

## 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)*

2016 – 2017

#### I. 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:

0478-2864297

Mobile:

09447062613

Name of the IQAC Co-ordinator:

Smt. N. Neena

Mobile:

09947465350

IQAC e-mail address:

iqacsnc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(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)

EC(SC)/10/A&A/75.2 dated 15.11.2015

1.5 Website address:

www.sncollegecherthala.in

Web-link of the AQAR:

www.sncollegecherthala.in/ssr/aqr2016.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	1 <sup>st</sup> Cycle	B <sup>++</sup>	3.24	2004	2004 - 2009
2	2 <sup>nd</sup> Cycle	A	3.01	2015	2015-2020
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> 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 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2015-16 submitted to NAAC on 14/07/2016

- ii. AQAR 2014-15 submitted to NAAC on 31/12/2015
- iii. AQAR 2013-14 submitted to NAAC on 08/07/2014
- iv. AQAR 2012-2013 submitted to NAAC on 31/05/2013

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	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input checked="" type="checkbox"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="5"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="1"/> Faculty <input type="text" value="2"/>
	Non-Teaching Staff & Students <input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text" value="0"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="3,00,000/-"/>

### 2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

Environment awareness programmes, Sky watch, Trends in Bioscience, Image processing, Visual arts, Orientation to freshers, Personality development and motivation

### 2.14 Significant Activities and contributions made by IQAC

- Motivated teachers to participate in seminars and workshops and undertake major and minor projects
- Prepared AQAR
- Encouraged NCC, NSS and other organisations to organise innovative programmes
- Forwarded suggestions for infrastructure development- false ceiling to selected classrooms, construction of new classroom, extension of open auditorium etc. to the management
- Installation of CCTV cameras in examination halls
- Gave necessary support and suggestions to the departments to organise workshops, seminars, conferences and extension activities
- Instructed the coordinators of various clubs to actively indulge in club activities

### 2.15 Plan of Action by IQAC/Outcome

The plan of action charted 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 initiate Digital Literacy in a village	Achieved digital literacy in Mararikulam North panchayath. Enrolled more than 100 persons in NDLM programme.
Orientation classes for first semester students	Conducted one day orientation programme for freshers in August by Dr. Beena Job, St. Theresa's College.
To give training in public speaking	Trained 37 promising students. Training given by Dr. E. N. Sivasadan, Principal, Sree Narayana College, Alathur in October 2016.
Women self-employment training programmes	Conducted various skill development programmes for students and public. <ul style="list-style-type: none"> <li>• Eco-friendly sanitary napkin and diaper making for SHG women on 23.07.2016</li> <li>• Paper bag making to students on 27.12.2016</li> <li>• Liquid embroidery and shilpaakar class for students and public on third week in March 2017</li> </ul>

	<ul style="list-style-type: none"> <li>• Value addition of mushrooms</li> <li>• Awareness programme on Nutritional aspects of pulses and value addition</li> </ul>
To promote blood donation among students	Donated 182 units of blood to needy. Donated 70 units of blood in a blood donation camp held on 20.10.2016 in association with Medical College, Vandanam
Virtual lab	All science departments conducted virtual lab experiments to UG and PG students
Environment and energy conservation awareness programmes	<ul style="list-style-type: none"> <li>• Observed World Environment Day, World Ozone Day and World Wetland Day including awareness programmes, lectures, competitions and field visits to unique ecosystems</li> <li>• Planted tree saplings in the campus and distributed to students</li> <li>• Participated in the district level and state level Power Quiz conducted by Kerala State Electricity Board.</li> </ul>
Nature Study camps for teachers and students	Two camps organized one at Eravikulam National Park at Munnar and the other at Parambilulam Tiger Reserve at Palakkad District
Programme to help advanced learners	<ul style="list-style-type: none"> <li>• A Cluster Workshop for the internal mentors was organized on 21st January 2017.</li> <li>• Ten days external mentoring session was conducted from 3rd to 21st April 2017.</li> <li>• Internal mentoring, mock tests and interviews were conducted for the final year students</li> </ul>
Programmes for slow learners	Additional classes given to students in various departments such as English, Philosophy, Political Science, Mathematics and Chemistry and study materials were distributed to them.
Promote peer teaching	P G students engage in peer teaching
To promote cultural talents among students	<ul style="list-style-type: none"> <li>• Conducted a music reality show “Paattumalayalam” including teams from 11 departments. Competitions that lasted for 2 months were held as preliminary, eliminations, semi-finals and finals including 8 different theme rounds.</li> <li>• Conducted onstage and off stage competitions in connection with University Youth festivals</li> <li>• Conducted arts day and college day to exhibit cultural talents of students</li> <li>• College team won second prize in University Drama Competition. Karthik Chandran of III BA Malayalam was entitled with the Best Supporting Actor Award</li> <li>• Avanthika, I year Zoology won second prize in Soliloquy conducted at Farook College, Calicut in connection with Shakespeare Fiesta</li> <li>• College team won first prize in Tableau competition at Shakespeare Fiesta.</li> </ul>

	<ul style="list-style-type: none"> <li>• Our students won prizes in state level and university level Quiz, elocution, debate, essay writing, poster presentation and photography competitions</li> </ul>
To give training in Public Speaking	Gave training to 50 students from various department on the 2 <sup>nd</sup> week of October
Organize Stress Management classes to teachers and students	<ul style="list-style-type: none"> <li>• Conducted A One Day Workshop on “Stess Managment” by Smt Remya. R. V (Social Health Officer, District Mental Health Programme, Peroorkada)</li> <li>• One day workshop on “Wellness Well being” on 19<sup>th</sup> November 2016</li> <li>• Laughter Yoga practise to students and staff once in a week lead by Sri. V. Vijayanath, Coordinator, Alappuzha District Laughter Club</li> </ul>
‘Sneham Kondoru Veedu’ – house for a financially backward student	Construction in progress, expected to complete by August 2017.
Organic vegetable farming in the campus	Conducted organic vegetable cultivation in 50 cents using fertigation and precision farming methods with technical support from Krishi Bhavan. Also arranged classes by Deputy Director of Agriculture and interacted with traditional farmers.

