilitation Committee function at the Institute level on theprinciple of collective decision making process. Each School/Centre has faculty structured on their qualifications and yearsof experience. 2. Statutory Bodies Governing Board: The Governing Board, as the highest Executive Body, plays the pivotalrole of laying down policies, both academic and governance. Academic Council: The Academic Council deliberates on matters ofacademic nature and steers the Institute to maintain academic standards ofexcellence. The Council approves the academic programmes of allSchools/Centres and provides directions for future academic growth anddevelopment. Finance Committee: The Finance Committee supports and supervises theraising of funds for the Institute's development and functioning; and alsofacilitates and monitors finances to ensure transparent and accountablegovernance. The Facilitation Committee meetsregularly to ensure alignment in

decision-making, management andcoordination amongstSchools/Centres/Administrative Units, and thegeneral administration. Research Council: The Research Council (RC) provides direction andguidance to the Institute to create an enabling environment for research andsharing; and to position the Institute as an academic leader in the socialsciences.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Academic Structure The Principalis the Head of the Institute. The academic structure of theInstitute consists of Deputy Directors of campuses, Deans of Schools, Chairpersonsof Centres and Independent Centres, and Resource and Service Centres. While theAcademic Council and Facilitation Committee function at the Institute level on theprinciple of collective decision-making process, the Deans and Chairpersons, alongwith the School Boards, are empowered to deal with academic matters at theirlevels. Each School/Centre has faculty structured on their qualifications and yearsof experience. 2. Statutory Bodies Governing Board: The Governing Board, as the highest Executive Body, plays the pivotalrole of laying down policies, both academic and governance. Academic Council: The Academic Council deliberates on matters ofacademic nature and steers the Institute to maintain academic standards ofexcellence. The Council approves the academic programmes of allSchools/Centres and provides directions for future academic growth anddevelopment. Finance Committee: The Finance Committee supports and supervises theraising of funds for the Institute's development and functioning; and alsofacilitates and monitors finances to ensure transparent and accountablegovernance. Facilitation Committee: The Facilitation Committeemeets regularly to ensure alignment in decision-making, management andcoordination amongst Schools/Centres/Administrative Units, and thegeneral administration.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic plan is effectively deployed. Examination and Evaluation: Online platforms are used both for entrance testsand semester end examinations. For semesterend examinations and evaluations, each course of study, credited or non-credited, taught or field related, or research project, are assessed through examination, classpresentations, reports or dissertations, faculty assessment of class participation,written assignments, reflective journals or fieldwork reports, observation by faculty, with prescribed weightages, as per a pre-defined schedule, which is provided at thecommencement of a semester. These may involve individual or group work.

Planning of Syllabus Each Department organizes departmental discussions to break up the syllabus into several modules and assigns definite portions to different faculties. • Analysis of syllabus and routine preparation: The Academic sub-committee of the college prepares the academic calendar well ahead of the new session. The Routine sub-committee comprising of members from each of the streams prepares the class routine keeping in view the number of working days and the availability of classrooms in order to give students enough scope for creative thinking and profitable learning. • Regular conduction of tutorial classes: Tutorial classes are held regularly to give the learners the first-hand knowledge of tackling difficult situations in the examination. • Conduction of Examinations: Class tests, Internal assessment and Final Semester Examinations are held regularly as per predesigned schedule following the academic calendar of University of Kerala.

