

SREE NARAYANA COLLEGE,ALATHUR
ANNUAL QUALITY ASSURANCE REPORT

2017-18

Details of the Institution

1.1 Name of the Institution: SREE NARAYANA COLLEGE, ALATHUR

1.2 ADDRESS: ERATTAKULAM P.O
PALAKKAD -678682
KERALA

Institutional email address: snalthur1970@gmail.com

Contact numbers: 04922 222391

Name of the Head of the institution: Dr. E. N. Sivadasan

Mobile Number: 9447150086

Name of the IQAC Co-ordinator: Dr. R. Nishi

Mobile Number: 9895547495

IQAC email address: iqacsncalathurnaac2020@gmail.com

1.3 NAAC Track ID: KLCOGN12400

1.4 NAAC Executive committee and date: EC/36/048/, dated 30/05/2005

1.5 Website address: www.sncollegealathur.com

Web-link of the AQAR :

http://www.sncollegealathur.com/download/AQAR_2017_18_KLCOGN12400_Sree_Narayana_College_Alathur_Kerala.pdf

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st	B	72.9	2005	5 years

2	2 nd	B	2.64	2015	5 years
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1.7 Date of Establishment of IQAC: 17.06.2005

1.8 AQAR for the year: 2017-18

1.9 Details of the previous year's AQAR

Submitted to NAAC after the latest Assessment and Accreditation by NAAC:
The College has prepared AQAR for the academic year 2014-15, 2015-16 , 2016 -17
submitted to NAAC on

1.10 Institutional Status:	Affiliated College
Type of Institution:	Co-education
Urban/Rural/Tribal:	Rural
Financial Status:	Grant-in-aid-UGC 2(f), UGC 12(B)
1.11 Type of Faculty/Programme:	Arts, Science and Commerce
1.12 Name of Affiliating University:	University of Calicut
1.13 Special status conferred by Central/State Government UGC/CSIR/DST/DBT/ICMR etc:	NIL

2. IQAC Composition and Activities

2.1 No. of teachers	8
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management Representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community Representatives	1
2.7 No. of Employers/Industrialists	1
2.8 No. of other External Experts	NIL
2.9 Total No. of members	14
2.10 No. of IQAC meetings held	8
2.11 No. of meeting with various Stakeholders: Faculty: Non-teaching Staff: Students:	Nil 3 2 3

Alumni: 1

Management: 1

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

2.13 Seminars and Conferences (only quality related)

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

Total No.:

International: 1

National: 1

State: 3

Institutional level: 12

(ii) Themes

2.14 Significant Activities and Contributions made by IQAC:

- Orientation Class for first year UG and PG students
- National Seminar on Human rights
- All departments were requested to submit their action plan for the year which was scrutinised and suggestions given.
- NET/SET coaching (state level)
- MAAM 2018, A special orientation programme for Higher Secondary teachers and B.Ed students
- Prepared the master plan for the long term and short term activities
- Constructed a rain shelter for organic vegetable farming and medicinal plants
- Working of health club and fitness centre was monitored and made more effective
- Decided to conduct academic seminars, workshops and invited talks in various departments by seeking funds from different agencies.
- Two day Management Fest
- Maintaining a butterfly garden
- Food Fest and Film fest
- Monitoring department level and College level PTA meetings and activities
- Monitoring annual results
- Cancer awareness programme for society
- Donated library books to an aided LP school at Erattakulam
- Eco-film fest
- Project on “Microbial Quality of Street vended food of Alathur” conducted by Department of Microbiology
- Bio-diversity park