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

#### I. 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			0
PG Diploma				
Advanced Diploma				
Diploma	1			
Certificate	2	1		2
Others				
<b>Total</b>	21	1	0	2

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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√

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
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
54	41	12	-	1

2.2 No. of permanent faculty with Ph.D. 

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
0	23	-	-	-	-	-	-	0	23

2.4 No. of Guest and Visiting faculty and Temporary faculty



2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	22	26
Presented papers	2	7	4
Resource Persons	-	-	3

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

- LCD projectors in almost every classroom
- 24x6 WiFi facility
- Well-equipped computer labs
- Virtual lab experiments and assignments in all science departments
- Slide shows and short animations for easy understanding of tough topics
- Panel discussions, debate, cultural competitions for enriching talents.
- Continuous evaluations through test papers, projects, presentations and quizzes, etc.
- Field oriented learning
- Campus Radio discusses topics in a lucid way during lunch break
- Multi disciplinary research journal
- Science exhibitions help in promoting curiosity
- ASAP, WWS , SSP
- Visual Learning Centre
- Language lab

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
- Regular monthly tutorials were conducted
- Routine test papers were conducted
- Paper presentations and seminars
- Continuous evaluation was carried out throughout the semester through regular tests, project presentations, quiz etc

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

9

6

11

2.10 Average percentage of attendance of students

91.4%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
<b>U.G COURSES</b>						
B. Sc Botany	23	13.04	34.78	-	-	47.8
B. Sc Chemistry	28	7.14	32.14	3.57	-	43.0
B. Sc Computer Science	29	6.9	27.59	6.9	-	41.4
B. Sc Geology	13	-	15	-	-	15
B. Sc Physics	27	7.41	18.52	3.70	-	30.0
B. Sc Zoology	23	21.74	43.48	8.7	-	73.9
B.A Economics	41		17.07	4.88	7.32	29.27
B.A History	35	-	2.86	31.42	-	34.28
B.A Malayalam	24	4.17	12.5	-	-	16.6
B.A Philosophy	14	-	7.14	7.14	-	14.28
B.A Politics	38	-	26.32	-	-	26.32
B.Com	50	8	60	2	4	75
<b>P.G COURSES</b>						
Economics	5	40	40	-	-	80
Botany	13	23	77	-	-	100
Physics	13	-	69.23	-	-	69.23
Comp.Sci	15	40	26.67	-	-	66.7
Zoology	20	15	85	-	-	100

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

- Conducts seminars and workshops to improve quality of teaching and learning
- Monitors preparation and implementation of semester wise academic plan and tutor's register
- Instrumental in the introduction of ICT enabled teaching and virtual lab
- Promotes collaborative learning
- Collects feedback from students, analyses and give suggestions
- Periodic assessment of the requirements of departments
- Supervises UG and PG Monitoring Committees
- Academic audit

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	3
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	6
Others	15

### 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	30	6	-	-
Technical Staff	1	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- IQAC constituted a research promotion and monitoring council CFOR
- Encourages faculty to upgrade their academic qualification
- Motivates faculty to get research guideship
- Give guidance to submit project proposals
- Encourages faculty to participate and present papers in conferences
- Encourage publication of research papers
- Visits to R&D institutions by staff/students.

#### 3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	4	-	-
Outlay in Rs. Lakhs	4.5	6.75	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	12	12
Non-Peer Review Journals	-	7	4
e-Journals	-	-	-
Conference proceedings	-	16	5

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 organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2	UGC	-	4.96
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	2	UGC	-	4.96

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	-	2	1	18	20
	Sponsoring agencies		UGC, KSCSTE, KSBB	KSCSTE	UGC, KSCSTE	PTA, IQAC, Deperament fund

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

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

3.19 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

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="3"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="13"/>
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="13"/>
		Any other	<input type="text" value="-"/>

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

1. Department of Botany organized a Symposium on “Hortus Indicus Malabaricus” in collaboration with Hortus Indicus Malabaricus Trust on 05-01-2017 as part of UGC Extension activity funded by UGC
2. Department of Chemistry conducted UGC sponsored Extension activity, an exhibition entitled “CHEMTRICKS-2016” on the fascinating world of Chemistry, and incorporating the students of nearby schools of Cherthala taluk
3. Poster Presentation on the “Works of Nobel Laureates in Chemistry for twenty years since 1990” on 16<sup>th</sup> December 2016 by Dept. of Chemistry.
4. A faculty from the Dept. of Computer Science served as resource person in District Level Training Programme for Higher Secondary School Computer Teachers on 11<sup>th</sup> November 2016
5. Conducted classes on Counseling, Personality enhancement and Career Guidance in various Schools and Colleges
6. Dept. of Economics conducted a one day workshop “Wellness Well being” to the public on 19<sup>th</sup> November 2016 at Aryad Block Panchayath
7. Dept. of Geology conducted an exhibition of unique collection of magnificent rocks, colourful and semi-precious minerals and fossils for the High School students of nearby schools on 16<sup>th</sup> December 2016.
8. Dept. of Physics conducted Sky watch to public under UGC extension activity in March 2017
9. UGC sponsored one day training on "Life Skills for Adolescents" was conducted by the Department of Philosophy in association with G.H.S.S. S.L.Puram
10. Maithreyi - One Day Awareness cum Training Programme on “Women Health and Production of Ecofriendly Sanitary Napkin/ Diaper supported by CDS Mararikulam North Grama Panchayath , Kanjikkuzhy Service Co-operative Bank No. 1558 on 23<sup>rd</sup> July 2016 by Dept. of Zoology.
11. Dept. of Zoology conducted “Filariasis Elimination Programme” of Indian Network for Neglected Diseases supported by Amritha Hospital and Chittilappally Foundation on 29<sup>th</sup> January 2017.
12. Paaristhithikam - entrepreneurial opportunities in fisheries for earning a better living- on 14<sup>th</sup>, 24<sup>th</sup> and 25<sup>th</sup> March 2017 with financial support from Department of Environment and Climate Change, Government of Kerala and technical support from Central Institute of Fisheries Technology
13. Parivarthan - demonstrate the extent of the effects of substance abuse or alcoholism and related behaviors –4 days programme funded by UGC under extension activity

