The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*   2015 – 2016

1. Details of the Institution

1.1 Name of the Institution   SREE NARAYANA COLLEGE, CHERTHALA

1.2 Address Line 1   S.N Puram

Address Line 2   Cherthala

City/Town   Cherthala

State   Kerala

Pin Code   688582

Institution e-mail address   snccherthala@gmail.com

Contact Nos.   0478-2864297, 2865497, 2864197

Name of the Head of the Institution: Dr.K. Anirudhan

Tel. No. with STD Code: 0478-2864197

Mobile: 09447062613

Name of the IQAC Co-ordinator: Smt. N. Neena

Mobile: 09947465350

IQAC e-mail address:

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

> **OR**

1.4 **NAAC Executive Committee No. & Date:**   EC/32/309 dated 03.05.2004
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

1.5 Website address: www.sncollegecherthala.in

Web-link of the AQAR: www.sncollegecherthala.in/ssr/aqr2015.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	3.24	2004	2004 - 2009
2	2nd Cycle	A	3.01	2015	2015 - 2020
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   01.06.2004

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

NIL

1.9 Institutional Status

University   State ✔ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ✔ No ☐

Constituent College   Yes ☐ No ✔

Autonomous college of UGC   Yes ☐ No ✔

Regulatory Agency approved Institution   Yes ☐ No ✔

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ✔   Men ☐   Women ☐

Urban ☐   Rural ✔ Tribal ☐

Financial Status   Grant-in-aid ✔   UGC 2(f) ✔   UGC 12B ✔

Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ✔   Science ✔   Commerce ✔   Law -   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   -   -

1.11 Name of the Affiliating University *(for the Colleges)*   University of Kerala, Thiruvananthapuram

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

Autonomy by State/Central Govt. / University   -

University with Potential for Excellence   -   UGC-CPE   -

DST Star Scheme   -   UGC-CE   -

UGC-Special Assistance Programme   -   DST-FIST   -

UGC-Innovative PG programmes   -   Any other (*Specify*)   -

UGC-COP Programmes   -

2. IQAC Composition and Activities

2.1 No. of Teachers   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   2

2.9 Total No. of members   16

2.10 No. of IQAC meetings held   6

2.11 No. of meetings with various stakeholders: No. | 4 | Faculty | 1 |

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | 1 |

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

If yes, mention the amount | 3,00,000/- FOR FIVE YEARS |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 2 | International | - | National | - | State | - | Institution Level | 2 |

(ii) Themes

- Teenage psychology class for teachers
- Skill development and Motivational Programmes

2.14 Significant Activities and contributions made by IQAC

- Motivated teachers to participate in seminars and workshops and undertake major and minor projects
- Conducted job-oriented course to students
- Coordinated activities for NAAC visit
- Encouraged NCC, NSS and other organisations to organise innovative programmes
- Moral education to students
- Forwarded suggestion s regarding infrastructure development to the RDC as per the recommendations of the NAAC Peer Team

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
To prepare budget allocation	Prepared budget allocation under UGC Plan
Orientation classes for first semester students	Conducted a one day orientation programme on 07.08.2015
To conduct classes on teenage psychology, people skills etc.	Conducted classes for teachers

Awareness for plastic free campus	Awareness classes given by NSS and conducted regular cleaning of the campus on every Fridays
To promote health awareness programmes	• Conducted Yoga class and yoga practice for students and teachers on 21.06.2015 • Created awareness among public on the ill effects of drug abuse on 26th June 2015 • Conducted Blood donation camp in association with the blood bank of Medical college, Alappuzha on 23.09.2015. Donated 132 units of blood • Conducted an eye camp for the public and students on 29.09.2015 in association with the Little Flower Hospital and Research Centre, Ankamaly. 11 patients were given free surgery. • Arranged a medical check up for 71 anganwadi children and an orientation class for their mothers by two paediatricians from Alappuzha medical college on 13.11.2015 • Observed AIDS Day, conducted awareness class for students • Conducted a health survey on "Mosquito borne diseases" in association with the National Centre for Disease Control, Cherthala from 21st to 27th December 2015 • Conducted class on first aid and blood detection camp for students on 16th January 2016 during observation of Road Safety Week • Laughter Yoga Course conducted for teachers and students
Virtual lab	Registered at Amitha Virtual lab, Vallikavu
Women empowerment programmes	• Mushroom cultivation and marketing done by the Botany department • Hands on training given to promote recycling of waste products • Awareness class and medical checkup on Women health by a Gynaecologist from the Kinder Hospital, Cherthala • Observed Women's Day
Nature Study camps	• Organized a Nature Study camp at Peppara Wildlife Sanctuary, Trivandrum from 11th to 13th September 2015

	• Conducted a one day nature Study Camp at Thommankuthu.
Promote peer teaching	P G students engage in peer teaching
Young Teacher Talent Award	Award given to Dr. Kiran Raj of Department of Botany
Organic Vegetable Farming in the college campus	Undertook organic vegetable cultivation in 50 cents of land in the college campus with financial support from the Dept. of Agriculture. Harvest festival done on 13th April 2016 and products sold to public through a stall opened in front of the college
House for a student	Initiated a project " House of Love" for a financially backward student
Department visits	Regular visits to departments to assess the progress, encouraged to submit proposals for availing financial support for conducting seminars and projects, discuss the requirements for proper functioning
Collect books from the students and faculty and donate to a rural library	Collected 511 books worth Rs. 45,000/- and donated it along with a book shelf to Navabhavana Vayanashala located in Shanmugham, North Aryad on 22.03.2016

2.15 Whether the AQAR was placed in statutory body   Yes ✔   No ☐

Management ✔   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> Approved and forwarded

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	5			
UG	12			1
PG Diploma				
Advanced Diploma				
Diploma	1			

Certificate	4	2		2
Others				
Total	23	2	1	3

Interdisciplinary				
Innovative				

√   √

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19
Trimester	-
Annual	-

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

Mode of feedback   :   Online [ ]   Manual ✓   Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, by the respective Board of Studies constituted by the University of Kerala

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
60	39	20	-	1

2.2 No. of permanent faculty with Ph.D.   22

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	13	-	-	-	-	-	-		

2.4 No. of Guest and Visiting faculty and Temporary faculty | 18 | | - | | - |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	24	13
Presented papers	2	10	2
Resource Persons	-	-	-