- Nattarivukal* , an awareness programme on the need for maintaining cleanliness of the surroundings as well as on the significance of the the Malayalam month Karkidakam
- Poster presentation on the medicinal importance of Malayalam Month karkidakam
- Documentation of the plants in the bio-diversity park
- SahapadikoruVeedu* – the NSS units and teachers constructed and donated a house to an economically backward student of this institution
- Necessary support and encouragement was given to students for taking part in various cultural and sports activities at the university, state and national levels.
- Conducted collegiate and inter-collegiate quiz competitions
- Observation of World Environment Day , World Ozone Day, Hiroshima-Nagasaki Day, AIDS Day and International Women’s Day
- International seminar on ‘Conservation of Wet Lands’
- Paper –presentation competition for PG students, versification competition, essay writing competition and debates were conducted
- Sports day, Sargotsavam and Association Days were conducted
- Nature Club, Birds club, Film club, Literary club etc are active in the college
- Personality Development programmes, parenting therapy and Yoga classes
- Blood donation awareness campaign

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<input type="checkbox"/> Orientation for the first year students	<input type="checkbox"/> Students were familiarized with the CUCBCSS system
<input type="checkbox"/> Bio-diversity park	<input type="checkbox"/> Constructed a bio-diversity park in the college area <input type="checkbox"/> Conducted a survey of plants in the bio-diversity park
<input type="checkbox"/> Competitive examination coaching classes like NET/SET/PSC	<input type="checkbox"/> Various departments conducted state and college level seminars and workshops and coaching classes for NET/SET/PSC. Some students qualified such examinations
<input type="checkbox"/> Social –Economic survey	<input type="checkbox"/> Conducted a socio-economic survey in the college for identifying the problems and issues of the students
<input type="checkbox"/> Effective Execution of PTA and Tutorial system	<input type="checkbox"/> College PTA is working for the benefit of students and they provide

	<p>funds for the smooth functioning of the college. Also PTA plays an important role in conducting academic and non-academic activities</p> <ul style="list-style-type: none"> □ PTA conducted programmes like SreeNarayana Study Centre Inauguration, C-Zone Volley ball tournament , Merit Fest, Gurumandiram Inauguration, Auditorium Inauguration, Sankar's Day observation
<ul style="list-style-type: none"> □ Remedial coaching classes for weak students 	<ul style="list-style-type: none"> □ Remedial coaching committee identified the weak students in terms of internal and external evaluations. Special coaching was provided for such students
<ul style="list-style-type: none"> □ Decided to conduct various academic and non academic activities under the leadership of NCC, NSS and Various Clubs 	<ul style="list-style-type: none"> □ NCC cadets play an important role in maintenance of discipline □ The NCC units strived to maintain a Plastic free campus □ World Environment day observed by NSS units □ Blood donation awareness campaign was organised by NSS □ AIDS Day was observed by NSS units □ Republic day parade was given by NCC cadets □ Organic Vegetable farming was done by the NSS units □ The NSS units constructed a house for a poor student □ Power Quiz by Energy Conservation Club □ World Wet Land Day observation □ Systematic functioning of tutorial system □ Conducted a debate on "Can there be Limits to Creative Expression?" □ A poetry recitation competition by debate club □ International Women's Day observation by debate club. An open forum on the topic "Women and Society"
<ul style="list-style-type: none"> □ Decided to conduct Programmes which benefits the nearby society 	<ul style="list-style-type: none"> □ Gave academic support and distributed books to ten school students

	<input type="checkbox"/> Special Coaching was given to Plus two and SSLC students at Prathibha Vayanasala Thennilapuram <input type="checkbox"/> Department of Mathematics gave free Mathematics Coaching for Plus Two students in PKHSS, Mannapra <input type="checkbox"/> The Department of Microbiology conducted a Cancer awareness programme in nearby schools
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*Attach the Academic Calendar for the Year as annexure

2.15 Whether the AQAR was placed in Statutory Body Yes

Management	Syndicate	Any other Body
Yes	NO	Yes

Provide the details of the action Taken

Discussed and approved by the IQAC, College Council and Management

PART –B

Criterion –I

1.1 Details about academic Programmes

Level of the Programme	No. Of Existing Programmes	No. Of Programmes During the Year	No. Of Self financing Programmes	No. Of Value added/Carrier Orientated Programmes
Ph.D	0	0	0	0
PG	4	0	1	0
UG	8	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	1	0	0	0
Others	0	0	0	ASAP (Additional Skill Acquisition Programme of Govt. Of Kerala)
Total	13	0	1	1
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the curriculum:

Under the University of Calicut the Curriculum is designed by an academic body and some of our faculty are members of these bodies. As per the regulations of CUCBCSS introduced for the UG Programme, there is choice of selection for Open Courses and Elective Courses.