The college has been quick to adopt to online teaching during the pandemic and subsequent lockdown. Online training programmes for both teachers and students were organised with trainers through Google Meet to familiarise them with the virtual platform for live classroom teaching.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Sree Narayana College, Chengannur is a constituent unit of University of Kerala. The Principal of the college is the head of the institution. The college administrative system runs smoothly with its three main units that are General section, Accounts sections and Examination department. General section is headed by Junior Superintendent with one more assistant and 2 peons. General section maintains the documents related to the appointment, promotion and retirement of the teaching and non-teaching staff. It keeps record of individual teachers' leave and attendance of the staffs. This department also looks after the admission, distribution of TC and stipend of the students. The Head Accountant is the head of the Accounts section. He is assisted by an assistant. There are also peons for day to day jobs. This department keeps the financial records of the institution, purchase of required goods and disbursement of salary and arrears. All the financial records are audited by competent internal and external auditors annually. The Examination section is headed by Chief Examination Superintendent and is assisted by Deputy Chief Examination Superintendent. The department looks after the conduction of various examinations (Theory/Practicals) and keeping of examination related records.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance	C. Any 2 of the above

and Accounts Student Admission and Support Examination	

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

6.3 - Faculty Empowerment Strategies

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

The institution practices effective welfare measures for teaching and non-teaching staff such as:

- **Pension benefits to teaching and non-teaching staff**
- **Casual leaves**
- **Advance salary for festivals or special needs**
- **Medical leaves for staff**
- **Half Pay Leave**
- **PF loans**
- **Study leave for teachers**
- **Restricted holidays for staffs**
- **Special leaves (Additional Casual leave) for female staff**
- **Maternity leaves**
- **Child care leaves**
- **Paternity Leave**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

0

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

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

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

2

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

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

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

17

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

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

There is an Internal Performance Appraisal system for all its staff members headed by the Principal of the Institution. The Principal monitors and evaluates the performance of all its staff and communicates the areas of improvement or the overall performance annually or as per requirement. The students at the end of their course give an online feedback about all the teachers subject wise. There are Grievance Redressal cell in the campus where the students can express their query or concern about teachers which is also considered by the Principal. Online feedback is also obtained from all students time to time . All these are scritinized and assessed by the Principal. The Principal further communicates the outcome with the staff members in a completely confidential manner.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly and maintains a sound financial accounting system.The college followsgovernment guidelines for the collection and

disbursement of funds and conducts regular internal and external audits. For the ease of accounting and transparent functioning, the college maintains separate accounts for financial aids received from different sources as listed below. 1.PD Account 2.SSP 3.ASAP 4Scholarships 5.WWS 6.UGC 7.E-Grants 8.NSS 9. KSCSTE 10.PTA Internal audit of finance is conducted every year at the college office.The internal auditing of accounts is carried out jointly by the Principal and staff of the college. The reportof this audit is prepared before the conduct of the external audit and after the closure of the accounts in allrespects. Statutory Audit is conducted every year at the close of the financial year. This is done by the managementto ascertain that the policies and guidelines for accounting framed by the management are appropriatelyexecuted. The auditing is carried out by an auditor appointed by the Manager. The observations given bythe auditors are duly complied with. Based on the consolidated reports, our Institution submits the annualreturns every year to treasury authorities and the other relevant authorities concerned. Goverment audit is conducted yearly by Dy. DCE and if any audit objection comes the same is sort out with the help of external experts and chartered accountants.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

NIL

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

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

The institution is administered by the Governing Body following the best possible practices in the given working scenario. The institution always ensures that the funds/resources are collected on timely basis and are utilized in the best possible way by ensuring judicious investments and restricting to budgeted expenditure. The main sources of receipts are fees collected from students, grants from the State Government and the UGC, interest on fixed deposits, fines etc. Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards, website and through text messages. After collection of funds, the surplus is invested in fixed deposits of varied tenures. A budget is prepared in the month of February for the following financial year and every possible effort is made to adhere to the budget. All purchases are made after inviting requisite number of quotations and their proper scrutiny. All the expenditures are checked and approved by at least five office bearers and authorities. Internal checks and controls are very much in place which ensures transparency in financial resource management. The resources are carefully allocated to meet overall administrative requirements including recruitment of staff as and when required, infrastructural upgradation and maintenance, enhancement of teaching learning environment, faculty development etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The vision of SreeNarayana College, Chengannur is to impart, promote and spread holistic education among girls to make them self-reliant and responsible members of the community. With this vision before us, the IQAC has focused on Mental Well-Being programmes and workshops particularly for the students. These programmes have tried to address the variety of mental health issues faced by the students coming from multicultural backgrounds and from different cities. The programmes conducted by specialists in the field give an insight into the common