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

- Virtual lab
- Campus Radio
- Wall magazines
- Multi disciplinary research journal
- Mind mapping technique
- ASAP, WWS , SSP
- Advanced Learner's Forum
- Visual Learning Centre
- Peer teaching
- Focus on mental health fitness.
- Debating chamber

2.7 Total No. of actual teaching days during this academic year | 180 days |

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

- Group Discussions
- Seminars
- Regular Internal Assessment

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop | 7 | 2 | 15 |

2.10 Average percentage of attendance of students | 89.4% |

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
U.G COURSES						
B. Sc Botany	28	7.14	50	14.28	7.14	78.6

B. Sc Chemistry	35	11.4	7.14	11.42	5.72	69.7
B. Sc Computer Science	32	18.8	24.13	20.68	11.1	84.9
B. Sc Physics	29	10.34	24.13	20.68	-	55.0
B. Sc Zoology	27	11.1	18.5	14.81	14.81	92.0
B.A Economics	47	2.13	34.04	26.66	10.64	74.0
B.A History	35	-	31.42	17.14	-	75.7
B.A Malayalam	26	23.1	26.92	23.07	11.53	87.5
B.A Philosophy	27	-	33.3	3.70	3.70	50.0
B.A Politics	47	-	34.04	27.6	8.51	70.2
B. Com	52	26.92	48	13.46	7.70	96.0
P.G COURSES						
M. Sc Botany	13	-	84.61	-	-	84.61
M. Sc Physics	12	-	66.66	25.0	-	91.66
M. Sc Zoology	18	5.55	72.23	22.22	-	100.00
M.A Economics	16	-	26.67	53.33	20.00	93.75
M. Sc Computer Science	10	-	60.0	-	-	60.0

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

- Conducts seminars and workshops to improve quality of teaching
- Monitors preparation and implementation of semester wise academic plan and tutor's register
- Insists teachers to practise ICT enabled teaching and virtual lab
- Collects feedback from students, analyses and give suggestions
- Periodic assessment of the requirements of departments
- Supervises UG and PG Monitoring Committees

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	2
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	5
Others	4

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	29	-	-	-
Technical Staff	2	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Monitors the research activity of faculty through a committee, CFOR
- Encourages faculty to upgrade their academic qualification
- Motivates faculty to get research guide ship
- Give guidance to submit project and seminar proposals
- Encourages faculty to participate and present papers in conferences
- Arranges programs on research methodology for students and faculty
- Encourage publication of research papers
- Conduct programmes to improve skills in writing and reviewing research papers interested PG students

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	-
Outlay in Rs. Lakhs	10.4	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	8	-	-
Outlay in Rs. Lakhs	.55	9.035	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	9	4	0
Non-Peer Review Journals	-	3	1
e-Journals	-	-	-
Conference proceedings	1	6	2

3.5 Details on Impact factor of publications:

Range $\boxed{0.782 - 3.826}$ Average $\boxed{-}$ h-index $\boxed{6}$ Nos. in SCOPUS $\boxed{3}$

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	4	UGC	11.69 Lakhs	9.035 lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	2	UGC	11.69lakhs	9.035 lakhs

3.7 No. of books published   i) With ISBN No. $\boxed{-}$ Chapters in Edited Books $\boxed{-}$

ii) Without ISBN No. $\boxed{-}$

3.8 No. of University Departments receiving funds from

UGC-SAP $\boxed{-}$ CAS $\boxed{-}$ DST-FIST $\boxed{-}$

DPE $\boxed{-}$ DBT Scheme/funds $\boxed{-}$

3.9 For colleges   Autonomy $\boxed{-}$ CPE $\boxed{-}$ DBT Star Scheme $\boxed{-}$

INSPIRE $\boxed{-}$ CE $\boxed{-}$ Any Other (specify) $\boxed{-}$

3.10 Revenue generated through consultancy $\boxed{\text{Free Service}}$

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	4	2	-	13
Sponsoring agencies		UGC	KSCSTE		

3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{5}$

3.13 No. of collaborations   International $\boxed{-}$ National $\boxed{2}$ Any other $\boxed{3}$

3.14 No. of linkages created during this year $\boxed{-}$

3.15 Total budget for research for current year in lakhs :

From Funding agency 11.14lakhs   From Management of University/College -

Total 11.14

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them   3   4

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

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

JRF -   SRF -   Project Fellows -   Any other 1

3.21 No. of students Participated in NSS events:

University level 10   State level -

National level 2   International level -

3.22 No. of students participated in NCC events:

University level -   State level -

National level 4   International level -

3.23 No. of Awards won in NSS:

University level -   State level -

National level -   International level -

3.24 No. of Awards won in NCC:

University level -   State level -

National level [-]   International level [-]

3.25 No. of Extension activities organized

University forum [-]   College forum [6]

NCC [2]   NSS [30]   Any other [-]

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

- Donated books and a shelf to a rural library

- Organic vegetable cultivation in 50 cents of land

- Voluntary blood donation and blood donation camp

- Free medical check up for anganwadi children and awareness class for mothers

- Donated gifts and study materials to 5 anganwadis

- Awareness campaign on road safety, arranged class for high school children

- Yoga training

- Performed musical drama "*Indyayude Makal*" against women harassment

- Patriotic group song and Quiz competition for higher secondary students

- Manufacture of soaps and detergents

- Vembanad lake fish count

- Anti-drug campaign

- Environmental awareness programmes for local people

- Awareness classes on vector borne diseases in association with NCDC

- Eye camp for the public

- Cookery classes by a faculty member for students and local people

- First aid training

- E – literacy programme.

