

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)

2017 – 2018

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. B.MANOJ

Tel. No. with STD Code:

0478-2864297

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 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)

1.5 Website address:

Web-link of the AQAR:

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 st Cycle	B ⁺⁺	3.24	2004	2004 - 2009
2	2 nd Cycle	A	3.01	2015	2015-2020
3	3 rd Cycle				
4	4 th Cycle				

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

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 2016-17 submitted to NAAC on 04/10/2017

- ii. AQAR 2015-16 submitted to NAAC on 14/07/2016
- iii. AQAR 2014-15 submitted to NAAC on 31/12/2015
- iv. AQAR 2013-14 submitted to NAAC on 08/07/2014

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="4"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="2"/> Faculty <input type="text" value="2"/>
Non-Teaching Staff	<input type="text" value="1"/>
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 type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>

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

- Orientation to teachers on NAAC preparation on October 5th 2017
- Orientation to freshers
- Career Orientation
- Personality development and motivation
- Environment preservation programmes
- Lecture series on Language, literature and culture, Indian Philosophy, and LifeScience

2.14 Significant Activities and contributions made by IQAC

- Departmental IQAC was constituted and two members from each department were vested with duties to prepare departmental activities and forward to IQAC.
- Formats were given and instructed the teachers to prepare individual profiles at the end of the academic year
- Institutional AQAR was prepared from departmental Profiles submitted by Departmental IQAC

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
Academic Audit	Academic audit done and result of analysis was examined by IQAC. Required suggestions for improvement were given to concerned tutors and HOD
Suggestion box for the improvement of existing facilities.	Installed a suggestion box in front of the main building and the valuable suggestions received during this year are informed to the RDC of the college for future development.
Online feedback for bridge course	Three departments conducted bridge course and feedback and attendance register were maintained.
Continue strategies for biodiversity conservation	<ul style="list-style-type: none"> • Observed important days viz. World Environment Day, World Ozone Day, World Wetland Day comprising awareness programmes and planting tree saplings • Biodiversity Club (Harithasena) sponsored by KSBB was constituted by Botany Department on July 27th 2017 • Construction of a Biodiversity Park in the college campus by NSS began on 2nd October. • As part of the World Wetland Day, the NSS volunteers cleaned the banks of A.S canal & the Kanichukulangara stretch. They also planted Punna tree saplings at the

	<p>banks</p> <ul style="list-style-type: none"> • ‘Plant of the Day Programme’ was introduced on 1st August 2017(Botany Department). This was to introduce a plant on each day with actual specimen and details in writing. • Ecocalendar was released by Botany Department in collaboration with Kerala Ayurveda Ltd, on December 5th 2017 • Participated in the district level and state level Power Quiz conducted by Kerala State Electricity Board. • Initiated green protocol in the college campus • Conduct Energy Conservation Programme - Urjakiran 2018 by the Department of Zoology. • Nature Study Camps were conducted to Tholpetty range of Wayanad Wildlife Sanctuary, Neyyar Wildlife Sanctuary, Munnar Wildlife Sanctuary (Vattavada) and Suvarnodyanam Biological Park • Started a wing of Bird’s Club International of Jayaraj Foundation, Kottayam attached to the Department of Zoology aimed at environmental conservation. • 75 NSS volunteers divided into 10 teams visited 10 schools from Cherthala to Pathirapally and created awareness classes and quiz competitions in association with Sashtira Sahithya Parishath on Water conservation • As part of Swachhta Hi Seva Campaign, NSS volunteers conducted awareness Campaign to public on Solid Waste Segregation through interaction and leaflets at Muhamma Grama Panchayath on 24th September 2017
Lectures from eminent professors and scientist from other institutes	<ul style="list-style-type: none"> • Invited talk on “Biosensors” by Dr. Kannan Ramaswamy, Associate Professor in Physics, BITS-Pilani in association with the Centre for earth Research and Environment Management (CEREM), Kochi on 23rd June 2017. • Erudite Lecture Series Class I - Photophysics and Photochemistry of Biomolecules on January 4th , 2018 by Dr. Swaroop Sasidharanpillai, University of Guelph, Canada • Erudite Lecture Series Class II -Urban Forestry on February 9th , 2018 by Dr. P.K Shaji, Principal Scientist & Deputy Director, Environmental Resources Research Centre, Thiruvananthapuram • Erudite Lecture Series Class III - Weeds to Needs-The Story of Aquatic Weed as Kalpa Sasya on March 26th 2018 by Dr. G Nagendra Prabhu, Associate Professor, PG Department of Zoology & Research Centre, S.D College, Alappuzha • Dr. Rajesh.S, Associate Professor in Economics, S.D.College, Alappuzha delivered a lecture on “Current Trends in Union and State Budgets. • Conducted a Seminar “Vaayanapakshacharanam” chaired by the college principal and inaugurated by AymanamRaveendran(Writer,Aymanam,Ernakulam) on 27th June 2017 • Seminar by Dr.Bhuvanachandran,Former HOD,Dept. of Malayalam, SNC Kollam(Inauguration of Malayalam