For PG courses, maximum number of Elective subjects and Project works are implemented and thus maximum possible flexibility is offered under the CUCSS.

(ii) Pattern of Programmes:

Semester

1.3 Feed Back from Stakeholders

Feedback From	Alumni	Parents	Employees	Students
	Yes	Yes	Yes	Yes

Mode of feedback: Manual

1.4 Whether any revision/update of regulations or syllabi, mention their salient aspects:

Being a college affiliated to the University of Calicut, this institution follows the syllabi set by the University in both the UG and PG Courses.

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

Not Applicable

Criterion- II

2. Teaching . Learning and Evaluation

2.1 Total No. of Permanent Faculty

Total	Asst. Professors	Associate Professors	Professors	Others
32	24	7	0	1

2.2 No. of Permanent Faculty with Ph. D:

10

2.3 No. of Faculty Position recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Total	
R	V	R	V	R	V	R	V
0	20	0	0	0	0	0	20

2.4 No. of Guest and visiting faculty and temporary faculty

Guest	Visiting Faculty	Temporary
20	0	0

2.5 Faculty participation in conference and Symposium

No. Of Faculty	International level	National level	State level
Attended seminars /workshops		22	8

Presented papers	5	12	0
Resource Persons	0	4	5

2.6 innovative process adopted by the institution in teaching and learning

- ICT facilities are used in almost every department for teaching learning process
- The Departments of Botany, Zoology, Microbiology, Environment and Water Management and Commerce conducted study tours to give the students a fresh experience on certain areas of their respective disciplines
- Maximum number of interdisciplinary Open and Elective subjects are offered by the college in the UG and PG level.

2.7 Total number of actual teaching days during this academic year: **182**

2.8 Examination/Evaluation reforms initiated by the institution

Examinations are conducted as per the rules and regulations of the university

2.9 No. of faculty members involved in curriculum restructuring /revision /syllabus development as member of board of study /faculty curriculum development workshop

Board of Studies	Syndicate	Faculty
3	0	0

2.10 Average percentage of attendance of students: **86**

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total number of students appeared	Pass %	% of students who secured more than 60%
B.Sc Zoology	26	81	35
BA Functional English	26	81	65
B.Sc EWM	20	65	65
BA Economics	47	70	23
B.Sc Mathematics	27	45	37
B.Sc Botany	24	79	71
B.Sc Microbiology	28	86	54
B.com	48	77	

			56
M A English	12	100	55
M.Sc Mathematics	20	75	75
M.Sc Zoology	12	100	100
M.Com	15	67	67

2.12 How does IQAC contribute /monitor/evaluate the teaching learning process

The teaching learning and evaluation processes are done in the institution mostly as per the instructions laid down by the university. Assignments, seminars, class test papers are conducted regularly for the continuous assessment of the students. IQAC has taken initiatives in:

- Procuring and installing ICT facilities in atleast one class room of every department
- Arranging seminars and invited talks to make the students aware of the recent developments in the subjects concerned
- Making the courses more inter-disciplinary so that maximum number of open courses and elective subjects are offered
- Scrutinising the evaluation of the institutional activities by the students is scrutinised and informing the teachers concerned
- Conducting a socio-economic survey among the students of the college

2.13 Initiatives undertaken towards faculty development

Faculty /Staff development programmes	No. of faculty benefited
Refresher Courses	2
UGC-Faculty improvement programme	1
HRD Programme	0
Orientation Programmes	0
Faculty Exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institution	7
Summer/winter schools, workshops etc	0
Others	0