worries and uncertainties which cloud the minds of the young adults. The discussions help the students to identify their areas of concern and the interactive sessions give them the opportunity to vent their anxieties and woes. The positive inputs by the resource persons facilitate the students to tide over their agonies,bring out the best in them, be confident to face the challenges and be ready to gracefully accept both successes and failures, academic or otherwise. These Mental Health Programmes have indeed contributed to the holistic development of the students. Such programmes initiated by the IQAC, are now held at regular intervals and have become an essential part of the college calendar. Even during the period of pandemic and ensuing lockdown, such sessions were held on the virtual platform to take care of the students' mental health and to uplift their spirits.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The regular meetings of the IQAC internally as well as with the principal and different committees are conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life. Regular feedback obtained from different stakeholders help in proper identification of the target area. The major tasks set up by the IQAC in the last year was to take care of the mental health issues of students during the pandemic times.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of	C. Any 2 of the above

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

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- **International Human Rights Day (December 10,2021) - Theme : " Recover Better - Stand Up for Human Rights" was observed by organising an awareness program on Fundamental Rights by NSS**
- **Webinar on the topic : " Gender Equality and Social Security " by the resourse person Surya Ishan (Social Activist, State TG Justice Board Member, Founder of Dwaya Charitable Society)was conducted by NSS**
- **World Social Justice Day (February 20, 2021) - Theme - " A Call for Social Justice in the Digital Economy " celebrated by making Posters,and Slogan writing**
- **International Women's Day (March 8, 2021) was celebrated by Inter Collegiate Webinar on the Topic " Women and Equity " by the Chief Orator Ms.Saleena Beevi S, Founder Director, NILA Foundation & Wellness Trainer**

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Plastic free campus & waste management

The campus has promoted plastic free policy and makes the campus and its vicinity plastic free. Students and faculty are encouraged to use steel lunch boxes and steel bottles. NSS units purchased 50 steel glassesand promoted the use of the same for generalfunctions.A biogas plantin the campus helps in managing solid waste generated in the campus. Proper maintenance of infrastructure and timely repair of the furniture is done to minimize solid waste. Paper is the major source of waste generated in the campus. Paper waste generated is separated into recyclable and non-recyclable and is sent to the local traders. All the departments have their respective department e-mail ids. The students can submit their assignments and other homework via email. The communication between the staff has to alarge extent become online. The library has to a large extend become digital. The incinerators installed in the girl's washrooms provide hygienic and scientific disposal ofnon - biodegradable toilet

waste. E- Waste Management is effectively done in the college by repair and reuse. The defective electronic equipment is repaired if possible, with the help of our technician and electrician.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different cultural activities, awareness programmes and sports organized topromote harmony towards each other.

Commemorative days like International Women's Day, InternationalYoga Day, World Cancer Day along with many religious festivals are like Onam,Christmas are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds.

Our institution is a major centre for higher education offering educational opportunities to the rural community. The college provides opportunities to the students from different backgrounds to exhibit and share their cultural heritage during the collegeArts day celebrations. Our college, under the aegis of college union organizes Arts and Cultural festival every year. Various competitions-dance, music, drama, skit, writing competitions etc. are conducted. The Arts club and the Union advisor coordinate to take initiative and control all programs.

Our college runs the promotion of Gandhian thoughts under the Centre for Gandhian study unit. Various competitions are conducted annually.

The GrievanceRedressal Cell deals with the grievances without considering anyone's racial or cultural background. The Harassment Prevention Committee monitors any sort of harassmentin the college.