	<p>association 2017-18)</p> <ul style="list-style-type: none"> • Department of Physics and Science Club jointly organized “Marie Curie Memorial speech” by Dr. P. K. Raveendran, Retired principal, Maharajas College on 04-07-2017 at 11:00 am in the Digital Seminar Hall. • Dr. Unnikrishnan P, Assistant Professor, Dept. OF Philosophy, Sree Sankaracharya University of Sanskrit delivered lecture on Revisiting the Practical Aspects of Indian Philosophy on 19.02.2018. • Dr. Radharani P., Asst. Professor, Dept of Philosophy, University College Trivandrum delivered a lecture on Practical Implication of Heterodox Systems in India on 27.02.2018. • Dr. Gasper K.J. Asst Professor, Dept. of Philosophy, GOVT College for Women delivered a lecture on Doing Philosophy: Traditions in India on 02.03.2018. • Dr. Jayachandran. V. P., Senior Lecturer, Higher College of Technology, Ministry of Manpower, Muscat, Sulthanate of Oman delivered a lecture on “An Untold Tale of Bacteria” • Dr. Manal Humaid Al Khanbashi, Lecturer, Higher College of Technology, Ministry of Manpower, Muscat, Sulthanate of Oman delivered a lecture on “miRNA Expression in Locally Advanced Breast Cancer”
Worshop for faculty members by IQAC	<ul style="list-style-type: none"> • All science departments conducted virtual lab experiments to UG and PG students • Workshop on NAAC Accreditation by Dr. Selvan, Bishop Herber College, Trichy on October 5th 2017
Infrastructure development	<ul style="list-style-type: none"> • New block consisting of 5 classrooms for Geology department was constucted. • Constructed pavement from B Block to Common Ladies Toilet • Extention of Open Air Auditorium
Conduct seminars, workshops and symposia on various topics of interest.	<ul style="list-style-type: none"> • The Departments of Chemistry and Zoology organized a two day programme “Samastha Sukhino Bhavanthu” on September 26-27, 2017, in connection with World Ozone Day Celebrations 2017 supported by KSCSTE • An “Outreach Awareness Programme on Oceans for School Students” was organized by the Department in association with the Ocean Society of India, on 12th January, 2018. • Invited talk on ‘Peptides in Medicinal Chemistry and Food Science’ by Dr. Viji Sarojini, Senior Lecture, School of Chemical Sciences, University of Auckland, New Zealand sponsored by the Indian Science Congress Association, Cochin Chapter. • Department of Physics and Science Club jointly organized “Marie Curie Memorial speech” by Dr. P. K. Raveendran, Retired principal, Maharajas College on 4th July 2017. • Department of Physics and Science Club jointly organized Panel Discussion on “March for Science” on 9th August 2017 at 2:00pm • Department of Zoology conducted seminars on World Environment Day, World Wetland Day and National

	Science day with financial assistance from KSCSTE <ul style="list-style-type: none"> • Dept. of Zoology conducted a National Convergence Conclave on Challenges of Climate change on 19th March 2018 with financial assistance from Dept. of Environment and Climate Change, Govt. of Kerala • Dept. of Computer Science conducted Seminar on Android Application Development in collaboration with Intellize Software Solutions, Kaloor, Cochin. • Dept. of Computer Science conducted seminar on Network Administration in collaboration with UIT Alappuzha.
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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			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	18	-	-	-
Interdisciplinary				
Innovative				

√

√

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
50	41	8	-	1

2.2 No. of permanent faculty with Ph.D.

19

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	25	-	-	-	-	-	-	-	25

2.4 No. of Guest and Visiting faculty and Temporary faculty

25

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	37	31
Presented papers	2	16	4
Resource Persons	-	-	7

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

- ICT enabled teaching practice.
- Virtual lab experiments and assignments in all science departments
- Spoken tutorial
- Field oriented learning

2.7 Total No. of actual teaching days

180 days

during this academic year

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

- Seminars
- Regular Internal Assessment
- Regular monthly tutorials were conducted
- Routine test papers were conducted
- Paper presentations and seminars
- Online test conducted for spoken tutorial.

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

2	-	-
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2.10 Average percentage of attendance of students

92%

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						
Botany	23	6	7	-	-	57
Chemistry	35	-	-	-	14	40
Comp. Sci	33	6	12	-	-	54.55
Geology	10	1	6	-	-	60
Physics	32	1	10	-	-	34
Zoology	21	5	9	3	-	71.4
Economics	43	1	1	19	8	67.44
History	35	-	3	9	-	28.57
Malayalam	32	2	10	16	-	77.8
Philosophy	15	-	2	-	-	13.33
Politics	42	-	29	43	7	78.57
B.Com	53	4	29	2	-	66

PG Programme						
Economics	5	-	1	2	1	80
Botany	11	-	8	-	-	73
Physics	12	-	6	-	-	50
Comp.Sci	7	14.3	28.6	-	-	42.9
Zoology	20	-	19	1	-	100

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

Conducts seminars and workshops to improve quality of teaching and learning

- Promotes collaborative learning
- Periodic assessment of the requirements of departments
- Supervises UG and PG Monitoring Committees
- Academic audit
- Internal examinations are conducted for UG and PG students on regular basics.
- PTA meetings are conducted periodically for every semester and its feedback is analysed by the IQAC and required suggestions are provided.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	7
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	13
Others	14

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	11	-	-	-

Technical Staff	13	11	-	-
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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
- Encourages faculty to participate and present papers in conferences and seminars.
- Encourage publication of research papers
- Visits to R&D institutions by staff/students.
- Faculty members are encouraged to avail FDP programmes. Currently 7 members are persuing Doctoral Degree

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	1	1	-	2
Outlay in Rs. Lakhs	75,000	2,10,000	-	2,20,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	4	2
Non-Peer Review Journals	-	-	4
e-Journals	-	-	-
Conference proceedings	2	16	-

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	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-

Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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	-	1	-	5	12
Sponsoring agencies		Dept. of Environment and Climate Change	-	KSCSTE	PTA, IQAC, Department 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

Type of Patent	Number
National	Applied
	-

3.16 No. of patents received this year

	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
-	1	1	-	-	-	-

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

2

2

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

0

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 200 State level 4
National level 2 International level -