2.14 Details of administrative and Technical staff

Category	No. of permanent	No. of vacant positions	No. of permanent	No. of positions filled
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	employee		positions filled during the year	temporarily
Administrative staff	6	3	0	3
Technical staff	3	15	0	4

Criterion-III

Research, Consultancy and Extension

3.1 Initiative of IQAC in sensitizing/Promoting research climate in the institution

<input type="checkbox"/> Guidance to newly recruited teachers in preparing project and seminar proposals <input type="checkbox"/> Promotion of the inter-disciplinary activities <input type="checkbox"/> Support to Faculty members in the completion of Ph. D work <input type="checkbox"/> Participation of PG students in seminars conducted by neighbouring colleges encouraged <input type="checkbox"/> Proper utilization of internet facilities to aid research and students project
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3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	1	0
Non Peer Review Journals	0	0	0
e-journals	0	0	0
Conference proceedings	5	12	0

3.5 Details on impact factor of publications

Range	Average	h-Index	Nos. In SCOPUS

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

Nature of the Project	Duration year	Name of the funding Agency	Total grand sanctioned	Received
Major Projects	NA	NA	NA	NA
Minor Projects				
Inter-disciplinary projects				
Industry sponsored				
Project sponsored by University/College				
Students research projects (<i>Other than compulsory by the university</i>)				
Any other (<i>specify</i>)				
Total				

3.7 No. of books published

With ISBN Number	Without ISBN Number	Chapters in edited books
	10	

3.8 Number of University departments receiving funds from: **NA**

3.9 For Colleges

Autonomy	CPE	DBT star Scheme	INSPIRE	CE	Any other (specify)

0	0	0	0	0	0
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3.10 Revenue generated through consultancy: NA

3.11 Number of conferences organized by the institution

Level	International	National	State	University	College
Number	1	1	2	0	5
Sponsoring Agency	PTA	Human rights Department	PTA	NIL	PTA

3.12 Number of Faculties served as experts, chairpersons or resource person:

8

3.13 Number of collaborations

International	National	Any other
0	0	5

3.14 Number of linkages created during this year: NA

3.15 Total budget for research for current year

From funding agency	From Management	Total
0	0	0

3.16 Number of Patents received this year: NIL

3.17 Number of Research Awards/Reorganizations received by faculty and research fellows:

NIL

3.18 Number of Faculty from the institution who are Ph. D Guides and Students registered under them

No. of Guides	No. of Students
4	7

3.19 Number of Ph. D awarded by the faculty from the institution: 0

3.20 No. of research scholars receiving the fellowships (newly enrolled + existing ones): 0

3.21 No. of Students participated in NSS events:

University	State	National	International
125	0	0	0

3.22 No. of students participated in NCC events:

University	State	National	International
65	0	1	0

3.23 No. of Awards won NSS:

University	State	National	International
0	0	0	0

3.24 No. of Awards won NCC:

University	State	National	International
0	0	0	0

3.25 No. of Extension activities

University Forum	College Forum	NCC	NSS	Any other
0	16	5	22	5

3.26 Major Activities during the year in the sphere of extension activities and institutional social responsibility

- Bio-diversity park
- NET/SET coaching
- Blood donation awareness
- Books donation
- SahapadikoruVeedu*- Construction of a house for a poor student

- National Seminar on Human rights
- International Seminar on Conservation of Wet Lands
- Resource persons for different academic events
- Campus recruitment programme
- Two day workshop on Corporate Skill Development
- Eco friendly campus
- Organic Vegetable garden
- Butterfly garden
- Special coaching for Plus two and SSLC students
- Psc Coaching for Students
- Anti-ragging and Antidrug Campaign
- Eco-film fest
- Human rights Day observation
- AIDs Day observation
- Yoga Day Observation
- Energy conservation Day
- Food festival
- Sports day
- Sargotsavam
- Arts day
- College day
- C-zone Volley ball tournament
- Onam celebrations
- Christmas celebrations
- Women's day
- Film festival
- General quiz Competition
- World wet lands Day
- Keralapiravi* Day
- Financial aid to poor students
- One day seminar on "Demonetisation-a Post implementation Analysis "
- Seminar on Capital Marketing Investments
- Seminar on Immunology

