

Annual Quality Assurance Report (AQAR)



SREE NARAYANA COLLEGE KOLLAM

Kerala, South India 691001

Affiliated to University of Kerala

For the Period of 2011-12

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC
AQAR for the year 2011-12

Part – A

I. Details of the Institution

1.1 Name of the Institution	SREE NARAYANA COLLEGE
1.2 Address Line 1	SREE NARAYANA COLLEGE
Address Line 2	KOLLAM
City/Town	KOLLAM
State	KERALA
Pin Code	691001
Institution e-mail address	snckollam@gmail.com
Contact Nos.	0474-2741793
Name of the Head of the Institution:	Dr. K.B. MANOJ
Tel. No. with STD Code:	0474 2741793
Mobile:	9447106774

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+	-	2002	2007
2	2 nd Cycle	-	-	-	-
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 2009-10 on 23-05-2015
- ii. AQAR 2010-11 on 23-05-2015
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

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

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

Autonomy by State/Central Govt. / University	No		
University with Potential for Excellence	No	UGC-CPE	No
DST Star Scheme	No	UGC-CE	No
UGC-Special Assistance Programme	No	DST-FIST	Yes
UGC-Innovative PG programmes		Any other (<i>Specify</i>)	--
UGC-COP Programmes	No		

2. IQAC Composition and Activities

2.1 No. of Teachers	24
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and community representatives	0
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	1
2.9 Total No. of members	30

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty
Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

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

Workshop on Academic Performance Indicator (A.P.A.) Scoring System: Analysis and Achievement.

2.14 Significant Activities and contributions made by IQAC

- Overall quality improvement of the college.
- Streamlining of continuous evaluation through internal examinations.
- Promotion and facilitation of good teaching-learning practices.
- Modernization of class room facilities.
- Encouragement for quality research in college.
- Effective implementation of C.B.C.S.S.
- Commencement of U.G.C. - Add-on Course.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Restructuring the academic setting of the College.	The new academic System- the Choice Based Credit and Semester System (C.B.C.S.S.) was successfully implemented.
Workshop on Academic Performance Indicator (A.P.A) Scoring System.	Workshop on ‘Academic Performance Indicator (A.P.A.) Scoring System’ enhanced clarity of the new teacher evaluative method.
Appointments of new teachers in the existing or newly arising vacancies.	Permanent appointments of 28 Assistant Professors strengthened the academic system.
Training in Spoken Communication.	A language lab was set with 10 Computers and a teachers’ console, where students were given training in Spoken Communication.
Ensuring quality in Research.	The Research Monitoring Committee co-ordinated research and consultancy activities to ensure quality of community oriented research. Eight departments are accredited as research centers of University of Kerala. 73 Research Scholars are working under 61 research guides of the college. Three teachers have applied for externally funded projects. Six major and two minor projects are ongoing. Two major projects and six minor projects were sanctioned.
Motivating teachers to present and publish their Research Works.	Ten scientific papers were presented in International Seminars and thirty nine in National and eight in State Level Conferences. 17 Scientific papers were published in Peer Reviewed International Journals and 22 papers were published in National Peer Reviewed Journals.
Regular Class P.T.A meetings.	Regular Class P.T.A. meetings played a crucial role in strengthening parent-teacher-student relationships. The effective interaction among them and discussions on the analysis of results improved academic status.
Effective Tutorial System &	In the periodic meetings of the tutorial groups, students registered their opinion about the curriculum, highlighting the defects and merits they

Feedback Mechanism.	find in it. In the class P.T.A meetings, we collected the opinions of parents also, in this regard. These findings and suggestions were analyzed.
Remedial coaching for weak students and slow learners.	Remarkable improvement was made by weak students and slow learners.
Encouraging teachers to acquire higher academic degrees.	Eight faculty members have utilized sabbatical leave provision under the Faculty Development Programme of U.G.C. for completing Ph.D. work.
‘Adopt a Village’ Programme.	NSS conducted various extension and awareness programmes in the adopted village at Mundakkal.
Propagating proper guidelines for tapping out funds to organize Seminars and Workshops.	Three National Seminars, 10 Regional Seminars and two Training Programmes were conducted.
Training for students who have interest in cultural and sports events.	Bagged first prize in the Kerala University Union Drama festival. Won prizes for three individual items in University Union Youth Festival. Power lifting and weight lifting teams bagged several prizes at University Level competitions and participated in All India Championship. Members of Men & Women Hockey Teams and Foot Ball team represented Kerala University in various National Level competitions.

2.15 Whether the AQAR was placed in statutory body

Yes No

Management

Syndicate

Any other body

College Council

Provide the details of the action taken

This A.Q.A.R. was placed in the College Council before submission. The report was thoroughly analysed by the members. Suggestions and comments for improvement were incorporated. The next Council meeting approved the corrected report.

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	8	-	-	-
PG	13	-	-	-
UG	16	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	37	-	-	-
Interdisciplinary	2	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	29
Trimester	0
Annual	0

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.