3.22 No. of students participated in NCC events:

University level 30 State level 160
National level 2 International level -

3.23 No. of Awards won in NSS:

University level 3 State level -
National level - International level -

3.24 No. of Awards won in NCC:

University level - State level 1
National level - International level -

3.25 No. of Extension activities organized

University forum - College forum 15
NCC 14 NSS 21 Any other -

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

- A Certificate Course on Basic English Grammar and Pronunciation was conducted for the STD VII students of DVHSS, Charamangalam, Cherthala from November 2017 to February 2018 in which all the English faculty members served as resource persons.
- An amount of Rs. 50000/ was given to a Second Year B.A.Economics who lost his father during the last academic year and his mother is bedridden.
- Collected and handed over an amount of Rs. 8760/- from the NSS volunteers and faculty members towards treatment of Mr.Kiran.C, final year student of RLV College at Lakeshore Hospital.
- Eco-calendar was released by Botany Department in collaboration with Kerala Ayurveda Ltd.
- Department of Malayalam took classes for students in various schools and colleges about Malayalam Language, Literature and Kerala Culture.
- Department of Zoology conducted a workshop on value added fish products for kudumbaree units and the department also organised an Ornamental fish farmer's meet of Alappuzha district in association with Amity University.
- Programme for Financial literacy was conducted by Department of Commerce at Kanjikkuzhi Panchayath .
- Navel NCC Cadets cleaned the premises of Thuravoor Public Health Centre and planted trees on June 2017.
- Ten cadets of Navel NCC unit participated in FIFA U-17 World Cup Football 2017 from 6th Oct to 28th October 2017 as volunteers.
- On 24th November 2017, 7 cadets of Navel NCC unit and ANO donated blood at IMA blood bank Alappuzha. eleven cadets participated as volunteers of Spice Coast Marathon organized by IDBI Federal life Insurance on 12-11-2017 at Kochi.
- 11 Kerala Bn. NCC Organized cleaning drive on Gandhi Jayanti at PHC Kanichukulangara.
- Cleaned Bus stop premises of S.N. College on 7/10/17.
- Observed NCC day on Nov 27 by donating food to the Govt. old age home, Thiruvizha, Cherthala and donating blood to IMA blood bank.
- On World Environment Day, 75 NSS volunteers were divided into 10 teams and each team visited 10 schools from Cherthala to Pathirapally and created awareness classes and quiz competitions in association with Sashtira Sahithya Parishath.
- Second phase of "Janakeeya Dress Bank" was done by NSS units in association with P. Krishnapilla Smaaraka Trust. 2000 dresses collected by volunteers were received by the Trust Patron Adv. R. Riyaas.
- NSS volunteers completed a major project "Sneham Kondoru Veedu" by constructing a house of 550sq. ft for Ms. Athira, captain of our college volley ball team. The house was constructed with an expenditure of 4.50 lakhs collected by volunteers from the public and contribution by the staff members.
- Cancer Detection Camp-the NSS unit Co-organised the third edition of Kerala Can Cancer Detection Camp of Malayala Manorama and Eram Group along with Alappuzha Municipality, Rotary Club, Save Aleppey and Kudumbasree.

- A Cleanliness campaign “Let us clean our Mind and Land” was organized by NSS units at Muhamma Grama Panchayath in association with Suchithwa Mission, Haritha Kerala Mission, Swatch Bharat Mission and Muhamma Grama Panchayath. Three Major activities were undertaken-Cleaning public places – Muhamma Bus station and Boat Jetty premises,Awareness Campaign to public through interaction and leaflets and Collection of plastic waste
- Eighty two volunteers and POs participated in the mass cleaning drive organized by the NSS, University of Kerala in association with Mathrubhumi Bureau at Medical College Hospital, Vandanam, Alappuzha. Volunteers planted mango tree saplings provided through the Mathrubhumi under the Seed Scheme at the hospital premises.
- Get together of Palliative Care Patients- NSS units in association with the National Health Mission conducted a Palliative Care Patients get together and Cultural Fest entitled “*We are there for you*” at the College Auditorium from 9.30 am to 1.00pm.About 150 patients from various panchayaths under treatment in Alappuzha General hospital and Cherthala Taluk hospital took part in the program..
- Forty NSS volunteers served as mediators in 3 schools for the conduct of Block Level Vijnanotsavam of Sasthra Sahithya Parishath. The competitions were conducted at Muhamma Azad School, Cherthala South Areeparambu High School and Cherthala Town L.P School.
- Eighty NSS volunteers participated in two days long tracking and survey of canals in Alappuzha town as part of the Canal Rejuvenation Project of Government of Kerala.
- NSS volunteers conducted Street Play entitled “Nirbhaya” at 10 public places and colleges in Alappuzha and Cherthala
- As part of the World Wetland Day, the NSS volunteers cleaned the banks of A.S canal T the Kanichukulangara stretch. They also planted Punna tree saplings at the banks.
- The Children’s Publication of NSS units entitled “Kunholam Kurunkavithakalum Kadhakalum” was distributed to L.P Schools and Anganwadis in Alappuzha and Cherthala and orientation classes were conducted at 7 L.P Schools and 2 Anganwadis to familiarize and create interest on our Children’s Publication.
- NSS units conducted “Jaivam 2017” aimed at enhancing “Organic Literacy” in 9 wards of Kanjikkuzhy Grama Panchayath. The project implemented in association with IUCOFSA, M.G University comprised of survey on organic farming, distribution of handbooks on organic farming, farmers meet and awareness creation on Organic Farming practices.
- NSS volunteers conducted a survey of migrant labourers residing and working in 23 wards of Mannancherry Grama Panchayath. 20 volunteers served as instructors for teaching malayalam language and culture to migrant labourers from February 2018. The programme was done in association with the Saksharatha Mission Project “Changathi” initiated in Alappuzha District at Mannancherry Grama Panchayath
- NSS Volunteers conducted class campaign to create awareness among the students on blood donation, organ and eye donation. They collected details of 20 rare blood donors and 135 willingness forms from volunteers and non-volunteers and submitted to the NSS, University of Kerala.