Criterion IV
Infrastructure and Learning Recourses

4.1 Details of increase in infrastructure facilities

Facilities	Existing	Newly created	Source of fund	Total
Campus area	25 acres	NIL	0	25 acres
Class rooms	32	NIL	0	32
Laboratories	9	NIL	0	9
Seminar halls	3	1	0	4
No. of import equipments purchased (greater than one lakh during the year)	158	NIL	UGC, PD	158
Value of the equipments during the year(Rs.)	152.37	NIL	NIL	152.37
Others	0	0	0	0

4.2 Computerization of administration and library:

- The library is digitalized and automated
- Administrative office is completely computerized

4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text books	21840	2541833.38	107	31,080	21947	25,72913.38
Reference	500				500	
e-books	0					
Journals	30	52000			30	52,000
e-journals	0					
Digital data base	0					
CD and Video	50				50	
Others(general)	36	33000			36	33,000

4.4 Technology upgradation (overall)

	Total Computers	Computer labs	Internet	Browsing centres	Computer centres	Office	Departments	Others
Existing	80	2	8	3	0	1	19	0
Added	0	0	0	0	0	0	0	0
Total	80	2	8	3	0	1	19	0

4.5 Computer internet access training to teachers and students and any other programme for technology up gradation (Networking, e-governance etc)

- College office , all departments and library have internet connectivity
- Students have access to internet at the Network resource centre
- Computer training was provided to non teaching staffs
- Computer training was provided to selected students
- The college office is automated to a large extent. The services of the examination section, salary bill section, scholarship section and e-grants section are fully automated and some of them are online too.
- Training programmes on using SPARK and e-filing of Income tax returns are conducted unofficially to the new teaching and non teaching staff. Faculty members help the students in uploading their applications for e-grants.

4.6 Amount spent on maintenance in Lakhs

I	ICT	1.36
Ii	Campus infrastructure and facilities	45
Iii	Equipments	2.5
Iv	Others	1.3
Total		50.16

Criterion V

Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about student support service

- Life skill and gender equality programmes given due importance
- An orientation programme is offered to first year UG students
- Participation of the students in extracurricular activities is encouraged
- Monitors the efficient execution of SSP and WWS
- Strict inspection of the academic activities including common internal examinations, tutorial system

5.2 Efforts made by the institution for tracking the progression

- Two or more class PTA meeting in addition to the General PTA to discuss the progress of the students
- Interactions with ALUMNI and different stakeholders are made use of in improving the standards and achieving the advocated vision
- Two internal examinations and one Model examination are conducting for evaluating students
- Attendance achievements and participation in co-curricular activities are frequently monitored by tutorial system
- Career Guidance cell helps the students in securing placements and clearing competitive exams

5.3 (a) Total number of students

UG	PG	Ph. D	Others
908	131	0	0

(b) No. of students outside the state: 4

(c) No. of international students: 0

Men	No.	%
	287	27.62

Women	No.	%
	752	72.37

Last year						This year					
General	Sc	ST	OBC	PH	Total	General	Sc	ST	OBC	PH	Total
61	178	8	746	0	993	61	184	7	787	0	1039

Demand ratio: Centralized admission Drop out (%): 1

5.4 Details of students support mechanism for coaching competitive exams if any ; Conduct Free coaching classes for NET, JAAM, SET, PSC , GATE and MAT .