14. Urjakiran -2017- programme intended to create awareness on energy conservation among public conducted on February 3<sup>rd</sup> , 22<sup>nd</sup> and March 3<sup>rd</sup> at Aroor, Cherthala and Alappuzha sponsored by the Centre for Environment and Development, Trivandrum and Energy Management Centre, Kerala
15. Voluntary blood donation and Blood Donation Camps
16. Ayurveda Medical Camp in association with Kottackal Arya Vaidyasaala
17. Anti-drug campaign
18. Environmental awareness programmes for local people
19. Conducted One Day Programme entitled “*Aksharathaenmozhi*” at G.S.M. M. G. H. School, S.L. Puram on 23<sup>rd</sup> June 2016. The programme was an effort to make the high school children understand the grandeur of mother tongue.
20. Cleaning and construction of garden in Anganwadis
21. Cleaned the premises of Cherthala Railway Station in association with Rotary Club on 2<sup>nd</sup> October 2016
22. 30 volunteers submitted Declaration for Organ Donation in association with Govt. of Kerala project “*Mrithasanjeevani*”
23. *Naattupazhama* – conducted an exhibition on 1<sup>st</sup> November 2016 exhibiting the traditions and household utensils and equipments used by Keralalites years back
24. *Kuruthola Kalari*- a workshop to familiarize the volunteers about traditional toys and curios made of tender coconut leaves. Sri. P.J. Sivadasan served as the resource person
25. Short stories and poems prepared by NSS volunteers in card form was released by Sri. Kureepuzha Sreekumar and handed over to the children of Preethikulangara School on 14<sup>th</sup> November 2016.
26. Associated with the organisation of the District Level Inauguration of Baalotsavam 2017 held T. M. P. L. P. School, Preethikulangara.
27. Exhibition of the paintings of L.P School students of Alappuzha Distruict at T.M. L. P. School, Preethikulangara on 04.03.2017. The exhibition was inaugurated by Education Minister Prof. C. Raveendranath and Finance Minister Dr. T. M. Thomas Isaac.
28. Cookery classes by a faculty member for students and local people
29. NCC cadets repaired the hospital equipments of Kalavoor Public Health Centre on 2<sup>nd</sup> October 2016
30. NCC cadets cleaned the premises of PHC Kalavoor on 24<sup>th</sup> November 2016.
31. Energy Conservation Day was celebrated by NCC Cadets at SNGM School, Thuravoor on 14<sup>th</sup> December 2016 and donated LED lamps to the eligible students.

## 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 <sup>2</sup>	-	-	10722 m <sup>2</sup>
Class rooms	41	-	-	41
Laboratories	13	-	-	13
Seminar Halls	3	-	-	3
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	6	DST-FIST sanctioned	Awaiting for release of fund	6

Value of the equipment purchased during the year (Rs. in Lakhs)	28 lakhs			
Others		6 CCTV Cameras	PTA	6

#### 4.2 Computerization of administration and library

- Computerised office
- 24x6 WiFi and LAN
- Automated library
- Salaries received from the government (SPARK), Provident fund (GAIN PF), Arrear bills, leave applications (SPARK)
- 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	33055	1859006	1184	349481	34239	2208487
Reference Books	1321	454699	-	-	1321	454699
e-Books	-	-	-	-	-	-
Journals	130	92698	-	-	130	92698
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	78	25560	-	-	78	25560
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	110	40	63	1	0	8	27	9
Added	21		21					
Total	131	40	84	1	0	8	27	9



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
- LAN, WiFi, INFLIBNET
- IT Mission classes conducted for U.G and P.G
- Teachers attended IT-oriented Refresher Courses organised by UGC
- ASAP Training
- Enrolled selected students for National Digital Literacy Mission
- Faculty members of Computer Science department served as resource person in District Level Training Programme for Higher Secondary School Computer Teachers
- Department of Computer Science conducted UGC sponsored One day Seminar on “E-governance and Cyber Crimes” on 13<sup>th</sup> December 2016.
- Teachers attended IT-oriented Refresher Courses organised by HRDC

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 94000/-
ii) Campus Infrastructure and facilities	Rs. 2,30,000/-
iii) Equipments	Rs. 82,000/-
iv) Others	Rs. 1,77,000/-
<b>Total :</b>	Rs. 5,83,000/-

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Arranged Orientation classes for first year CBCSS students on the first day of academic year
- Public Address System
- Updated college calendar
- Department notice board
- General assembly
- Information through local newspapers
- Campus radio
- Student Welfare Committee
- Orientation class on Open Course for Fifth Semester students
- Orientation classes on various clubs and organisations functioning in the college
- Updated college website

## 5.2 Efforts made by the institution for tracking the progression

- General Alumni and Departmental Alumni meetings were conducted and details of career were documented
- Social media groups also help in updating progression
- Tutor's register is maintained from the beginning of course to the end of the course
- Class Teachers keep track of the performance of the students and monitor the progress.
- Weak students are identified by respective tutors and were given special coaching through remedial and bridge classes.
- Student Support Programme also help in upgrading their academic ability

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1436	126	3	-

(b) No. of students outside the state

1

(c) No. of international students

NIL

Men	No	%	Women	No	%
	631	40.4		931	59.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
172	214	4	1066	2	1456	178	217	5	1072	2	1474

Demand ratio – 1: 21

Dropout % – 2.6%

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

- Career Guidance and Placement Cell takes initiative to facilitate placements
- Career guidance courses offered by FACE (Focus @ Career Enhancement)
- iii) SET/NET coaching for PG Students
- Spoken English Program conducted by Mr. Reji of Overseas English Course on 11<sup>th</sup> and 12<sup>th</sup> August 2016.

No. of students beneficiaries

73

5.5 No. of students qualified in these examinations

NET	9	SET/SLET	17	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	58	UPSC	-	Others	174

## 5.6 Details of student counselling and career guidance

- Counselling committee provided career and psychological counselling to students
- Dr. Beena Job, HOD, Dept. of English, St. Teresa's college conducted a general counselling for first year students and parents
- Career Guidance Cell (FACE) conducted personality development and life skill programmes for the students
- FACE conducted One day Orientation programme for First Semester P.G students
- Coaching for NET/SET and Civil Service Examination were organized by FACE
- Mentoring system followed with meetings held once every month in all the departments where academic issues like uncertainty about the future, trouble in concentrating, irregular in attending the class, poor academic performance etc.
- Conducted a class on Personality Development in association with Rotary Club of Sherthallay Town and Rotaract Club on 1<sup>st</sup> August 2016
- Conducted awareness class on 'Prevention of Corruption' by Alappuzha Vigilance DYSP George Cheriyan as part of Zero Corruption Campaign by Vigilance and Anti-Corruption Bureau on 27<sup>th</sup> August 2016
- Interactive session on "Management Profession" held in association with KVM School of Management, Cherthala for final and second year B.Com students on 4<sup>th</sup> March.
- Talk on "Opportunities in the Tax Practicing Profession" in association with Tax Study Centre, Ernakulum held on 04-03-2017 for the final year B. Com students.
- Dr. Sajeev. V. P of SEBI Training Wing conducted a training programme to the young aspirant investors on 22-03 2017.
- An introductory session on "Career Opportunities and Higher Studies with special emphasis on Chartered Accountancy" in association with Institute of Chartered Accounts of India, Alappuzha chapter was organised on 29<sup>th</sup> March 2017.
- Dept. of Economics conducted an open forum on "State and Central Budgets" .
- 10 days Hands on Workshop on Tools and Techniques in Biotechnology , Bioinformatics and Cytogenetics from 17<sup>th</sup> to 28<sup>th</sup> March 2017 funded by Kerala Biodiversity Board and KSCSTE