- NSS unit organised a Blood donation Camp at the College auditorium in association with HDFC Bank and Blood Bank, Alappuzha. About 70 units of blood were collected by the blood bank from the students.
- NSS volunteers collected books and distributed to nearby L P school and Anganwadis.
- As part of implementation of green protocol in Thiruvananthapuram Corporation, NSS unit donated 25 steel plates and 35 steel glasses collected from the volunteers.

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	41	5	Management	46
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			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
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	No.	Value	No.	Value	No.	Value
Text Books	34239	2208487	450	166000	34689	
Reference Books	1321	454699	65	-	1386	
e-Books	-	-	-	-	-	
Journals	130	92698	23	-	153	
e-Journals	-	-	-	-	-	
Digital Database	-	-	-	-	-	
CD & Video	78	25560	22	-	100	
Others (specify)	-	-	23	-	23	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	131	40	84	1	0	8	27	9
Added	-	-	10	-	-	-	-	4
Total	131	40	94	1	0	8	27	13

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 staff and students
- LAN, WiFi, INFLIBNET, N-LIST
- Teachers attended IT-oriented Refresher Courses organised by UGC
- ASAP Training on 'Animation' for selected students
- Spoken tutorial
- Virtual Lab

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 30,000/-
ii) Campus Infrastructure and facilities	Rs. 33,00,000/-
iii) Equipments	Rs. 20,000/-
iv) Others	Rs. 50,000/-
Total :	Rs. 34,00,000/-

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 Committees
- Orientation class on Open Course for Fifth Semester students
- Updated college website
- Timely delivery of information regarding scholarships, concession, examinations and other matters through social media groups

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
- Class Teachers keep track of the performance of the students and monitor the progress.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1372	147	1	-

(b) No. of students outside the state

0

(c) No. of international students

NIL

Men	No	%	Women	No	%
	634	41.7		886	58.3

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
178	217	5	1072	2	1474	169	227	1	1125	2	1520

Demand ratio – 1: 21

Dropout % – 2.6%

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

- Personality development and life skill programmes were offered by FACE (Focus @ Career Enhancement)
- SET/NET coaching and online mock test for PG Students
- Spoken English classes were conducted by the English Department.

No. of students beneficiaries

5.5 No. of students qualified in 73 examinations

NET	11	SET/SLET	18	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	34	UPSC	-	Others	143

5.6 Details of student counselling and career guidance

- Counselling committee provided career and psychological counselling to students
- Awareness Programmes on Cyber Crime by Mr. P.M. Thalath, Civil Police Officer, District Cyber Cell, Ernakulam and Mr. Anwar Sathic, Marketing Manager of GTec
- Career Guidance Cell (FACE) conducted personality development and life skill programmes for the students
- 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.
- A Class on “Gender Biology” was conducted by Najma.A, Final Year MBBS student of Alappuzha Medical College and Sasthra Sahithya Parishath Yuva Samithi Member at Digital Seminar Halls from 17th to 28th March 2017 funded by Kerala Biodiversity Board and KSCSTE
- Career Orientation on “Chartered Accountancy” was organized for final year B.Com students in association with ACA Alappuzha chapter.
- Orientation Programme on CMA was conducted in association with Lakshya Academy, Ernakulam.
- Entrepreneurship Development Programme was conducted in association with DIC, Alappuzha.
- A training programme on “Opportunities of Career Development and Higher Education” conducted in association with Ideal academy, Kanjirappally.

No. of students benefitted 714

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
-	-	-	21

5.8 Details of gender sensitization programmes

- 25 NSS volunteers conducted Street Play entitled “Nirbhaya” at 10 public places and colleges in Alappuzha and Cherthala on Women’s Day
- NSS unit conducted a Self Defence Class for female volunteers in association with the Women’s Wing of Kerala Police
- International day for Women (8th March) was celebrated by Women’s Cell, Women’s Study Unit and NSS
- Classes on “Women Security” by Dr. C. Lekha, Head of the Department of Malayalam on 13th June 2018
- Training on Stitching and Fashion Designing from 23rd to 27th October 2018
- Interaction with transgender, social activists and media artists on College Day and Women’s Day
- A Class on “Gender Biology” was conducted by Najma.A, Final Year MBBS student of Alappuzha Medical College and Sasthra Sahithya Parishath Yuva Samithi Member at Digital Seminar Hall on 9th February 2018
- Department of Zoology conducted workshop on value added fish products for kudumbaree units of Kanjikkuzhi Grama Panchayath in association with NIFPHATT, Kochi on 27th February 2018
- The Film Club conducted a ‘Women Short Film Festival’ on 13/3/2018. Total 12 women oriented short films in English and different regional languages in India were screened.