No. of Student beneficiaries: 138

5.5 No. of Students qualified in these examinations

NET	3	SET/SLET	2	GATE	0	CAT	0
IAS/IPS	0	PSC	18	UPSC	2	Others	25

5.6 Details of Student counselling and Career Guidance:

- Orientation for competitive examinations are provided in required cases
- Personality development training , career guidance and counselling classes are regularly arranged by the Career Guidance Cell
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No. of Students benefited: 285

5.7 Details of Campus Placement:

ON Campus		OFF Campus	
No. of Organizations visited	No. of students participated	No. of students Placed	No. of students Placed
0	0	0	34

5.8 Details of Gender sensitization programmes:

Women's Cell conducted the following programmes

- International Women's Day was observed
- Open Forum in connection with International Women's Day
- Gender Film Festival

5.9 Students Activities:

5.9.1 (a) No. of Students participated sports , games and others events

State/University level	110
National Level	1

5.9.1(b) No. of students participated in cultural events

University Zone Youth Festival	175
Inter Zone Youth Festival	14

5.9.2(a) No. of medals/awards won by students in sports, games and other events

State/University	National	International
2	0	0

5.9.2(b) No. of medals/awards won by students in cultural events

State/University	National	International
2	0	0

5.10 Scholarships and financial support:

	No. of students	Amount
Financial support from institution	12	60000/-
Financial support from govt.	25	250000/-
Financial support from other services	8	80000/-
No. of students who received international/national recognitions	0	0

5.11 Student organized initiatives

Programme	State/University level	National level	International level
Fairs	1	0	0
Exhibitions	1	0	0

5.12 No. of social initiatives undertaken by students:

15

5.13 Major grievances of students (if any) redressed:

NIL

Criterion VI

Governance, Leadership and Management

6.1 State the vision and mission of the institution:

To emancipate and uplift the socially and educationally backward sections of the society by enlightening and empowering them through education

Mission:

- Provide adequate opportunity for obtaining higher education
- Inculcate human values
- Equip the youth with resourcefulness , initiative, self confidence and leadership qualities
- Help the youth to keep pace with modern age of science and technology

6.2 Does the Institution have a management information system?

YES

- 1) The college office is automated with required software
- 2) All financial transactions such as salary bill, fee collection, scholarship, purchase of equipments and stationary and other payments are maintained
- 3) All student support services such as admission, conducting internal examinations, uploading of internal marks, registration for University Examinations, issue of TC, CC etc. are digitally maintained
- 4) Records related to staff and students are digitally maintained
- 5) Records related to Government, University, UGC, RUSA, Management etc. are digitally maintained

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

6.3.1 Curriculum Development

Some of the faculty members are Board of Studies members in their respective field of study, at the university. While preparing the new curriculum for UG and PG programmes

Faculty members have pointed out certain anomalies in the previous syllabus to the board of studies and they are either rectified or are kept pending for further discussion.

6.3.2 Teaching and Learning

College is well equipped with smart class rooms, library and language lab. Syllabus oriented seminars and workshops are conducted to enable interaction of students with eminent resource persons. PG students are encouraged to participate in the seminars organized in the nearby colleges so as to widen their horizon of knowledge. PG students are also given chances to do their project works in external institutions so as to gain ample exposure to relevant technologies. Due care is also taken to provide adequate opportunity to the students for their total intellectual and physical development

6.3.3 Examination and Evaluation

- Class tests are conducted by the concerned teachers frequently and the weak students are given extra care. IQAC ensures that two internal examinations as per the University criteria are conducted under the supervision of the Examination committee and Academic Audit cell. Class PTA meetings are conducted in each semester to update the parents about the progress of their wards. Tutorial system facilitates better teacher- student interaction and provides a complete overview of the students to the concerned tutors. All these channel the students to take up the external examination conducted by the University with due confidence.

6.3.4 Research and Development

A Research Committee to co -ordinates and motivates research ambience of the college with active support from IQAC. Teachers are encouraged to take up major and minor projects. Scrutiny of the project proposals submitted by the faculty members is done by the research committee. Due support is rendered to faculty members in pursuing Ph. D and higher education, participating in seminars and publishing papers.