- Hindi grammar classes for higher secondary students

- Physical education and training to students from schools which do not have physical education teachers

- Energy Audit by Physics department

- Survey and campaign on energy conservation

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10722 m^2	-	-	10722 m^2
Class rooms	39	2	Management	41
Laboratories	12	Computer lab	UGC, PTA	13
Seminar Halls	2	1	Donation from teaching staff	2
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	6	Jumping pit, IT infrastructure for M. Sc	UGC, PTA	6
Value of the equipment purchased during the year (Rs. in Lakhs)		28 lakhs		
Others				

4.2 Computerization of administration and library

- Computer training for staff
- Maintains softcopies of official documents instead of paper copies
- Computerised office
- LAN and WiFi available
- Important circulars circulated through e-mail and sms
- Automation of library in progress
- Salaries received from the government (SPARK), Provident fund (GAIN PF), Arrear bills, Leave applications 9SPARK), Income Tax have been computerized
- Online admission to different courses
- Online registration and payment of Examination Fees.
- Hall Tickets are computerized
- CA marks uploaded electronically
- Online Attendance marking done during university examinations
- Mark Sheets are computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32085	1571916	970	287090	33055	1859006
Reference Books	1240	441099	81	13600-	1321	454699
e-Books	-	-	-	-		

Journals	89	14350	41	78348	130	92698
e-Journals	-	-	-	-		
Digital Database	-	-	-	-		
CD & Video	59	18260	19	6300	78	25560
Others (specify)	-	-	-	-		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	101	40	63	1		8	27	
Added	5						3	2
Total	106			1		8	30	

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

- Internet access for teachers and students
- Computer training for administrative staff
- LAN, WiFi, INFLIBNET
- IT Mission classes conducted for U.G and P.G
- Teachers attended IT-oriented Refresher Courses organised by UGC
- ASAP Training

4.6 Amount spent on maintenance in lakhs :

i) ICT — Rs. 64124/-

ii) Campus Infrastructure and facilities — Rs. 1,75,000/-

iii) Equipments — Rs. 66,000/-

iv) Others — Rs. 1,44,000/-

Total : Rs. 4,49,124/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Public Address System
- Updated college calendar
- Department notice board
- General assembly
- Information through local newspapers
- Campus radio
- Student Welfare Committee
- Orientation classes on various clubs and organisations functioning in the college
- Important messages conveyed through group tutors
- Grievence Redressal cell, Anti-narcotic cell and

5.2 Efforts made by the institution for tracking the progression

- Periodic alumni meetings convened by SNOZA
- Departmental Alumni meetings
- Social media groups
- Tutor's register
- Mentoring

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1298	157	1	-

(b) No. of students outside the state

0

(c) No. of international students

Nil

Men
No	%
588	40.4

Women
No	%
868	59.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
292	208	1	952	2	1455	172	214	4	1066	2	1456

Demand ratio – 1:20.1   Dropout % – 1.6%

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

- Career Guidance and Placement Cell takes initiative to facilitate placements
- Conducted skill development classes as per requirement
- Net coaching in physics by Dr.Ajith .k.
- Twelve days NET coaching for physics,zoology,computer science and economics
- TCS Ignite conducted recruitment rally .

No. of students beneficiaries   390

5.5 No. of students qualified in these examinations   46

| NET | 5 | SET/SLET | 6 | GATE | - | CAT | - |

| IAS/IPS etc | - | State PSC | 91 | UPSC | - | Others | 30 |

5.6 Details of student counselling and career guidance

- Counselling committee provided career and psychological counselling to students
- Career Guidance Cell conducted personality development and life skill programmes for the students
- Organised programs on stress management, personality development, problem solving and leadership skill by a professional counsellor
- Mentoring system followed in all the departments
- Regular alumni interaction organised for students of all departments
- Interaction with leading entrepreneurs
- Professional counselling by Dr. Sidharthan made available to students on first and third Saturdays of every month

No. of students benefitted   412

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			328

5.8 Details of gender sensitization programmes

- Women's Cell and Women's study unit organised gender sensitisation programmes
- International day for Women (8th March) and international girl child day (January 24) were celebrated
- Classes on Women's Legal rights by Ms. Suja Balussery, Director, Kerala State Women's Development Corporation
- Hands on training for recycling of waste products
- Cookery classes by a faculty member
- Skill developmental programmes
- Musical drama performed on public stages against Women Harassment
- Awareness class on Women diseases by Dr. Lalithambika, Gynaecologist, Alappuzha
- Class on Mushroom processing and Value Addition by Dr. Elizabeth, RARS, Kumarakom

Rev

5.9 Students Activities

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

State/ University level | 61 | National level | 17 | International level | - |

No. of students participated in cultural events

State/ University level | 52 | National level | - | International level | - |

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

Sports : State/ University level | 23 | National level | 2 | International level | - |

Cultural: State/ University level | 1 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	86	130000
Financial support from government	1245	157956
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | | National level | | International level | |

Exhibition: State/ University level | 4 | National level | | International level | |

5.12   No. of social initiatives undertaken by the students | 32 |

5.13 Major grievances of students (if any) redressed:
   • Ladies Sick Room

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision –** "Attain freedom and enlightenment through education". The empowerment and liberation of the backward communities through knowledge.
>
> **Mission** - To create a team of disciplined, creative, objective oriented and dedicated citizens through value based quality education

6.2 Does the Institution has a management Information System

> Yes. The Regional Development Council (RDC) functioning in the college premises acts as the representative of the management and does necessary liaison work

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

6.3.1 Curriculum Development

> University curriculum is followed. Teachers serve as members of Board of Studies

6.3.2 Teaching and Learning

- ICT enabled teaching
- Internet facility and e-learning resources
- Mentoring
- Teacher's diary
- Mind mapping
- Industrial and field visits
- Remedial classes
- Peer teaching
- Campus Radio
- Wall Magazine
- Tutor's Register
- SSP, WWS
- Nodal Centre of Virtual lab
- Online Lab facility
- Language lab
- Online English Pronunciation classes

6.3.3 Examination and Evaluation

- U.G and P.G Monitoring Committee
- Tutorial system
- Continuous Evaluation
- Group discussion
- Seminars
- PTA meetings
- On line assignments and test papers

6.3.4 Research and Development

- The Department of Zoology is a Research Centre
- Centre for Formative and Operational Research (C-FOR) monitors and promotes research activities in the college
- A multidisciplinary research journal published yearly
- Conducted workshops/seminars
- Classes on research methodology for P.G students

6.3.5   Library, ICT and physical infrastructure / instrumentation

- Live library
- INFLIBNET and e-journals
- Mounted LCD projectors in PG classrooms and final year Degree classrooms
- Digital Seminar halls
- Auditorium
- Computer lab
- Research lab
- Language Lab
- Tissue culture lab
- Sports ground
- Volleyball Court
- Multi gymnasium
- Canteen
- Cooperative Store
- Cooperative Bank
- State of art ICT enabled seminar hall
- Reprography Facility
- Badminton court
- Jumping pit
- Sick room
- Resting room for girls
- Generator room
- Battery room
- Meditation room
- Counselling centre
- Separate parking area for staff and students
- The Dhanlaxmi Bank Ltd.
- Vermicompost unit
- WiFi facility for the college (Jionet)

6.3.6   Human Resource Management

- At the end of each academic year vacant positions are reported to the management   for appointment of teaching and non-teaching staff
- Qualified and dedicated staff
- Cultural and annual tour programmes are arranged for organised for the staff
- Orientation and refresher courses
- 40 committees function for the efficient management and welfare of students
- Ensure participation of students in various clubs functioning in the college
- Motivational programs
- Sharing experiences and knowledge of experts
- Recognition for outstanding academic, sports and cultural achievements
- Annual Alumni meetings

6.3.7 Faculty and Staff recruitment

> The management appoints qualified and competent faculty according to the norms set by UGC, University and State Government.