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 (Rs)
Financial support from institution	51	2,12,354
Financial support from government	1392	3,82,420
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

52

5.13 Major grievances of students (if any) redressed:

- Constructed pathway from D Block to Common Ladies toilet; the area remain flooded during the monsoon season
- Constructed a new block including five classrooms to the recently sanctioned Geology course
- Reinstalled Reverse Osmosis Plant to provide drinking water

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 & Tutor’s Register
- Seminars and Group Discussions
- Enchance learning through Industrial and field visits,nature studies etc
- Remedial classes Peer teaching
- Campus Radio and Wall Magazine
- ASAP
- Regular feedback from students to improve teaching and learning
- INFLIBNET
- Virtual Lab and spoken tutorial
- Encourage teachers and students to make use of free and open source softwares
- Promotes learning by conducting PPT competition and poster competition

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
- Continuous Evaluation including regular testpapers, assignments, group discussion and seminars
- Regular PTA meetings were conducted after model exams in every semesters and parents were informed of the marks, attendance and performance of their wards.
- Retest for students who scores less than class average
- Online mock NET exam for MSc Physics students by the Department of Physics in association with Academy of Physics Teachers.
- Spoken tutorial and online examination for Computer Science students.
- Conducted Profi test for first semester UG and PG students to assess their aptitude in science.

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
- Eight faculty members are pursuing Doctoral Degree under FDP Scheme
- A faculty member received the award for Encouragement of Research in International Symposium organized by MRS-J at Kyoyo University, Japan, August 2017
- A faculty member received the Best Paper Award for the paper presented at Swadeshi Science Congress held at Amritha Vishwa Vidyapeetham

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Automated library
- INFLIBNET and e-journals
- 3 full fledged Computer labs
- Research lab
- Classrooms with projectors
- 24x7 Wi-Fi Facility
- Constructed a new wing comprising of 5 classrooms
- Renovation and extension of the existing college auditorium

6.3.6 Human Resource Management

- Forty three committees function for the efficient management and skill enhancement of students
- Training and development programmes were conducted for the up-gradation of skills and abilities of the non-teaching staff to manage the administrative works
- Talented students in various cultural events were selected and given special training to participate in various events
- Faculties served as resource persons for interdisciplinary seminars, conferences and workshops inside and outside the campus.
- Guest lecturer interviews were headed by senior faculties.
- Faculty Development Programmes for faculty members were encouraged for career upliftment

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

- Seminars, workshops and talks by experts from industry were organised by the departments
- Students conducted project work at scientific institutions, central Institutes and laboratories.
- Post Graduate students of Zoology undertook On-job Training Programme at National Institute for Fisheries Post Harvest Technology and Training, Cochin
- 40 UG and PG students visited National Bureau of Fish Genetic Resources, Kochi to understand Species Barcoding procedures and interact with the scientists
- Media house visit by students of BA Malayalam for getting familiarized with journalistic activities.
- Spoken Tutorial Programme by the Department of Computer Science in association with IIT Bombay.
- Post Graduate students of the Department of Botany visited Central Coir Research Institute (CCRI) and interacted with the scientists.

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. Arrange free counselling for the needy students. Student sponsorship by faculty members. Scholarships by Alumni Medical camps & First-Aid treatment. Canteen Common Browsing Centre & Language lab Cooperative store Reprography facility
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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?

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

6.11 Activities and support from the Alumni Association

- SNOSA (Sree Narayana Old Students Association) is a registered Alumni Association of the college
- Monitors the activities of the college by offering feedbacks
- Get together of Alumni were conducted by the departments to strengthen their participation in the development of the college
- Arun Mathew Memorial Inter departmental Quiz competition was conducted by B.Com alumni association.
- Adv. Sabu Memorial Endowment Award was presented by Zoology Alumni Association for meritorious students
- Alumni association of Zoology gave sponsorship for meritorious students of the department from financially weak background
- Footprints– a programme envisaged by Zoology Department to invite renowned alumnus back to college.
- Anoop memorial award was instituted by the alumni of Botany department for best outgoing student.
- Career guidance to outgoing students.

6.12 Activities and support from the Parent – Teacher Association

- Construction of pavement from B-Block to Ladies Toilet
- Cash Awards for meritorious students
- Reinstallation of Reverse Osmosis unit
- Guest faculty paid salary from PTA

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 and cultural activities during Onam .

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

- Ecoclub – Bhoomithrasena conducts environmental awareness
- Periodic campus cleaning and planting of saplings by NSS,NCC and Ecoclub
- Maintenance of garden in front of the college
- Initiation of Green Protocol
- Conducted Green Audit
- Separate waste bins provided to collect biodegradable waste and plastic waste
- Vehicles banned beyond a restricted area
- Incinerator in Ladies toilets
- Retiring teachers plant a tree
- A bottle garden was established in the department of Botany as a part of plastic waste management.
- Every year the outgoing batch students plant a tree in the campus, and is nurtured by the junior students
- A biodiversity park was constructed in the college campus by NSS units and Butterfly garden by the Department of Zoology

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.

- Spoken tutorial for improving academic performance of students
- Yoga practice was done regularly for students
- Tutor's register
- Peer teaching
- Campus Radio
- Academic audit
- Introduced Erudite Lecture Series on vivid topics by eminent academicians.
- Meet The Literary Figures-groups of students of Malayalam Department met scholars and literary figures for interviews, discussions and learning
- Conducted Profi test for first semester UG and PG students
- Causerie Journal club was established to update students on various developments in lifescience

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*)

- Distribution of Children's Publication to LP Schools and Anganwadis
- Dress Bank