6.3.5 Library, ICT and Physical infrastructure /Instrumentation:

- The library is having more than 21 thousand titles of books. It helps the students to borrow more books at a time, which is advantages to the students who are coming from economically weaker sections of the society.
- The library is now automated with digitalized bar coding system, which helps the students to access the books easily. There are two computer labs in our college which have more than 35 computers which are connected with LAN facility. Each computer has 80GB hard disc, 256 RAM, windows XP, Microsoft Word and other office applications.

6.3.6 Human Resource Management

IQAC collects feedback from students and analyses it. The result is informed individually to all the members of the faculty enabling them to make suitable changes in their teaching strategy. At the beginning of each academic year the college council reviews the existing staff pattern and vacancies if any and recruits guest personnel for filling up the vacant teaching and non-teaching positions in accordance with the norms and procedures of the University and Government. Orientation and training programmes are periodically organized for new recruits. Recreation Programmes are also organized for teaching, non-teaching and support staff.

6.3.7 Faculty and Staff Recruitment:

Vacancy positions are intimated to the management in due time. Appointment is done by the management in compliance with the regulations of the university and concurrence of the State Government. Cases of unfilled vacancies are met by temporary appointment done strictly on merit basis after advertising in leading newspapers.

6.3.8 Industry Interaction/Collaboration

A cordial association is sustained with selected industrial firms whereby the students get an opportunity to do their project works. Industrial visit as prescribed in the curriculum by different board of studies makes it inevitable to maintain our link and collaboration with industries. This also helps our students to procure jobs after course completion.

6.3.9 Admission of Students

There is a centralized admission procedure followed in all the colleges of the university through a single window system both for the PG and UG admission. The verification of marks and other criteria are duly checked by the admission committee members in each department of the college after the list of candidates are provided by the university. The various norms of reservations are strictly adhered to as per Governmental norms and as allotted by the university. A nodal officer coordinates the admission procedure.

6.4 Welfare Schemes for

Teaching Staff	All Govt. Schemes
Non Teaching staff	All Govt. Schemes
Students	Scholarships and other scheme implemented by Govt.

6.5 Total corpus and fund generated NIL

6.6 Whether annual financial audit has been done YES

6.7 Whether academic and administrative audit (AAA) has been done

Audit type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	----	Yes	IQAC
Administrative	NO	Government	Yes	Management

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

For UG Programmes	NO
For PG Programmes	NO

6.9 What efforts are made by the University /Autonomous College for Examination reforms?

We are affiliated to the University of which is conducting the terminal examination for all semesters. Examination reforms are decided by the University. Most often, there are delays in the conduct of examinations. But we ensure that the syllabus for every semester is completed before the prescribed time itself. All internal evaluation will be completed before the closing of each semester.

6.10 What efforts are made by the University to promote autonomy in the affiliated/Constituent Colleges?

Not Applicable

6.11 Activities and support from the ALUMNI Association

The old students Association is very strong and active. They support and encourage the students of the college by providing endowment prizes for meritorious students.

6.12 Activities and Support from the Parent- Teacher Association

PTA consists of elected members of staff and parents with principal as the president and an elected member from the parent community as the vice president. The general body meets annually and the executive members meet occasionally to discuss funding and other activities of the association. Departments also provide various endowment prizes and scholarships instituted by the PTA, to the economically deprived students.

6.13 Development Programmes for support staff

Orientation for support staffs is given by individual departments and management as and when required. The importance of managing a stress free environment was addressed through conduct of a workshop by IQAC.

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

1. A Bio-diversity park for wild animals was made in the campus area in association with State Bio-diversity Board

2. Planted trees in the campus on environmental day and maintain them
3. Recycling of biological- wastes through vermin composting
4. Plastic free campus
5. Organic farming of vegetables by NSS, Nature club and Dept. Of Botany
6. Butterfly garden has been established
7. Conducted an international seminar on “Conservation of We Lands”

Criterion VII

Innovations and Best Practices

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

- Govt. funded projects like ASAP, WWS and SSP had conducted external and internal mentoring sessions and related workshops to boost the competency level of the students
- Observation of internationally important days like World Environmental Day