No. of students benefitted

842

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	32

## 5.8 Details of gender sensitization programmes

- Women’s Cell and Women’s study unit organised gender sensitisation programmes
- International day for Women (8<sup>th</sup> March)
- Classes on Women’s Legal rights
- Classes on Liquid embroidery
- Cookery classes by a faculty member
- Maithreyi - One Day Awareness cum Training Programme on “Women Health and Production of Ecofriendly Sanitary Napkin/ Diaper supported by CDS Mararikulam North Grama Panchayath , Kanjikkuzhy Service Co-operative Bank No. 1558 on 23rd July 2016.
- 10 NSS volunteers participated in the district level Workshop for Women “Maanushi 2017” organized by the Yuvakendra of Kerala District Youth Welfare Board at Civil Station, Alappuzha from 25th to 26th February 2017.
- NSS volunteers conducted ‘Kalaajaadha’ from Cherthala to Alappuzha at 10 public places/ institutions which portrayed Women Protection and Women Equality.
- NSS volunteer participated in the State Level Vanitha Shilpasala organized by the Kerala State Youth Welfare Board at Wagamon, Wayanad from 21st to 23rd March 2017

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	42	66351
Financial support from government	1254	190700
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  National level  International level

5.12 No. of social initiatives undertaken by the students

68

5.13 Major grievances of students (if any) redressed:

- False Ceiling done in Block B

## **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
- Seminars and Group Discussions
- Industrial and field visits
- Remedial classes
- Peer teaching
- Campus Radio
- Wall Magazine
- Tutor’s Register
- SSP, WWS
- Regular feedback from students to improve teaching and learning methods
- Expert classes for Civil Service, UGC Net Coaching, Personality Development etc.
- INFLIBNET
- Virtual Lab
- Bridge Course

### 6.3.3 Examination and Evaluation

- CBCSS Scheme adopted by the university of Kerala is followed
- Centralised model examination is conducted for UG students by Student Performance Evaluation Committee (SPEC)
- U.G and P.G Monitoring Committee evaluate the progress of students
- Tutorial system
- Continuous Evaluation including regular testpapers, assignments, group discussion and seminars
- PTA meetings

### 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
- An multidisciplinary research journal “SPECTRUM” with ISSN Number is published yearly
- Conducted workshops/seminars
- Classes on research methodology for P.G students
- Faculty runs major and minor projects
- Research papers published in reviewed journals

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Automated library
- INFLIBNET and e-journals
- Digital Seminar hall
- 3 full fledged Computer labs
- Research lab
- Classrooms with projectors
- 24x7 Wi-Fi Facility
- CCTV cameras installed in exam halls
- Language Lab
- Tissue culture lab
- Multi gymnasium
- State of art ICT enabled seminar hall

### 6.3.6 Human Resource Management

- 40 committees function for the efficient management and welfare of students
- Qualified and dedicated staff
- Faculty Development Programme for teachers
- Recognition for outstanding academic, sports and cultural achievements

### 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

- Institution provides opportunities for students to visit industries to gain first hand information.
- Industrialists are invited to share their experiences to motivate our students. This also enhances the placement opportunities of our students.
- Students are also encouraged to conduct project work at scientific institutions and laboratories.
- Post Graduate students of Zoology undertook Hands-on Training Programme at National Institute for Fisheries Post Harvest Technology and Training , Cochin
- Dept. of Zoology conducted 10 days Hands on Workshop on Tools and Techniques in Biotechnology , Bioinformatics and Cytogenetics from 17<sup>th</sup> to 28<sup>th</sup> March 2017 funded by Kerala Biodiversity Board and KSCSTE. Classes and practicals were handled by experts from various scientific institutions and laboratories.
- Dept. of Zoology conducted ‘Paaristhithikam - entrepreneurial opportunities in fisheries for earning a better living’- on 14<sup>th</sup>, 24<sup>th</sup> and 25<sup>th</sup> March 2017 with financial support from Department of Environment and Climate Change, Government of Kerala and technical support from Central Institute of Fisheries Technology.

### 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 Dhanalaxmi Bank, Staff Association, Canteen
Students	KRIPA (Student aid fund) Student Welfare officers Sick room for girls. Scholarships, Awards and Endowments. Fee concessions for economically and socially backward students. Student sponsorship by faculty members. Scholarships by Alumni Medical camps First-Aid treatment Canteen Common Browsing Centre Language lab Cooperative store Reprography facility

6.5 Total corpus fund generated

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
- Renders financial assistance to the college
- Department Alumni Associations provide scholarships to advanced learners
- Monitors the activities of the college by offering feedbacks
- Arun Mathew Memorial Inter departmental Quiz competition conducted by B. Com alumni association on 6<sup>th</sup> March 2017
- Adv. Sabu Memorial Endowment Award started by Zoology Alumni Association for meritorious students
- Get together and Interaction of students with alumni through annual alumni meetings
- Footprints– a programme envisaged by Zoology Department to invite renowned alumnus back to college. Two talks were arranged under this programme.
- a. **Dr. G M Nair**, Advisor, Kerala Biotechnology Commission delivered a talk on Genomics and Proteomics on 9<sup>th</sup> November 2016.
- b. **Dr. Divya. L**, Asst. Professor, School of Biological Sciences, Central University of Kerala delivered a talk on “Omics in Science” on 22<sup>nd</sup> December 2016.