****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)
- Department of Zoology observed World Environment Day, World Wetland Day, and Ozone Day including popular lectures, competitions and field visit
- Initiated green protocol in the college campus
- Conduct Energy Conservation Programme - Urjakiran 2018 by the Department of Zoology.
- Nature Study Camps were conducted to Tholpetty range of Wayanad Wildlife Sanctuary and Neyyar Wildlife Sanctuary by NSS units, Munnar Wildlife Sanctuary by ecoclub and Suvarnodyanam Biological Park by the Department of Zoology.
- Started a wing of Bird's Club International of Jayaraj Foundation, Kottayam attached to the Department of Zoology aimed at environmental conservation. Planted tree saplings for preparation of a raingroove in the campus for providing nesting sites for birds.
- Construction of a Biodiversity Park in the college campus began on 2nd October. Inauguration of the Biodiversity Park Project of University of Kerala was held by handing over a mango tree sapling by Sri. K. C. Venugopal to NSS Coordinator Dr.A. Shaji. The sapling was handed over to the NSS units of our college to set up the first biodiversity Park of Kerala University.
- NSS Volunteers were given training class on Environment Protection and water conservation by Sri. V. N. Jayachandran, Member of Sashtra Sahithya Parishath on 2-06-2017.
- 75 NSS volunteers divided into 10 teams visited 10 schools from Cherthala to Pathirapally and created awareness classes and quiz competitions in association with Sashtra Sahithya Parishath on Water conservation
- As part of Swachhta Hi Seva Campaign, NSS volunteers conducted awareness Campaign to public on Solid Waste Seggregation through interaction and leaflets at Muhamma Grama Panchayath on 24th September 2017
- NSS volunteers participated in mock drill conducted at Mararikulam Beach by Mararikulam North Grama Panchayath to give necessary instructions and practice in anticipation of a natural calamity like cyclone.
- As part of the World Wetland Day, the NSS volunteers cleaned the banks of A.S canal at the Kanichukulangara stretch
- Preliminary level of Power Quiz 2017 was organized by ENCON Club in association with KSEB Officer's Association on 25th November 2017
- SAKSHAM 2018- Oil and Gas Conservation Mass Awareness Campaign was celebrated on 1st February 2018.
- Students participated in the All Kerala Intercollegiate Energy Conservation Quiz (Energy Quest-2018) on February 9th 2018, at BPCL-Kochi Refinery Training Centre, Kundannoor, Ernakulam.
- Painting Competition was conducted by the ENCON Club on the theme "Bio-refinery for Biofuels" on March 21st 2018.
- Quiz competition on "Energy and Environment" was conducted on 22nd March 2018 by the ENCON Club.

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

- Academic Audit for the current year
- Continue strategies for Biodiversity Conservation
- Continue with lectures from eminent Professors and Scientist from other institutes
- Implementation of DST-FIST
- Infrastructure development
- To offer interdisciplinary seminars, workshops and conferences
- To continue with spoken tutorial system.
- To conduct awareness programmes for farmers of Kanjikuzhy on organic farming practices
- Improving facilities of laboratory in all science departments
- Yoga class for staff and students.
- A library workshop on e-resource.

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

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

1st SEMESTER (2017 Admission) DEGREE PROGRAMME: From June 2017 To April 2018

29 - 06 - 2017	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
30 - 06 - 2017	Last date for the submission of Dept Time-Table for the Semester to the Principal
03 - 07 - 2017	Commencement of classes
17 - 07 - 2017	Last date of registration of the course
18 - 08 - 2017	Last date for sending the list of registered students to the University
21 - 08 - 2017	Last date for allotting topics for Assignments / Seminars
20 - 09 - 2017	Last date for the submission of Assignments / conduct of Seminars
27 - 09 - 2017	Date of submission of the mark list of Assignment / Seminar to the HOD
03 - 11 - 2017 to 17 - 11 - 2017	Test paper
24 - 11 - 2017	Date of submission of mark lists of the Test paper to the HOD
27 - 11 - 2017	Date of publication of the results of the Test paper on the Dept. notice board
30 - 11 - 2017	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
01 - 12 - 2017	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
01 - 12 - 2017	Date of submission of 'Portions Completed Certificate' by Teachers to the HOD
04 - 12 - 2017 to 06 - 12 - 2017	PTA Meeting
06 - 12 - 2017	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
19 - 03 - 2018 to 16 - 4 - 2018	End Semester Evaluation(ESE)
30 - 04 - 2018	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
01 - 06 - 2018	Date of submission of Semester Report by the Group Tutor to the HOD
02 - 06 - 2018	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
IQAC

PRINCIPAL

Co-ordinator
UG Monitoring Committee

SREE NARAYANA COLLEGE CHERTHALA

SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013

Admission onwards)

IInd SEMESTER (2017 Admission) DEGREE PROGRAMME: March 2018 to September

2018

05 – 03 - 2018	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
06 – 03 - 2018	Last date for the submission of Dept Time-Table for the Semester to the Principal
07 – 03 - 2018	Commencement of classes
21 - 03 - 2018	Last date of registration of the course
07 – 06 - 2018	Last date for sending the list of registered students to the University
11 – 06 - 2018	Last date for allotting topics for Assignments / Seminars
11 – 07 - 2018	Last date for the submission of Assignments / conduct of Seminars
18 – 07 - 2018	Date of submission of the mark list of Assignment / Seminar to the HOD
25 – 06 – 2018 to 10 – 07 - 2018	Test paper
17 – 07 - 2018	Date of submission of mark lists of the Test paper to the HOD
18 – 07 - 2018	Date of publication of the results of the Test paper on the Dept. notice board
23 – 07 - 2018	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
24 – 07 - 2018	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
24 – 07 - 2018	Date of submission of ‘Portions Completed Certificate’ by Teachers to the HOD
25 - 07 – 2018 to 27 - 07 - 2018	PTA Meeting
02 – 08 - 2018	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
13 – 08 – 2018 to 07 - 09 - 2018	End Semester Evaluation(ESE)
24 – 09 - 2018	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
10 – 09 - 2018	Date of submission of Semester Report by the Group Tutor to the HOD
11 – 09 - 2018	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
IQAC

PRINCIPAL

Co-ordinator
UG Monitoring Committee

SREE NARAYANA COLLEGE CHERTHALA

SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013

Admission onwards)