7.2 Provide the action taken report (ATR) based on the plan of action decided upon at the beginning of the year

Among the decisions taken by the IQAC in the beginning of the year some of them are successfully implemented and some of them are pending

Accomplished	Not accomplished
<ul style="list-style-type: none"> <input type="checkbox"/> Routine activities like preparation of academic schedule, college calendar were successfully done. <input type="checkbox"/> Various departments have conducted regional/ state seminar in their subjects concerned <input type="checkbox"/> Feedback collected and analysed from the stakeholders about the curriculum, faculty members etc. and communicated it among them <input type="checkbox"/> Career oriented coaching classes and placement opportunities for outgoing students. 	<ul style="list-style-type: none"> <input type="checkbox"/> The Teaching posts in different department that are vacant could not be filled this year <input type="checkbox"/> A green audit of the college and premises of the college was not completed

7.3 Give two best practices of the institution (please see the format in the NAAC self study manuals)

- Sahapadikoruveedu*(NSS units had constructed a home for an economically backward student in our college)
- Bio-diversity park
- Butterfly garden
- Distributed clothes and necessary things to the poor Scheduled tribes situated near Kollengode.
- A Volley Ball tournament was conducted
- Rain shelter was constructed for organic vegetable farming
- Books donation programme to a nearby school
- As an extension activity “A Cancer Awareness Campaign“was conducted by Department of Microbiology for neighbouring schools

7.4 Contribution to Environmental Awareness /Protection:

- A power Quiz was organized by Energy conservation club in association with KSEB
- Observation of World environment day and students have planted saplings in the premises of college
- International seminar on “Conservation of Wet Lands” by Dept. of EWM, Nature club and NSS units.
- Bio-diversity park has made by NSS units and Dept. of EWM
- A Quiz Competition was conducted on World Ozone day by Dept. of EWM
- Department of Zoology and Botany have taken initiatives to maintain an Organic vegetable and medicinal plants
- An environmental quiz was conducted by Department of Zoology.
- A one day seminar on immunology was conducted by department of Zoology
- “KarkidakaKazhchakal” a workshop , poster presentation and food fest to familiarize the importance of Malayalam month karkidakam in connection to medicinal plants

7.5 Whether Environmental audit was conducted?

NO

7.6 Any other relevant information the institution wishes to add.(For example SWOT analysis)

At the beginning of every semester the college Council and IQAC take cognizance of the strengths, weakness, opportunities and threats and takes anticipatory decisions to bring the best out of the institution in curricular, co-curricular and extracurricular matters.

Strengths

- PSC and NET/SET, JAAM coaching classes.

- Most of the students are also very dedicated and there are very few instances that affects the smooth rhythm of the institution
- Management fest
- Well supporting PTA
- NET qualified ALUMNI students
- Well Supporting ALUMNI association
- Competent faculties
- ASAP, WWS, SSP and Career Guidance cell
- WIFI connectivity
- Need based extension activities

Weakness

- Transfer of faculties
- Delayed university admission and examinations

Opportunities

- More focus on infrastructure development
- New courses can be introduced
- More career oriented coaching

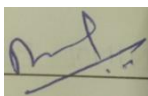
Threats

Unexpected changes in the academic schedules of the university

8. Plans of institution for next year

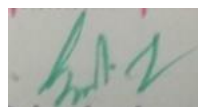
- Energy conservation Project- to reduce the consumption of Electricity and water in the houses of students and teachers
- Green Audit
- Planting more trees in the campus and beautification of the campus by planting more flowering plants
- To encourage all the departments to conduct extension activities with the help of PTA and IQAC
- Construction of a new seminar hall
- Distribution of food for the neighbouring hospitals as free in a day at every month
- Distribution of Cotton bags for the students to reduce the consumption of plastics in their homes
- Construction of new class rooms

- Training for supporting staff in office procedure



Name Dr.R.Nishi

Signature of the coordinator, IQAC



Name Dr.E.N. Sivadasan

Signature of the chairperson, IQAC