6.3.8 Industry Interaction / Collaboration

- Visits and training at industries and banking sector given to selected students
- Field visits/ tours to related places, industries and institutes
- Hands on training to PG students at National Institute of Fisheries Post Harvest Technology and Training
- Industrialists are invited to share their experiences to motivate our students.

6.3.9 Admission of Students

- CAP system
- Reservation for minority, SC, ST, physically challenged
- 20% set apart for backward community

6.4 Welfare schemes for

Teaching	Career advancement benefits, Social welfare schemes (Medical leave, maternity, paternity leave, duty leave), Insurance schemes (GIS, SLI), Staff Cooperative Society, Co-Operative Store, Branch of Dhanalaxmi Bank, Staff Association, Canteen
Non teaching	Career advancement benefits, Social welfare schemes (Medical leave, maternity, paternity leave, duty leave), Insurance schemes (GIS, SLI), Staff Cooperative Society, Co-Operative Store, Branch of DLB, Staff Association, Canteen
Students	KRIPA (Student aid fund) Student Welfare officers Sick room for girls. Rest room for girls Napkin Incinerator Scholarships, Awards and Endowments. Fee concessions for economically and socially backward students. Student sponsorship by faculty members. Scholarships by Alumni Medical camps Free treatment to poor students Medical attention to the students in case of emergency First-Aid treatment Canteen Common Browsing Centre and Language lab Grievance Redressel Cell Women Cell Women Study Unit Focus @ Career Enhancement (FACE)

6.5 Total corpus fund generated   364000/-

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Management
Administrative	No		Yes	Management

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

For UG Programmes   Yes -   No -

For PG Programmes   Yes -   No -

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

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

- SNOSA (Sree Narayana Old Students Association) is a registered Alumni Association of the college
- Conducted "Suvarnasangamam 2016" for 1965 to 1995 batches, attended by 1800 alumni
- Renders financial assistance to the college
- Department Alumni Associations provide scholarships to advanced learners
- Suggestions to improve the infrastructure and administration
- Monitors the activities of the college by offering feedback.
- The Alumni Association renders various services like encouraging the students to go for higher education and to take employment opportunities.
- New alumni chapters were formed in 2 places in UAE.

6.12 Activities and support from the Parent – Teacher Association

- Development of infrastructure facilities
- Cash Awards for meritorious students
- Financial assistance to poor students for project completion
- Financial assistance for students to participate in competitions
- Guest faculty paid salary from PTA
- Constructed and maintain the badminton court on the campus.

6.13 Development programmes for support staff

- Computer literacy programmes
- Cooperative store provides office stationary and provision at subsidized rate
- Dhanalaxmi bank on the campus provide easy banking facility
- Strees management classes conducted for support staff.

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

- Bhoomithrasena conducts environmental awareness
- Thulasi garden maintained to reduce carbon emission
- Separate waste bins provided to collect biodegradable waste and plastic waste
- Biogas plant and vermi composting unit t installed in hostel and canteen reduce and recycle organic biodegradable waste.
- Organic Vegetable cultivation by some departments and also by NSS unit.
- Damaged computers are used to teach hardware dismantling and reassembling
- Environment day celebrated
- Well maintained botanical garden with RET plants.
- Nakshathravanam
- Vehicles banned beyond a restricted area
- Periodic campus cleaning by NCC and NSS
- Paper bag making
- Paper wastage is minimised by digitalisation of files and messages.
- Training programme on recycling of waste materials.
- Campus declared plastic,flex free zone
- Incinerator
- Paper bag making to discourage use of plastic

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

- Virtual Lab
- Tutor's register
- ICT enabled teaching
- Advanced Learner's Forum
- Campus Radio
- Organic vegetable farming
- Friday Market
- Savouries (Cookery) Club
- SSP (Student Support Programme) and WWS (Walk With a Scholar)
- Sky watch to students and public by the Dept. of Physics

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

> Plans conceived at the beginning of the year have been achieved

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

- Organic farming "Vishu PAchcha"
- Pusthakapoothanal

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

7.4 Contribution to environmental awareness / protection

- Active eco-club and energy conservation club (ENCON)
- Conducted environment awareness programmes
- Celebrated World Environment Day, World Wetland Day, Ozone Day
- Conducted Ecotourism, nature camps and field visits
- Poster competition on Environment Protection
- Organic vegetable cultivation in the college campus
- *Nakshathravanam* and *kuttivanam* prepared in the campus
- Rare, Endangered and Threatened species of Plants maintained in the campus and Red Data Book created by the Department of Botany
- Campus flora identified and named

7.5 Whether environmental audit was conducted? Yes ✓ No ☐

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

- Reshma. R of B. Sc Computer Science won the third rank in Kerala University Examination

- It was a year of achievement in the field of sports. We were the winners in intercollegiate Cross Country competition and the overall champions in the inter collegiate athelics.in addition we are winners in i/c volleyball (women,men).we won the first place in north zone i/c batminton(m).in individual performance (kerala university) our students won 18 first prize, 6 second and 6 third prize.On national level competition ArayaNath A of 1st history won one third prize in 4x100m relay and 100m race .