IIIrd SEMESTER (2016 Admission) DEGREE PROGRAMME : From July 2017 To December 2017

15 - 07 - 2017	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
16 - 07 - 2017	Last date for the submission of Dept Time-Table for the Semester to the Principal
17 - 07 - 2017	Commencement of classes
29 - 07 - 2017	Last date of registration of the course
13 - 08 - 2017	Last date for sending the list of registered students to the University
31 - 07 - 2017	Last date for allotting topics for Assignments / Seminars
22 - 08 - 2017	Last date for the submission of Assignments / conduct of Seminars
29 - 08 - 2017	Date of submission of the mark list of Assignment / Seminar to the HOD
03 - 10 - 2017 to 13 - 10 - 2017	Test paper
24 - 10 - 2017	Date of submission of mark lists of the Test paper to the HOD
26 - 10 - 2017	Date of publication of the results of the Test paper on the Dept. notice board
31 - -10 - 2017	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
01 - 11 - 2017	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
01 - 11 - 2017	Date of submission of 'Portions Completed Certificate' by Teachers to the HOD
06 - 11 - 2017 to 08 - 11 - 2017	PTA Meeting
09 -11 - 2017	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
06 - 12 - 2017 to 21 - 12 - 2017	End Semester Evaluation(ESE)
10 - 01 - 2018	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
03 - 01 - 2018	Date of submission of Semester Report by the Group Tutor to the HOD
04 - 01 - 2018	Date of submission of Semester Report to the Principal by the HOD

NB:

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- 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
IQAC

PRINCIPAL

Co-ordinator
UG Monitoring Committee

SREE NARAYANA COLLEGE CHERTHALA

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

IVth SEMESTER (2016 Admission) DEGREE PROGRAMME: December 2017 to July 2018

20 – 12 – 2017	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
21 – 12 – 2017	Last date for the submission of Dept Time-Table for the Semester to the Principal
01 – 01 – 2018	Commencement of classes
15 - 01 – 2018	Last date of registration of the course
30 – 01 – 2018	Last date for sending the list of registered students to the University
12 – 02 – 2018	Last date for allotting topics for Assignments / Seminars
08 – 03 – 2018	Last date for the submission of Assignments / conduct of Seminars
15 – 03 – 2018	Date of submission of the mark list of Assignment / Seminar to the HOD
06 – 06 – 2018 to 18 – 06 – 2018	Test paper
25 – 06 – 2018	Date of submission of mark lists of the Test paper to the HOD
27 – 06 – 2018	Date of publication of the results of the Test paper on the Dept. notice board
29 – 06 – 2018	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
02 – 07 – 2018	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
02 – 07 - 2018	Date of submission of ‘Portions Completed Certificate’ by Teachers to the HOD
03 – 07 – 2018 to 05 – 07 – 2018	PTA Meeting
06 – 07 - 2018	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
11 – 07 – 2018 to 27 – 07 – 2018	End Semester Evaluation(ESE)
17 - 08 – 2018	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
30 – 07 – 2018	Date of submission of Semester Report by the Group Tutor to the HOD
31 – 07 - 2018	Date of submission of Semester Report to the Principal by the HOD

NB:

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- 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

IQAC

PRINCIPAL

Co-ordinator

UG Monitoring Committee

SREE NARAYANA COLLEGE CHERTHALA

SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS (2013

Admission onwards)

Vth SEMESTER (2015 Admission) DEGREE PROGRAMME : From July 2017 To December 2017

27 – 07 - 2017	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
28 – 07 - 2017	Last date for the submission of Dept Time-Table for the Semester to the Principal
01 – 08 - 2017	Commencement of classes
14 – 08 - 2017	Last date of registration of the course
29 – 08 – 2017	Last date for sending the list of registered students to the University
17 – 08 – 2017	Last date for allotting topics for Assignments / Seminars
15 – 09 – 2017	Last date for the submission of Assignments / conduct of Seminars
22 – 09 – 2017	Date of submission of the mark list of Assignment / Seminar to the HOD
03 – 10 – 2017 to 13 – 10 - 2017	Test paper
27 – 10 – 2017	Date of submission of mark lists of the Test paper to the HOD
30 – 10 – 2017	Date of publication of the results of the Test paper on the Dept. notice board
16 – 11- 2017	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
20 – 11 – 2017	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
20 – 11 -2017	Date of submission of ‘Portions Completed Certificate’ by Teachers to the HOD
22 – 11 – 2017 to 24 – 11 – 2017	PTA Meeting
23 – 11 – 2017	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
01 – 12 – 2017 to 15 – 12 – 2017	End Semester Evaluation(ESE)
01 – 01 -2018	Last date of receipt of Continuous Evaluation (CE) results by the controller of examinations.
18 – 12 – 2017	Date of submission of Semester Report by the Group Tutor to the HOD
20 – 12 - 2017	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
IQAC