6.12 Activities and support from the Parent – Teacher Association

- Development of infrastructure facilities
- Cash Awards for meritorious students
- Financial assistance for students to participate in youth festival
- Guest faculty paid salary from PTA
- Installed CCTV cameras in examination halls
- Active participation of PTA for implementation of extension activities



### 6.13 Development programmes for support staff

- Cooperative store provides office stationary and provision at subsidized rate
- Dhanalaxmi bank on the campus provide easy banking facility
- College canteen provide refreshments at subsidized rates
- Annual get together during Onam

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

- Ecoclub – Bhoomithrasena conducts environmental awareness
- Planting trees on special occasions
- Nakshathravanam
- Thulasi garden maintained to reduce carbon emission
- Campus declared plastic-free zone
- Separate waste bins provided to collect biodegradable waste and plastic waste
- Biogas plant and vermicomposting unit reduce organic biodegradable wastes
- Organic Vegetable garden
- Damaged computers used to teach hardware dismantling and reassembling
- Vehicles banned beyond a restricted area
- Periodic campus cleaning by NCC and NSS
- Incinerator
- Paper bag making to discourage use of plastic
- Retiring teachers plant a tree

## Criterion – VII

### **7. 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.

- Virtual Lab
- Tutor's register
- ICT enabled teaching
- Peer teaching
- Organic vegetable farming
- Welfare Committee
- Friday Market
- Savouries (Cookery) Club
- SSP (Student Support Programme) and WWS (Walk With a Scholar)
- Sky watch
- Campus Radio
- Academic audit
- Book exhibition

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)

- Children's Publication
- Music reality show "Paattumalayalam"

***\*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 District and State Level Power Quiz competitions in association with Kerala State Electricity Board
- Celebrated World Environment Day, World Wetland Day, and Ozone Day including popular lectures, competitions and field visit
- Participated in Nature Awareness Camps at Eravikulam National Park and Parambikulam Wildlife Sanctuary
- Campus is made plastic free
- Conducted workshop on paper bag making
- Organic Precision farming in 50 cents of land in the college
- Organised a symposium and exhibition on *Hortus Malabaricus* on 5<sup>th</sup> January 2017
- Conducted Sahyadri National Conference funded by Kerala State Biodiversity Board in association with Zoo Outreach Organisation, Coimbatore and CUBE, TIFR, Mumbai on 25<sup>th</sup> November 2016
- Conducted Filariasis Elimination Programme of Indian Network for Neglected Diseases supported by Amritha Hospital and Chittilappally Foundation on 29<sup>th</sup> January 2017
- Conducted "Urkiran -2017" - to create awareness on energy conservation among public conducted on February 3<sup>rd</sup>, 22<sup>nd</sup> and March 3<sup>rd</sup> at Aroor, Cherthala and Alappuzha respectively sponsored by the Centre for Environment and Development, Trivandrum and Energy Management Centre, Kerala.
- Observed Energy Conservation Day on 14th December at SNGM School, Thuravoor and donated LED lamps to the eligible students

7.5 Whether environmental audit was conducted?

Yes

No

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

NIL

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

- Best Researcher Award for Faculty in Arts and Science
- Audio Visual Notice Board in front of the college to display daily activities
- Academic Audit for the current year
- Suggestion box for the improvement of existing facilities
- Online Feedback for Bridge Course
- Continue strategies for Biodiversity Conservation
- Initiatives to improve infrastructure facility of five selected Anganwadis
- Continue with lectures from eminent Professors and Scientist from other institutes
- Workshop for Faculty members by IQAC
- Implementation of DST-FIST
- Infrastructure development
- Encourage teachers to acquire minor and major projects from funding agencies
- Conduct seminars, workshops and symposia on various topics of interest

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\*\*\*  
\_\_\_\_\_

**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

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**SREE NARAYANA COLLEGE CHERTHALA**  
**SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013**  
**Admission onwards)**  
**1<sup>st</sup> SEMESTER (2016 Admission) DEGREE PROGRAMME: From July To November**

29 – 06 – 2016	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
01 – 07 – 2016	Last date for the submission of Dept Time-Table for the Semester to the Principal
04 – 07 – 2016	Commencement of classes
18 – 07 – 2016	Last date of registration of the course
16 – 08 – 2016	Last date for sending the list of registered students to the University
25 – 08 – 2016	Last date for allotting topics for Assignments / Seminars
05 – 09 – 2016	Last date for the submission of Assignments / conduct of Seminars
08 – 05 – 2016	Date of submission of the mark list of Assignment / Seminar to the HOD
28 – 09 – 2016 to 05 – 10 – 2016	Test paper
13 – 10 - 2016	Date of submission of mark lists of the Test paper to the HOD
14 – 10 – 2016	Date of publication of the results of the Test paper on the Dept. notice board
25 – 10 – 2016	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
26 – 10 – 2016	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
26 – 10 – 2016	Date of submission of ‘Portions Completed Certificate’ by Teachers to the HOD
26 – 10 – 2016 to 28 – 10 – 2016	PTA Meeting
08 – 11 - 2016	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
09 – 11 – 2016 to 23 – 11 - 2016	End Semester Evaluation(ESE)
30 – 11 – 2016	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
24 – 11 – 2016	Date of submission of Semester Report by the Group Tutor to the HOD
25 – 11 - 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 5<sup>th</sup> of the next month and the same should be forwarded before 10<sup>th</sup> to the Principal.
- 3 Tutorial meeting of all groups should be held in the last week of every month.

Signature with date:

Co-ordinator  
IQAC

PRINCIPAL

Co-ordinator  
UG Monitoring Committee

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

II<sup>nd</sup> SEMESTER (2016 Admission) DEGREE PROGRAMME: January 2017 to July 2017

23 – 01 – 2017	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
27 – 01 – 2017	Last date for the submission of Dept Time-Table for the Semester to the Principal
30 – 01 – 2017	Commencement of classes
16 – 02 – 2017	Last date of registration of the course
16 – 03 – 2017	Last date for sending the list of registered students to the University
06 – 03 – 2017	Last date for allotting topics for Assignments / Seminars
30 – 03 – 2017	Last date for the submission of Assignments / conduct of Seminars
05 – 06 – 2017	Date of submission of the mark list of Assignment / Seminar to the HOD
05 – 06 – 2017 to 12 – 06 – 2017	Test paper
16 – 06 – 2017	Date of submission of mark lists of the Test paper to the HOD
19 – 06 – 2017	Date of publication of the results of the Test paper on the Dept. notice board
23 – 06 – 2017	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
26 – 06 – 2017	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
26 – 06 – 2017	Date of submission of ‘Portions Completed Certificate’ by Teachers to the HOD
26 – 06 – 2017 to 28 – 06 – 2017	PTA Meeting
14 – 07 – 2017	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
03 – 07 – 2017 to 14 – 07 – 2017	End Semester Evaluation(ESE)
16 – 08 – 2017	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
17 – 07 – 2017	Date of submission of Semester Report by the Group Tutor to the HOD
19 – 07 – 2017	Date of submission of Semester Report to the Principal by the HOD