- Jitty Elsa George of II year Economics won the first prize in English Elocution, Jayalakshmi of Iyear Malayalam won the third prize and Sinchu Soman of II M.Sc Computer Science won third prize in Clay Modelling in the Kerala University Youth Festival

- Akash Mamachan and Shammer Shams of II year Zoology won first prize in various intercollegiate Quiz Competitions

8. **Plans of institution for next year**

- To encourage interdepartmental collaboration in teaching and research
- To promote industry based projects
- To continue with environment and energy conservation awareness programmes
- To make a "Santhisthal" with assistance from Kerala State Biodiversity Board
- To prepare a Cultural Data Bank of Students
- To start an Add-on Course on Pharmaceutical Chemistry
- To give training in Public Speaking
- To proceed for FM license
- To complete digital literacy in Kanjikkuzhy as part of NDLM programme
- To complete the construction of "Sneham Kondoru Veedu"- a house for a financially backward student of the college
- To give training in Research Software to PG students and research scholars
- Organize Stress Management classes to teachers and students
- To conduct a Research Alumni meeting

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme

CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

■■■

SREE NARAYANA COLLEGE CHERTHALA

SEMESTER PLAN **(S1 & S2)** FOR M A/ MSc /MCom DEGREE COURSES **(2013 Admission onwards)**

Ist SEMESTER (2015 Admission) Period: From September 2015 to February2016

11 – 09 - 2015	Date of Department Meeting for preparation of Teaching & Evaluation Plan for the Semester
14 – 09 - 2015	Commencement of Classes
26 – 10 – 2015	Last date for allotment of topic of Assignment / Conduct of Seminars
01 – 12 – 2015 to 04 – 12 - 2015	Conduct of first set of Test Papers
14 – 12 - 2015	Last date for Submission of first set of **Assignment** / Conduct of Seminars
10 – 12 – 2015	Date of Submission of Results of First Internal Examination to the HOD
11 - 12 - 2015	Date of Publication of Results of First Internal Examination on the Department Notice Board
14 – 12 - -2015 to 18 – 12 - 2015	Last date for Submission of second set of Assignment / **Conduct of Seminars**
05 – 01 – 2016 to 08 – 01 - 2016	Dates for the conduct of second set of Test Papers
14 – 01 - 2016	Date of Publication of Results of Second Internal Examination to the HOD
15 – 01 - 2016	Date of Publication of Results of Second Internal Examination on the Department Notice Board
22 – 01 – 2016	Last date for submission of CA marks by the Teachers to the HOD (enabling online submission)
27 – 01 - 2016	Display of Results of CA Marks
15 – 01 – 2016	PTA Meeting
29 – 01 - 2016	Last date for submission of complaints if any, regarding CA, by students to the HOD
15 – 01 - 2016	Date of submission of 'Portion completed certificate' by teachers to the HOD
27 – 01 – 2016 to 05 – 02 - 2016	University End Semester Evaluation (ESE)
08 – 02 – 2016	Last date for submission of CA marks (hard copy) & On line submission of the same to the Controller of Examinations
09 – 02 – 2016	Date of submission of Semester Report by the Group Tutor to the HOD
10 – 02 - 2016	Date of submission of Semester Report to the Principal by the HOD.

NB:

1. Department Meeting to evaluate Teaching Plan of every month should be held in the first week of next month

2. Attendance statement of every month should be submitted to the HOD before 5th of the next month and the same should be forwarded before 10th to the Principal

3. Tutorial meeting of all groups should be held in the last week of every month

Signature with date:

Co-ordinator   Co-ordinator
                    PRINCIPAL
          IQAC   **PG Monitoring Committee**

SREE NARAYANA COLLEGE CHERTHALA

SEMESTER PLAN **(S1 & S2)** FOR M A/ MSc /MCom DEGREE COURSES **(2013 Admission**

onwards)

II nd SEMESTER (2015 Admission) Period: From February2016 to August 2016

05 – 02 – 2016	Date of Department Meeting for preparation of Teaching & Evaluation Plan for the Semester
08 – 02 – 2016	Commencement of Classes
29 – 02 – 2016	Last date for allotment of topic of Assignment / Conduct of Seminars
06 – 06 – 2016 to 09 – 06 - 2016	Conduct of first set of Test Papers
03 – 06 - 2016	Last date for Submission of first set of **Assignment** / Conduct of Seminars
15 – 06 – 2016	Date of Submission of Results of First Internal Examination to the HOD
16 – 06 – 2016	Date of Publication of Results of First Internal Examination on the Department Notice Board
11 – 07 – 2016 to	Last date for Submission of second set of Assignment / **Conduct of Seminars**

15 – 07 – 2016	
26 – 07 – 2016 to 29 – 07 – 2016	Dates for the conduct of second set of Test Papers
03 – 08 – 2016	Date of Publication of Results of Second Internal Examination to the HOD
04 – 08 – 2016	Date of Publication of Results of Second Internal Examination on the Department Notice Board
08 – 08 – 2016	Last date for submission of CA marks by the Teachers to the HOD (enabling online submission)
09 – 08 – 2016	Display of Results of CA Marks
10 – 08 – 2016	PTA Meeting
12 – 08 – 2016	Last date for submission of complaints if any, regarding CA, by students to the HOD
12 – 08 – 2016	Date of submission of 'Portion completed certificate' by teachers to the HOD
17 – 08 – 2016 to 25 – 08 - 2016	University End Semester Evaluation (ESE)
30 – 08 – 2016	Last date for submission of CA marks (hard copy) & On line submission of the same to the Controller of Examinations
26 – 08 – 2016	Date of submission of Semester Report by the Group Tutor to the HOD
29 – 08 - 2016	Date of submission of Semester Report to the Principal by the HOD.