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

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

The college plans and organizes appropriate activities to

increase consciousness about national identities and symbols. Women's Study Unit aims at the social and academic welfare of the girl students. Seminars and talks on constitutional obligations, national unity and social harmony are conducted by various clubs in our college. NSS Units organized " Take a Pledge to Drive Safely " on Law Day, November 26, 2020.Pledge to be a safe driver this includes obeying all traffic laws and also taking a very possible precaution to ensure my safety, and safety of those around ourselves. NSS Units celebrated World Social Justice Day on January 2, 2021 by postermaking, slogan writing competitions etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

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

and festivals

- **June 5 : World Environment Day**
- **June 21 : International Yoga Day**
- **July 1 : National Doctors Day.**
- **July 11 : World Population Day**
- **July 28 : World Nature Conservativation Day**
- **July 29: International Tiger Day**
- **August 15 : Independence Day.**
- **September 5 : Teachers Day**
- **September 16 : Ozone Day**
- **October 2 : Gandhi Jayanti**
- **November 1 : Kerala Piravi**
- **November 10 : World Science Day**
- **November 14 : Children's Day**
- **December 1 : World Aids Day.**
- **December 10 :International Human Rights day**
- **January 26 : Republic Day**
- **January 30 : Martyrs' Day**
- **February 2 : World Wetlands Day**
- **February 20 : World Social Justice Day**
- **February 21 : International Mother Language Day**
- **March 8 : International Women's Day.**
- **March 3 : World Water Day**
- **March 21 ; World Forestry Day**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

BEST PRACTICE 1

Title: Yoga at Home and Yoga with family

Objectives

- To make awareness about benefits of Yoga and Meditation
- To maintain physical and mental health

Practice

The Physical Education Department in collaboration with Art of Living conducted a three day workshop on Yoga and meditation in connection with International Yoga Day on June 21, 2021 for students, faculty members and parents.

Evidence of Success

- Understanding of the importance of physical fitness and mental wellbeing
- Time & Stress management

Problems Encountered

Though it was conducted through online mode the college has succeeded in its aim of conducting Yoga and Meditation classes by an offline mode later.

BEST PRACTICE 2

Title: "Vayana Dinam" (National Reading Day on June 19)

Objective

- To ignite our thoughts through reading
- To promote reading culture

Context

PN Panicker, the man behind the 'Library Movement' spent his lifetime cultivating a rich reading culture in Kerala. To commemorate his contribution, the country observes the National Reading Day

Practice

On National Reading Day the Library Committee organizes various competitions like Poetry Writing, Story Writing etc.and Library Committee provides orientation class on the usage of college library and library software.

Evidence of Success

Library usage has been increased significantly

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

The Fundamental distinctiveness of Sree Narayana College, Chengannur is that it is the living embodiment of the great principle enunciated by the saint, scholar and social reformer after whom the institution is named, Sree Narayana Guru who advocated "Enlightenment through Education".The target group that the institution attempts to serve consists of the economically and socially backward sections of the society.It is not merely the marginalized sections of society that are served by the college; the institution strives to buttress gender equality in society by ensuring that about 70 to 80% of its students and 90% of its staff are women. Thus the institution is in the process of igniting a socioeconomic revolution as well as a gender revolution in society. It may not be out of place to point out that one of the great messages of Sree Narayana Guru is One Caste, One God, One Religion for humanity. The college makes a systematic effort to instill this philosophy in the minds of its students as part of its sustained efforts to create a new India which is free from the divisions of Caste and religion and which cherishes the values of equality, fraternity and liberty.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- **Preparation of SSR for next cycle of Accreditation**
- **To conduct more quality programmes for students**
- **To start more certificate and value added courses**
- **To apply for more courses**

- Promote research culture among faculty and students
- To organize National Seminars and Workshops
- To increase the number of ICT enabled classrooms
- To strengthen industry - academia linkages
- To strengthen the Alumnaeassociation and make it active and functional