**NB:**

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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**  
**IQAC**

**PRINCIPAL**

**Co-ordinator**  
**UG Monitoring Committee**

# SREE NARAYANA COLLEGE CHERTHALA

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

### III<sup>rd</sup> SEMESTER (2015 Admission) DEGREE PROGRAMME : From August To December

10 – 08 – 2016	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
12 – 08 – 2016	Last date for the submission of Dept Time-Table for the Semester to the Principal
16 – 08 – 2016	Commencement of classes
31 – 08 – 2016	Last date of registration of the course
30 – 09 – 2016	Last date for sending the list of registered students to the University
01 – 09 – 2016	Last date for allotting topics for Assignments / Seminars
03 – 10 – 2016	Last date for the submission of Assignments / conduct of Seminars
07 – 10 – 2016	Date of submission of the mark list of Assignment / Seminar to the HOD
09 – 11 – 2016 to 16 – 11 – 2016	Test paper
21 – 11 – 2016	Date of submission of mark lists of the Test paper to the HOD
22 – 11 - - 2016	Date of publication of the results of the Test paper on the Dept. notice board
28 – 11 – 2016	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
29 – 11 – 2016	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
29 – 11 – 2016	Date of submission of 'Portions Completed Certificate' by Teachers to the HOD
29 – 11 – 2016 to 01 – 12 – 2016	PTA Meeting
06 – 12 – 2016	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
07 – 12 – 2016 to 23 – 12 – 2016	End Semester Evaluation(ESE)
30 – 12 – 2016	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
02 – 01 - 2016	Date of submission of Semester Report by the Group Tutor to the HOD
03 – 01 - 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 5<sup>th</sup> of the next month and the same should be forwarded before 10<sup>th</sup> to the Principal.
- 3 Tutorial meeting of all groups should be held in the last week of every month.

#### **Signature with date**

**Co-ordinator**  
**IQAC**

**PRINCIPAL**

**Co-ordinator**  
**UG Monitoring Committee**

# SREE NARAYANA COLLEGE CHERTHALA

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

IV<sup>th</sup> SEMESTER (2015 Admission) DEGREE PROGRAMME: January 2017 to July 2017

23 – 01 – 2017	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
27 – 01 – 2017	Last date for the submission of Dept Time-Table for the Semester to the Principal
30 – 01 – 2017	Commencement of classes
13 – 02 – 2017	Last date of registration of the course
14 – 03 – 2017	Last date for sending the list of registered students to the University
20 – 03 – 2017	Last date for allotting topics for Assignments / Seminars
05 – 06 – 2017	Last date for the submission of Assignments / conduct of Seminars
15 – 06 – 2017	Date of submission of the mark list of Assignment / Seminar to the HOD
05 – 06 – 2017 to 12 – 06 – 2017	Test paper
26 – 06 – 2017	Date of submission of mark lists of the Test paper to the HOD
27 – 06 – 2017	Date of publication of the results of the Test paper on the Dept. notice board
30 – 06 – 2017	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
03 – 07 – 2017	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
03 – 07 – 2017	Date of submission of 'Portions Completed Certificate' by Teachers to the HOD
03 – 07 – 2017 to 05 – 07 – 2017	PTA Meeting
07 – 07 – 2017	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
12 – 07 – 2017 to 21 – 07 – 2017	End Semester Evaluation(ESE)
08 – 08 – 2017	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
24 – 07 – 2017	Date of submission of Semester Report by the Group Tutor to the HOD
26 – 07 – 2017	Date of submission of Semester Report to the Principal by the HOD

**NB:**

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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  
IQAC**

**PRINCIPAL**

**Co-ordinator  
UG Monitoring Committee**



# SREE NARAYANA COLLEGE CHERTHALA

## SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013

Admission onwards)

V<sup>th</sup> SEMESTER (2014 Admission) DEGREE PROGRAMME : From July To November

05 – 07 – 2016	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
08 – 07 – 2016	Last date for the submission of Dept Time-Table for the Semester to the Principal
11 – 07 – 2016	Commencement of classes
25 – 07 – 2016	Last date of registration of the course
24 – 07 – 2016	Last date for sending the list of registered students to the University
01 – 08 – 2016	Last date for allotting topics for Assignments / Seminars
22 – 08 – 2016	Last date for the submission of Assignments / conduct of Seminars
29 – 08 – 2016	Date of submission of the mark list of Assignment / Seminar to the HOD
24 – 10 – 2016 to 28 – 10 – 2016	Test paper
03 – 11 – 2016	Date of submission of mark lists of the Test paper to the HOD
04 – 11 – 2016	Date of publication of the results of the Test paper on the Dept. notice board
08 – 11 – 2016	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
09 – 11 – 2016	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
10 – 11 – 2016	Date of submission of 'Portions Completed Certificate' by Teachers to the HOD
09 – 11 – 2016 to 11 – 11 – 2016	PTA Meeting
14 – 11 – 2016	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
17 – 11 – 2016 to 30 – 11 – 2016	End Semester Evaluation(ESE)
14 – 12 – 2016	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
01 – 12 – 2016	Date of submission of Semester Report by the Group Tutor to the HOD
02 – 12 - 2016	Date of submission of Semester Report to the Principal by the HOD

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IQAC**

**PRINCIPAL**

**Co-ordinator  
UG Monitoring Committee**

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

VI<sup>th</sup> SEMESTER (2014 Admission) DEGREE PROGRAMME: December 2016 to April 2017