NB:

1. Department Meeting to evaluate Teaching Plan of every month should be held in the first week of next month
2. Attendance statement of every month should be submitted to the HOD before 5th of the next month and the same should be forwarded before 10th to the Principal
3. Tutorial meeting of all groups should be held in the last week of every month

Signature with date:

      Co-ordinator   **Co-ordinator**

        PRINCIPAL

      IQAC   **PG Monitoring Committee**

SREE NARAYANA COLLEGE CHERTHALA
SEMESTER PLAN (**S4**) FOR M A/ MSc /MCom DEGREE COURSES (**2013 Admission onwards**)
IVth SEMESTER (2014 Admission) Period: From January 2016 To July 2016

22 – 01 – 2016	Date of Department Meeting for preparation of Teaching & Evaluation Plan for the Semester
25 – 01 – 2016	Commencement of the fourth semester
15 – 02 – 2016	Last date for allotment of topic of Assignment / Conduct of Seminars
22 – 02 - 2016	Date for submission of Assessment Report of Dissertation work in the college by the Group tutor to the HOD

08 – 03 – 2016	Last date for Submission of first set of **Assignment** / Conduct of Seminars
14 – 03 – 2016 to 17 – 03 - 2016	Conduct of first set of Test Papers
22 – 03 – 2016	Date of Submission of Results of First Internal Examination to the HOD
23 – 03 – 2016	Date of Publication of Results of First Internal Examination on the Department Notice Board
06 – 06 – 2016 to 10 – 06 – 2016	Conduct of Seminars
27 – 06 – 2016 to 30 – 06 – 2016	Dates for the conduct of second set of Test Papers
04 – 07 – 2016	Date of Publication of Results of Second Internal Examination to the HOD
05 – 07 – 2016	Date of Publication of Results of Second Internal Examination on the Department Notice Board
28 – 03 – 2016	Last date of submission of Title of Dissertation to the University by the HOD
08 – 07 – 2016	Last date of submission of CA marks by Teachers to the HOD
11 – 07 – 2016	Display of Results of C A Marks
12 – 07 – 2016	Date of submission of 'Portion completed certificate' by the teachers to the HOD
12 – 07 – 2016	PTA Meeting
26 – 07 – 2016	Last date for submission of complaints if any, regarding CA, by students to the HOD
05 – 08 - 2016	Last date for submission of Projects / Dissertation in the college
10 – 08 – 2016	Last date for submission of Project / Dissertation to the University
02 – 08 – 2016	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations
22 – 07 – 2016 to 02 – 08 – 2016	University End Semester Evaluation (ESE)
04 – 08 – 2016	Date of submission of Semester Report by the Group Tutor to the HOD
05 – 08 - 2016	Date of submission of Semester Report to the Principal by the HOD.

NB:
1. Department Meeting to evaluate Teaching Plan of every month should be held in the first week of next month
2. Attendance statement of every month should be submitted to the HOD before 5th of the next month and the same should be forwarded before 10th to the Principal
3. Tutorial meeting of all groups should be held in the last week of every month

Signature with date:

      Co-ordinator   **Co-ordinator**

        PRINCIPAL

      IQAC   **PG Monitoring Committee**

SREE NARAYANA COLLEGE CHERTHALA
SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013 Admission onwards)

Ist SEMESTER (2015 Admission) DEGREE PROGRAMME: From July To November

01 – 07 – 2015	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
03 – 07 – 2015	Last date for the submission of Dept Time-Table for the Semester to the Principal
06 – 07 – 2015	Commencement of classes
20 – 07 – 2015	Last date of registration of the course
20 – 08 – 2015	Last date for sending the list of registered students to the University
07 – 08 – 2015	Last date for allotting topics for Assignments / Seminars
04 – 09 – 2014	Last date for the submission of Assignments / conduct of Seminars
10 – 09 – 2014	Date of submission of the mark list of Assignment / Seminar to the HOD
22 – 09 – 2015 to 05 – 10 – 2015	Test paper
12 – 10 – 2015	Date of submission of mark lists of the Test paper to the HOD
13 – 10 – 2015	Date of publication of the results of the Test paper on the Dept. notice board
21 – 10 – 2015	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
26 – 10 – 2015	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
14 – 10 – 2015	Date of submission of 'Portions Completed Certificate' by Teachers to the HOD
14 – 10 – 2015 to 16 – 10 – 2015	PTA Meeting
05 – 11 - 2015	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)

26 – 10 – 2015 to 11 – 11 – 2015	End Semester Evaluation(ESE)
23 – 11 – 2015	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
26 – 11 – 2015	Date of submission of Semester Report by the Group Tutor to the HOD
27 – 11 - 2015	Date of submission of Semester Report to the Principal by the HOD

NB:
1   Department Meeting to evaluate Teaching Plan of every month should be held in the first week of next month
2   Attendance statement of every month should be submitted to the HOD before 5th of the next month and the same should be forwarded before 10th to the Principal.
3   Tutorial meeting of all groups should be held in the last week of every month.

Signature with date

Co-ordinator   Co-ordinator
                        PRINCIPAL
        IQAC   UG Monitoring Committee

SREE NARAYANA COLLEGE CHERTHALA
SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013 Admission onwards)
II nd SEMESTER (2015 Admission) DEGREE PROGRAMME: February 2016 to August 2016

03-02-2016	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
05-02-2016	Last date for the submission of Dept Time-Table for the Semester to the Principal
08-02-2016	Commencement of classes
22-02-2016	Last date of registration of the course
28-03-2016	Last date for sending the list of registered students to the University
10-03-2016	Last date for allotting topics for Assignments / Seminars
02-06-2016	Last date for the submission of Assignments / conduct of Seminars

08-06-2016	Date of submission of the mark list of Assignment / Seminar to the HOD
13-06-2016 to 20-06-2016	Test paper
27-06-2016	Date of submission of mark lists of the Test paper to the HOD
28-06-2016	Date of publication of the results of the Test paper on the Dept. notice board
11-07-2016	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
12-07-2016	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
13-07-2016	Date of submission of 'Portions Completed Certificate' by Teachers to the HOD
13-07-2016 to 15-07-2016	PTA Meeting
20-07-2016	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
25-07-2016 to 10-08-2016	End Semester Evaluation(ESE)
24-08-2016	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
11-08-2016	Date of submission of Semester Report by the Group Tutor to the HOD
12-08-2016	Date of submission of Semester Report to the Principal by the HOD

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Signature with date

     Co-ordinator   **Co-ordinator**
PRINCIPAL

SREE NARAYANA COLLEGE CHERTHALA

SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013 Admission onwards)

IIIrd SEMESTER (2014 Admission) DEGREE PROGRAMME : From August To December

05 – 08 – 2015	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
07 – 08 – 2015	Last date for the submission of Dept Time-Table for the Semester to the Principal
10 – 08 – 2015	Commencement of classes
24 – 08 – 2015	Last date of registration of the course
13 – 09 – 2015	Last date for sending the list of registered students to the University
09 – 09 – 2015	Last date for allotting topics for Assignments / Seminars
30 – 09 – 2015	Last date for the submission of Assignments / conduct of Seminars
07 – 10 – 2015	Date of submission of the mark list of Assignment / Seminar to the HOD
26 – 10 – 2015 to 02 – 11 – 2015	Test paper
09 – 11 – 2015	Date of submission of mark lists of the Test paper to the HOD
11 – 11 – 2015	Date of publication of the results of the Test paper on the Dept. notice board
12 – 11 – 2015	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
13 – 11 – 2015	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
16 – 11 – 2015	Date of submission of 'Portions Completed Certificate' by Teachers to the HOD
16 – 11 – 015 to 18 – 11 - 2015	PTA Meeting
01 – 12 – 2015	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)