PRINCIPAL

Co-ordinator
UG Monitoring Committee

SREE NARAYANA COLLEGE CHERTHALA

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

VIth SEMESTER (2015 Admission) DEGREE PROGRAMME: December 2017 to May 2018

14 – 12 – 2017	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
15 – 12 – 2017	Last date for the submission of Dept Time-Table for the Semester to the Principal
18 – 12 – 2017	Commencement of classes
03 – 01 – 2018	Last date of registration of the course
25 – 01 – 2018	Last date for sending the list of registered students to the university
19 - 01 - 2018	Last date for allotting topics of assignments/conduct of seminars
19 – 02 – 2018	Last date for submission of assignments/conduct of seminars
23 – 02 – 2018	Date of submission of mark list of assignment/seminar to the HOD
26 – 02 -2018 to 07 – 03 -2018	Conduct of Test paper
16 – 03 – 2018	Date of submission of mark list of test paper to the HOD
19 - 03 -2018	Date of publication of the results of the Test paper on the Dept. notice board
20 – 03 – 2018	Last date for submission of Project / Dissertation
22 – 03 -2018	Last date for submission of results of Continuous Evaluation (CE) by teachers to the Head of the Department concerned
23 – 03 – 2018	Display of results of Continuous Evaluation(CE) on the Department Notice Board
26 – 03 – 2018 to 27 – 03 – 2018	PTA Meeting
28 – 03 – 2018	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
28 – 03 - 2018	Date of submission of ‘ Portions Completed Certificate’ by Teachers to the HOD
18 – 04 – 2018 to 10 – 05 - 2018	End Semester Evaluation(ESE)
19 – 05 – 2018	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations.
01 – 06 – 2018	Date of submission of Semester Report by the Group Tutor to the HOD
03 – 06 -2018	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.
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Signature with date

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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	58.7
80 –90	25	33.3
Below 80	6	8.0
Total	75	100

BEST PRACTICES

I. TITLE: PRIMARY EDUCATION INITIATIVE IN RURAL AREAS

Objective: 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.

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. In our state, pre-primary education 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 is a continuation of the activities conducted during the last academic year. 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.

Distribution of Complimentary Copies: Complimentary copies of the publication were handed over to L.P Schools and Anganwadis. Around 500 copies of the book were distributed. Each L.P School was provided with 5 copies and Anganwadis with 2 copies of the book. Distribution was done from 5th February to 8th March 2018. Volunteers personally went to LP Schools and handed over the book. NSS team members also went as groups to various LP Schools and Anganwadis. Books were distributed to schools from Kodamthuruthu to Pathirapally. All the Anganwadis in Mararikulam North, Kanjikkuzhy and Thanneermukkom Grama Panchayaths were also given the complimentary copy of the publication. Panchayath President of Mararikulam North, Adv. D. Priyesh Kumar received the books on behalf of the Anganwadi teachers at the meeting of teachers.

Orientation to children: Teams of NSS volunteers visited L.P Schools and Anganwadis on 24th February 2018 and familiarized the book “*Kunnolam Krurunkavithakalum Kadhakalum*” to children. Classes were taken at seven L.P schools namely G.L.P.S Poklassery,

T.M.L.P.School, Preethikulangara, G.S.M.M.G.L.P.S, S.L Puram, G.L.P.School, Perunnermangalam, L.M L.P School, Muhamma, G.L P.School, Thiruvizha and C.M.S.L.P. School, Muhamma. Classes were also given to 2 Anganwadis, one at Kanjikkuzhy Grama Panchayath and the other at Mararikulam North Grama Panchayath. Volunteers recited the stories and poems and explained the moral. They also taught few stories and poems from the book. The programme was conducted to familiarize and inculcate interest for the book

Inauguration of school library and orientation to students and parents: It was a rare honour for our NSS volunteers Ms. Jayalakshmi. K. J and Harikrishnan. P. C to inaugurate the concept of small libraries in classrooms of St. Sebastian's L.P School, Aayiramthai, Cherthala. When our volunteers went to distribute Children's Publication, the school authorities requested us to take an orientation class to L.P School students and their parents on the importance of reading books. The two volunteers conducted a session and inaugurated class libraries on 24th February 2018.

Evidence of Success: An important social intervention by the National Service Scheme Units into the Pre-primary educational system. Our book was introduced to teachers at SSA training camps. The project helped in creating an interest in pre-schoolchildren to read and understand poems and stories. Anganwadi teachers used the book to recite poems and taught short stories to children. To NSS volunteers, the project helped to boost their talents in writing and improved their self-confidence.

Problems encountered: The programme was conducted at Cherthala Taluk alone. In continuation of the programme, the activities can be expanded in future.

II. TITLE: COLLECTION OF DRESSES FOR DRESS BANK

Objective: The programme was aimed at mobilizing the unused and reusable good quality dresses to the needy free of cost.

Context: Clothes are an essential requirement for all age groups in society. Many have the practice of buying clothes frequently, many of which remain unused or used during very few occasions. These dresses were collected, cleaned and distributed to the poor and needy.

Practice: The project was executed in association with P.Krishna Pilla Smaraka Trust. A requirement of dress for the needy was initially collected from Mannancherry Grama Panchayath. The data showed requirements from 8years to adults. Class campaigns were done to by NSS volunteers to mobilize unused and good dresses for the programme. Dresses were collected from volunteers, non-volunteer students and staff members. Preparations for the Revised Guidelines of IQAC and submission of AQAR

programme was done during 14th to 20th August 2017. Collected dresses were sorted, washed, ironed and packed in individual paper covers. Each pack was labeled and segregated in separate cardboard boxes. Dresses of age group 8 years to adults were collected.

Inauguration of dress bank and handing over ceremony of the collected dresses was arranged on 21st August 2017 in the Guruvaram Golden Jubilee Hall of our college. Film Director Kalavoor Ravikumar inaugurated the programme. Film-Television Script Writer Mr. Suneesh Varanad was the chief guest. 2000 dresses collected by volunteers were received by the Trust Patron Adv. R. Riyaas. The collected dresses were distributed to the needy at Muhamma. Few dresses were handed over to the inmates of Mental Health Centre, Peroorkada.

Evidence of Success: The support from the students, staff members and society was overwhelming. 2000 dresses from 8 years to adults and a good amount of new dresses were distributed to the needy.

Problems encountered: Disposal of unusable dresses that were collected during the collection campaigns was a problem. However, the waste clothes from the college were cleared by the Trust.