21 – 12 – 2016	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
03 – 01 – 2017	Last date for the submission of Dept Time-Table for the Semester to the Principal
04 – 01 – 2017	Commencement of classes
05 – 01 – 2017	Last date of registration of the course
06 – 02 – 2017	Last date for sending the list of registered students to the university
20 – 01 – 2017	Last date for allotting topics of assignments/conduct of seminars
20 – 02 – 2017	Last date for submission of assignments/conduct of seminars
27 – 02 – 2017	Date of submission of mark list of assignment/seminar to the HOD
20 – 03 – 2017 to 24 – 03 - 2017	Conduct of Test paper
28 – 03 – 2017	Date of submission of mark list of test paper to the HOD
29 – 03 – 2017	Date of publication of the results of the Test paper on the Dept. notice board
	Last date for submission of Project / Dissertation
30 – 03 – 2017	Last date for submission of results of Continuous Evaluation (CE) by teachers to the Head of the Department concerned
31 – 03 – 2017	Display of results of Continuous Evaluation(CE) on the Department Notice Board
29 – 03 – 2017 to 30 – 03 – 2017	PTA Meeting
03 – 04 – 2017	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
30 – 03 – 2017	Date of submission of ‘ Portions Completed Certificate’ by Teachers to the HOD
17 – 04 – 2017 to 28 – 04 – 2017	End Semester Evaluation(ESE)
28 – 04 – 2017	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations.
01 – 06 – 2017	Date of submission of Semester Report by the Group Tutor to the HOD
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**SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013**  
**Admission onwards)**

**I<sup>st</sup> SEMESTER (2016 Admission) DEGREE PROGRAMME: From July To November**

29 – 06 – 2016	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
01 – 07 – 2016	Last date for the submission of Dept Time-Table for the Semester to the Principal
04 – 07 – 2016	Commencement of classes
18 – 07 – 2016	Last date of registration of the course
16 – 08 – 2016	Last date for sending the list of registered students to the University
25 – 08 – 2016	Last date for allotting topics for Assignments / Seminars
05 – 09 – 2016	Last date for the submission of Assignments / conduct of Seminars
08 – 05 – 2016	Date of submission of the mark list of Assignment / Seminar to the HOD
28 – 09 – 2016 to 05 – 10 – 2016	Test paper
13 – 10 - 2016	Date of submission of mark lists of the Test paper to the HOD
14 – 10 – 2016	Date of publication of the results of the Test paper on the Dept. notice board
25 – 10 – 2016	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
26 – 10 – 2016	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
26 – 10 – 2016	Date of submission of 'Portions Completed Certificate' by Teachers to the HOD
26 – 10 – 2016 to 28 – 10 – 2016	PTA Meeting
08 – 11 - 2016	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
09 – 11 – 2016 to 23 – 11 - 2016	End Semester Evaluation(ESE)
30 – 11 – 2016	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
24 – 11 – 2016	Date of submission of Semester Report by the Group Tutor to the HOD
25 – 11 - 2016	Date of submission of Semester Report to the Principal by the HOD

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

II<sup>nd</sup> SEMESTER (2016 Admission) DEGREE PROGRAMME: January 2017 to July 2017

23 – 01 – 2017	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
27 – 01 – 2017	Last date for the submission of Dept Time-Table for the Semester to the Principal
30 – 01 – 2017	Commencement of classes
16 – 02 – 2017	Last date of registration of the course
16 – 03 – 2017	Last date for sending the list of registered students to the University
06 – 03 – 2017	Last date for allotting topics for Assignments / Seminars
30 – 03 – 2017	Last date for the submission of Assignments / conduct of Seminars
05 – 06 – 2017	Date of submission of the mark list of Assignment / Seminar to the HOD
05 – 06 – 2017 to 12 – 06 – 2017	Test paper
16 – 06 – 2017	Date of submission of mark lists of the Test paper to the HOD
19 – 06 – 2017	Date of publication of the results of the Test paper on the Dept. notice board
23 – 06 – 2017	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
26 – 06 – 2017	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
26 – 06 – 2017	Date of submission of 'Portions Completed Certificate' by Teachers to the HOD
26 – 06 – 2017 to 28 – 06 – 2017	PTA Meeting
14 – 07 – 2017	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
03 – 07 – 2017 to 14 – 07 – 2017	End Semester Evaluation(ESE)
16 – 08 – 2017	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
17 – 07 – 2017	Date of submission of Semester Report by the Group Tutor to the HOD
19 – 07 – 2017	Date of submission of Semester Report to the Principal by the HOD

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# SREE NARAYANA COLLEGE CHERTHALA

## SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013

Admission onwards)

III<sup>rd</sup> SEMESTER (2015 Admission) DEGREE PROGRAMME : From August To December

10 – 08 – 2016	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
12 – 08 – 2016	Last date for the submission of Dept Time-Table for the Semester to the Principal
16 – 08 – 2016	Commencement of classes
31 – 08 – 2016	Last date of registration of the course
30 – 09 – 2016	Last date for sending the list of registered students to the University
01 – 09 – 2016	Last date for allotting topics for Assignments / Seminars
03 – 10 – 2016	Last date for the submission of Assignments / conduct of Seminars
07 – 10 – 2016	Date of submission of the mark list of Assignment / Seminar to the HOD
09 – 11 – 2016 to 16 – 11 – 2016	Test paper
21 – 11 – 2016	Date of submission of mark lists of the Test paper to the HOD
22 – 11 - - 2016	Date of publication of the results of the Test paper on the Dept. notice board
28 – 11 – 2016	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
29 – 11 – 2016	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
29 – 11 – 2016	Date of submission of 'Portions Completed Certificate' by Teachers to the HOD
29 – 11 – 2016 to 01 – 12 – 2016	PTA Meeting
06 – 12 – 2016	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
07 – 12 – 2016 to 23 – 12 – 2016	End Semester Evaluation(ESE)
30 – 12 – 2016	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
02 – 01 - 2016	Date of submission of Semester Report by the Group Tutor to the HOD
03 – 01 - 2016	Date of submission of Semester Report to the Principal by the HOD

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# SREE NARAYANA COLLEGE CHERTHALA

SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013

Admission onwards)

IV<sup>th</sup> SEMESTER (2015 Admission) DEGREE PROGRAMME: January 2017 to July 2017

23 – 01 – 2017	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
27 – 01 – 2017	Last date for the submission of Dept Time-Table for the Semester to the Principal
30 – 01 – 2017	Commencement of classes
13 – 02 – 2017	Last date of registration of the course
14 – 03 – 2017	Last date for sending the list of registered students to the University
20 – 03 – 2017	Last date for allotting topics for Assignments / Seminars
05 – 06 – 2017	Last date for the submission of Assignments / conduct of Seminars
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03 – 07 – 2017 to 05 – 07 – 2017	PTA Meeting
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SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013

Admission onwards)

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05 – 07 – 2016	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
08 – 07 – 2016	Last date for the submission of Dept Time-Table for the Semester to the Principal
11 – 07 – 2016	Commencement of classes
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24 – 07 – 2016	Last date for sending the list of registered students to the University
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## 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
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	44	57.14
80 –90	30	38.96
Below 80	3	3.9
Total	77	100

## BEST PRACTICES

### TITLE: PRIMARY EDUCATION IMPROVEMENT INITIATIVE IN RURAL AREAS

**Objectives:** The programme is an intervention in the system of education followed in the Anganwadis and Pre-Primary Schools to bring about a positive development in these sectors both academically and physically. Academic intervention was done by providing educational resources for the children.