23 – 11 – 2015 to 11 – 12 – 2015	End Semester Evaluation(ESE)
21 – 12 – 2015	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
23 – 12 – 2015	Date of submission of Semester Report by the Group Tutor to the HOD
01 – 01 - 2016	Date of submission of Semester Report to the Principal by the HOD

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Signature with date

      Co-ordinator   Co-ordinator
PRINCIPAL
         IQAC   UG Monitoring Committee

SREE NARAYANA COLLEGE CHERTHALA
SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013 Admission onwards)
IVth SEMESTER (2014 Admission) DEGREE PROGRAMME:January 2016 to July 2016

16 - 12 - 2015	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
18 - 12 - 2015	Last date for the submission of Dept Time-Table for the Semester to the Principal
01 - 01- 2016	Commencement of classes
18 - 02 - 2016	Last date of registration of the course
15 - 01 - 2016	Last date for sending the list of registered students to the University
01 – 02 – 2016	Last date for allotting topics for Assignments / Seminars
10 – 03 - 2016	Last date for the submission of Assignments / conduct of Seminars

17 – 03 – 2016	Date of submission of the mark list of Assignment / Seminar to the HOD
01 – 06 – 2016 to 08 – 06 – 2016	Test paper
10 – 06 – 2016	Date of submission of mark lists of the Test paper to the HOD
13 – 06 – 2016	Date of publication of the results of the Test paper on the Dept. notice board
24 – 06 – 2016	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
30 – 06 – 2016	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
16 – 06 – 2016	Date of submission of 'Portions Completed Certificate' by Teachers to the HOD
16 – 06 – 2016 to 17 – 06 – 2016	PTA Meeting
04 – 07 – 2016	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
27 – 06 – 2016 to 18 – 07 – 2016	End Semester Evaluation(ESE)
15 – 07 – 2016	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
19 – 07 – 2016	Date of submission of Semester Report by the Group Tutor to the HOD
20 – 07 – 2016	Date of submission of Semester Report to the Principal by the HOD

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3. Tutorial meeting of all groups should be held in the last week of every month.

Signature with date

SREE NARAYANA COLLEGE CHERTHALA

SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013 Admission onwards)

Vth SEMESTER (2013 Admission) DEGREE PROGRAMME : From July To November

01 – 07 – 2015	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
03 – 07 – 2015	Last date for the submission of Dept Time-Table for the Semester to the Principal
06 – 07 – 2015	Commencement of classes
20 – 07 – 2015	Last date of registration of the course
20 – 08 – 2015	Last date for sending the list of registered students to the University
07 – 08 – 2015	Last date for allotting topics for Assignments / Seminars
04 – 09 – 2014	Last date for the submission of Assignments / conduct of Seminars
10 – 09 – 2014	Date of submission of the mark list of Assignment / Seminar to the HOD
22 - 09 – 2015 to 05 – 10 - 2015	Test paper
12 – 10 - 2015	Date of submission of mark lists of the Test paper to the HOD
13 – 10 - 2015	Date of publication of the results of the Test paper on the Dept. notice board
20 – 10 - 2015	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
21 – 10 - 2015	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
14 – 10 - 2015	Date of submission of 'Portions Completed Certificate' by Teachers to the HOD
14 – 10 – 2015 to 16 – 10 - 2015	PTA Meeting

27 – 10 - 2015	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
19 – 10 – 2015 to 06 – 11 - 2015	End Semester Evaluation(ESE)
16 – 11 – 2015	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
18 – 11 – 2015	Date of submission of Semester Report by the Group Tutor to the HOD
19 – 11 - 2015	Date of submission of Semester Report to the Principal by the HOD

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3   Tutorial meeting of all groups should be held in the last week of every month.

Signature with date

        Co-ordinator   Co-ordinator
PRINCIPAL
        IQAC   UG Monitoring Committee

SREE NARAYANA COLLEGE CHERTHALA

SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013 Admission onwards)

VI th SEMESTER (2013 Admission) DEGREE PROGRAMME: November 2015 to April 2016

20 – 11 -2015	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
23 – 11 -2015	Last date for the submission of Dept Time-Table for the Semester to the Principal
25 – 11 – 2015	Commencement of classes
09 -12 - 2015	Last date of registration of the course
08 – 01 - 2016	Last date for sending the list of registered students to the university

21 – 12 - 2015	Last date for allotting topics of assignments/conduct of seminars
04 – 01 - 2016	Last date for submission of assignments/conduct of seminars
11 – 01 - 2016	Date of submission of mark list of assignment/seminar to the HOD
08 – 03 -2016 to 15 – 03 - 2016	Conduct of Test paper
18 – 03 -2016	Date of submission of mark list of test paper to the HOD
21 – 03 - 2016	Date of publication of the results of the Test paper on the Dept. notice board
18 – 03 - 2016	Last date for submission of Project / Dissertation
22 – 03 -2016	Last date for submission of results of Continuous Evaluation (CE) by teachers to the Head of the Department concerned
23 -03 - 2016	Display of results of Continuous Evaluation(CE) on the Department Notice Board
28 -03 -2016 to 29 – 03 -2016	PTA Meeting
11 - 04 - 2016	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
23 – 03 -2016	Date of submission of ' Portions Completed Certificate' by Teachers to the HOD
04 – 04 – 2016 to 19 – 04 - 2016	End Semester Evaluation(ESE)
25 – 04 - 2016	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations.
20 – 04 - 2016	Date of submission of Semester Report by the Group Tutor to the HOD
21 – 04 - 2016	Date of submission of Semester Report to the Principal by the HOD

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3   Tutorial meeting of all groups should be held in the last week of every month.

Signature with date

Co-ordinator   Co-ordinator
PRINCIPAL
          IQAC   UG Monitoring Committee

Analysis of Student Feedback - 2013-2014

At the end of each programme, feedbacks from students were used to evaluate teacher's performance. For this purpose a questionnaire comprising 10 questions were distributed among the students. In the evaluation process parameters such as subject competency, communication skill, teaching skill, sincerity and commitment, approach to students, participation in extracurricular activities etc were included. Teachers were rated on a 10 point scale, 1 indicated very poor and 10 indicated very good. The completely filled feedback from students were collected and subjected to a detailed analysis. The I.Q.A.C. team collected and analyzed the survey reports from all the departments. The results were expressed in percentage. Based on the findings, a report was prepared. The format is given below:

Sl.No.	Attributes	Percentage
1	Skill of the teacher to communicate	
2	Skill to generate interest in the subject	
3	Ability to combine the subject with current affairs and latest developments	
4	Ability to teach about other related courses to provide new information	
5	Availability of the teacher outside the class hours for general discussion and help	
6	Ability to design test papers, assignment and project work	
7	Methods adopted by the teacher to obtain your opinion as feedback	
8	Your opinion about the knowledge of the teacher in the subject taught	
9	Your opinion about the sincerity and commitment of the teacher	
10	Participation of the teacher in extracurricular activities	
11	Overall rating	

Summary of the analysis

Scores	Number of Faculty	Overall Percentage
Above 90	23	30.8
80 –90	34	41.5
Below 80	18	27.7
Total	65	100

Annexure IV

BEST PRACTICES

1. Organic Vegetable Farming

Title: Vishu Pachcha

Objectives: To utilise 50 cents of fallow land in the college campus in a productive way and to involve students in cultivation thereby giving them basic lessons of organic farming

Context: Vegetable cultivation in many areas is done using inorganic fertilisers, soil additives and other chemicals like pesticides and insecticides. This will definitely increase the crop production but in many cases the residues of chemicals in vegetables is found to be harmful to human health. To produce toxic free vegetables, organic farming was initiated in the campus. The project proved to be a step towards self sufficiency and inculcated an interest among students to grow vegetables needed for their household.

Practice: The project was undertaken by the National Service Scheme Units (NSS) with the financial assistance of Rs. 50,000/- from the Krishi Bhavan of Mararikulam North Grama Panchayath. Total financial outlay of the project was Rs. 85,000/-. The programme was implemented with partial funding from the college. The cultivation done was completely organic. Snake guard, bitter guard, ladys finger, brinjal, bean, pumpkin, Spinach, cucumber etc. were cultivated. 50 cents of fallow land in the college campus was cleared, tilled by tractors and prepared for cultivation. After soil testing at the Soil testing laboratory, soil amendments like lime was added. Then fertilization was done using cowdung and chicken manure. Neem seed cake was added to prevent spread of diseases through soil. After proper land preparations, planting of saplings were done on 10th February. Daily monitoring was done by the volunteers. Watering of the plants was done twice daily in the morning and evening. Weeding was done whenever necessary. *Pseuomonas* (bacteria) and *Trichoderma* (fungus) were added to prevent diseases. Neem based products were used regularly to prevent and destroy pests. Fish amino acid was regularly applied

to improve the plant growth. Regular manuring was done using cow dung and chicken manure. Pests found were handpicked and destroyed at an early stage.

Evidence of Success: Harvest festival' Vishu Pachcha' was done on 13th April, the day before Vishu. The programme was inaugurated by Smt. Preethy Natesan, S. N. Trust Executive Member. Other dignitaries present were Adv. Priyesh Kumar, President of Mararikulam North Grama Panchayath Sri. Premkumar, Assistant Director (Agriculture) , , Dr. K. Anirudhan Principal, Smt. Quino Jose, Agriculture Officer and. Smt. Seem, Agriculture Assistant. The Programme officers organized the programme along with the volunteers. After official inauguration, the volunteers harvested the ripe vegetables.

Organic vegetables have a good market and fetch high prize than vegetables grown using artificial fertilizers and pesticides. A stall was set up in front of the college gate on the side of National Highway by the volunteers. After harvesting, a portion of the vegetables were stocked in the stall and sold to the public. Rest of the harvest was marketed through the Panchayath Development Society (PDS) of Mararikulam North Grama Panchayath.Harvesting of vegetables continued till the end of May.

Problems encountered: Fluctuation in market price affected the profit and rains during the end of May reduced the yield.

2.Books for a Rural Library

Title: *Pusthakapoonthanal*

Objective: To increase the collection of books in a rural library thereby contribute to the development of an area and the society. To inculcate sharing and donating habits among the students.

Context: "Vaayana Vaaram (Reading Week)" is an initiative by the National Service Scheme (NSS) to inculcate reading habits among students. The initiate is done to commemorate Shri. P. N. Panikar who took initiative to establish libraries in villages all over Kerala. Vaayana Vaaram is a celebrated every year for a week from June 19th. As a dedication to his lifetime movement and for encouraging Book reading, a major project was initiated namely *" Pusthakapoonthanal(canopy of letters)-Varu Pusthakam kondoru Veedorukkam"* . Books, old and new, were collected from the students, teachers and public. A library located in the rural village was selected to donate the books.

Practice: NSS volunteers explained the project and its aim and requested the students of each class to donate books for the project. They also visited all the teachers and requested help for the initiative. A book exhibition was conducted in association with the National Book Stall,

Alappuzha on the campus on September 21st. Many faculty members purchased books from the exhibition and donated to the project. A mobile book stall exhibition of Kerala State Cultural Department was conducted. Teachers and students also brought and donated books from the mobile book stall.

Evidence of success: The books collected through the project and a shelf to keep the books was donated to a rural library "Navabhavana Library and Reading Room" located at South Aryad in Alappuzha district. Through the programme 511 books worth Rs. 45,000/- and shelf worth Rs. 7700/- was donated. The programme was organized on 22nd March at 11.00 am presided by the Principal, Dr. K. Anirudhan. The books and shelf were received by the M.L.A Dr. Thomas Isaac. After the meeting volunteers carried the books and shelf in a procession to the library located at about 50m from the meeting spot. The books and shelf were handed over to the library. The project helped to increase the collection of books in a remotely located village library. This project is a humble dedication of NSS units to Shri. P. N. Panikar, a simple tribute to what he has done throughout his lifetime.

Problems encountered: Identification of a needy library took some time.