1. To improve the physical and educational facilities of Anganwadis and Pre-Primary schools nearby our college
2. To contribute to the strengthening of the public education system followed in the state
3. To utilize the academic and cultural talents of NSS volunteers for the betterment of primary education by creating educational resources and participatory teaching etc.
4. To promote healthy social interventions in the community.

**Context:** Pre-primary education is the initial stage of organized instruction, designed primarily to introduce very young children to a school-type environment, that is, to provide a bridge between home and a school-based atmosphere. During early childhood, intellectual, other cognitive, socio-emotional, language, physical and motor competencies are laid. Most of the brain development takes place during these years and also the foundation for sound physical, social and mental health are laid down. If children are not properly nurtured at this stage it will affect their future life. Pre-primary education in our state is provided in Anganwadis, government aided nursery schools and private schools. Anganwadis and government aided schools, both coming under government sector, are the major centres where the children of socially and economically backward common men study. It was in this context that the idea of this project took shape.

**Practice:** The project was implemented in a step by step manner. Initially, NSS team conducted visits to anganwadis situated around the college in Kanjikuzhi and Mararikulam North Grama Panchayaths to understand the status and limitations. Permission was obtained from the CPDO to work with Anganwadis. In the second phase, Teachers Day entitled “ *Deshika Dakshina*” was celebrated with extensive and far-reaching events to inculcate respect for teachers, understand the glory of teaching and the importance of each phase of education in moulding the life of a person. “*Noorolum Kurumkadhakalum Kavithakalum*’ – was an interesting session where each volunteer was given an opportunity to prepare study materials in the form of short stories and short poems for teaching small children. They were given a small orientation on poetry writing and story writing. Afterwards, each volunteer was given two different pictures randomly for writing one short story and a poem. Through this activity, each volunteer realized their inborn talents in writing and above all, they were unknowingly shaped to prepare study materials for nursery children.

In the third phase, NSS volunteers visited Anganwadi No. 33 and 35 of Kanjikkuzhy Grama Panchayath. The volunteers cleaned the premises of the Anganwadis, planted ornamental plants

to make a small garden and also prepared kitchen garden in the backyard of Anganwadi No. 33.

In the next phase, short stories and poems written by our volunteers on Teacher's Day were edited, typed and arranged in A4 paper, decorated with appropriate color paintings, printed in colour and laminated to form A4 sized cards. About 45 such cards containing all together 100 numbers of short stories and poems were handed over to Tagore Memorial Panchayath L.P School located at Preethikulangara as study materials for the newly admitted batch of children. The study materials were received by honourable Finance Minister, Dr. T. M. Thomas Isaac.

In the next phase, short stories and poems written by volunteers were consolidated in printed book form entitled "Kunnolum Kurunkadhakalum Kavithakulum" with appropriate colour illustrations. The book was released by Sri. Palliyara Sreedharan, Director of Kerala State Institute for Children's Literature at a function organized in the college auditorium on 29th March 2017 at 1.30pm at the college auditorium. Complementary copies of the book are to be distributed to all the L.P Schools and Anganwadis during the current academic year.

**Evidence of Success:**

- First of a kind initiative by a college
- Each volunteer became a writer and a teacher, a platform to boost cultural talents
- A rare opportunity for a volunteer to be part of the educational change
- An opportunity for social intervention
- Improved self-confidence of volunteers

**Problems encountered:** Distribution of the books could not be completed during the current academic year.

**2. TITLE: "PAATTUMALAYALAM" MUSIC REALITY SHOW**

**Objectives:** The aim of the show is to create interest in our tradition and mother tongue and to provide a platform for the students and staff to express their creativity. The programme also helped students to improve their self confidence and perform in stage.

**Context:** Nowadays, all television channels telecast music reality shows liked by all age groups. Such shows also provide a platform for blooming artists to express their talents. Providing various rounds gives an opportunity to participants to acquaint with different styles of singing. However, most of the reality shows are based on classical, semi classical and film songs. In this context, arranging a series of competitions in the banner of a music reality show was new to a college campus. Apart from film songs, traditional styles of singing popular in Kerala were included to inculcate an interest and popularise them among the new generations.

**Practice:** The programme is an initiative by National Service Scheme units on Valentine's Day to express our love to our state and mother tongue. The programme was conducted in a similar pattern of modern reality shows in channels. The competition involved singers from 11 departments of our

college, each team contained seven members each. Several rounds were included in the competitions viz. preliminary, eliminations, semi finals and finals. Programme was conducted at 3.30pm after the college hours without disturbing the class hours. Show consisted of many rounds and lasted for more than a month. Rounds included Film songs, light music, Poems, Naadagaganam, Kadhakali Sangeetham, Vanchipatu, semi classical songs, songs expressing traditions of Kerala and Malayalam language etc. Elimination rounds were also conducted to select competent teams. *Paattumalayalam* Music Reality Show was inaugurated by famous singer and Vice-President of Alappuzha District Panchayath Smt. Daleema Jojo on 14<sup>th</sup> February 2017 at 2.30pm at Guruvaram Seminar Hall of the college. Grand finale of the music reality show was held on 27<sup>th</sup> March 2017 from 1.30pm at the College Auditorium. The competition was conducted among five teams from Botany, Chemistry, History, Economics and Zoology. The show was judged by three eminent judges. After two rounds one team was eliminated. There were two rounds in the final stage. The winner was Team Botany. Team History and Zoology were the first and second runner ups. Trophies were presented to the winners and Consolation prize to Chemistry Dept. team. NSS volunteers organized the whole event and performed cultural programmes in between the competition.

**Evidence of Success:** Students of all departments participated with enthusiasm in presenting their singing talents. The programme helped in creating a healthy competition among the teams to bring out the best in them. A team of NSS volunteers instrumental in designing the stage, making arrangements for the programme, compeering and controlling the sound systems gained confidence, expressed their skill, got updated and improved during the execution of the programme

**Problems encountered:** A team of students had to continuously put in efforts for more than a month to make arrangements and manage the programme.