No

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	Asst. Professors	Associate Professors	Professors	Others
124	44	80	0	-

2.2 No. of permanent faculty with Ph.D.

59

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
28	23	0	0	0	0	-	-	28	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

23		
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	31	17
Presented papers	10	39	8
Resource Persons	0	2	4

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

- Centralized internal examinations were conducted and results published as per schedule.
- Effective implementation of remedial coaching system.
- Advanced learners are encouraged to handle classes for the weaker students during free hours.
- Teachers were encouraged to employ I.C.T. enabled teaching methods in classes.
- Students' presentation and interactive sessions in the class room activity.
- Promoting the faculty to submit proposals for major and minor projects to various funding agencies.

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

191

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

Under the supervision of the College Level Monitoring Committee (C.L.M.C) two internal examinations per semester were conducted. Frequent seminars, assignments, projects, etc. were also assigned as part of continuous evaluation.

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

30		
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2.10 Average percentage of attendance of students

87%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total passed	Pass %
B. A. English	47	37	79
B. A. Hindi	33	21	64
B. A. Malayalam	33	12	36
B. A. Sanskrit	12	5	42
B. A. Economics	59	22	37
B. A. History	40	15	38
B. A. Philosophy	22	12	55
B. A. Politics	60	33	55
B.Sc. Mathematics	56	46	82
B. Sc. Physics	31	30	97
B. Sc. Computer Applications	25	8	32
B. Sc. Chemistry	49	31	63
B. Sc. Botany	41	27	66
B. Sc. Biotechnology	22	12	55
B. Sc. Zoology	40	29	73
B. Com	82	46	56

M. A. English	18	13	72
M. A. Hindi	15	12	80
M. A. Malayalam	14	13	93
M. A. Economics	14	11	79
M. A. History	16	14	88
M. A. Politics	12	12	100
M.Sc. Mathematics	20	18	90
M.Sc. Physics	17	9	53
M. Sc. Chemistry	14	9	64
M. Sc. Analytical Chemistry	11	9	82
M.Sc. Botany	16	14	88
M.Sc. Zoology	16	15	94
M. Com	20	17	85

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

- Two internal examinations per semester.
- Remedial coaching classes for needy students.
- Semester wise P.T.A. meetings.
- Frequent meetings to review the implementation of C.B.C.S.S.
- Collected students' feedback and conveyed it to the teacher concerned.

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	8
HRD programmes	0
Orientation Programmes	2
Faculty Exchange Programme	0
Staff training conducted by the university/ other institutions	2
Summer / Winter schools, Workshops, etc.	0
Others (Short term courses)	2

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	60	--	--	--
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- Faculty members were encouraged to present papers in international, national and state-level seminars, workshops, conferences and symposiums.
- Faculty members were encouraged to pursue research degrees and apply for external aided research projects.
- Faculty members were encouraged to publish articles in national and international academic journals and others.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	16	1	-
Outlay in Rs.	487265	9801200	995000	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	14	4	17	-
Outlay in Rs.	1102000	265000	1830000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	22	0
Non-Peer Review Journals	--	1	0
e-Journals	--	--	--
Conference proceedings	4	19	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC, DST, IAS, KSCSTE	11283465	4823600
Minor Projects	2	UGC	31977000	1497400
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	--	--	1,44,80,465/-	63,21,000/-

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

ii) Without ISBN No. Books edited

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	-	3	1	2	7
Sponsoring agencies	-	U.G.C.	-	-	P.T.A.

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

Type of Patent		Number
National	Applied	1
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

year

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
0	--	--	--	--	--	--

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	<input type="text" value="50"/>	State level	<input type="text" value="15"/>
National level	<input type="text" value="4"/>	International level	<input type="text" value="--"/>

3.23 No. of Awards won in NSS:

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

3.24 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="0"/>	College forum	<input type="text" value="3"/>	
NCC	<input type="text" value="1"/>	NSS	<input type="text" value="20"/>	Any other <input type="text"/>

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

- Rallies on Anti-drug campaign, A.I.D.S. awareness, and Heart Walk.
- Anti-drug Campaign in Adopted Village.
- Community visit at 'Adopted Village' at Mundakkal and Orphanages visit.
- Surveys on 'Socio-economic status of illiterate people in the Adopted Village', 'Health status of people in slum and non-slum areas of Kollam', 'Carbon footprint of households', 'Effect of pollution on the bio-diversity of fishes', etc.
- Blood donation camps.
- Cleaning of railway stations and sides of N.H. 47.
- Seminars on 'Success in Life Depends on Reading and Hard Work', 'Green Technology for Safe Future', 'Anti-ragging', 'Terrorism', 'Literacy Improvement', 'World AIDS Day', 'Enforcement of the Human Rights', 'Right to Information and Good Governance', and 'Dalit Literature in Hindi'.

- Talks on 'Health and Youth', 'Maritime Security', 'Right to Information', and 'Financial Planning for Young Investors'.
- Awareness class on 'Conservation of Mangroves'.
- Discussions on 'Food and Health' and 'Youth and Literacy Awareness'.
- An event to 'Honour the Aged'.

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	27 acres	-	-	27acres
Class rooms	78	-	-	78
Laboratories	16	-	-	16
Seminar Halls	3	-	-	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	12	48	U.G.C. & P.D.	60
Value of the equipment purchased during the year (Rs. in Lakhs)	4.57	12.5	U.G.C. & P.D.	17.07

4.2 Computerization of administration and library

- A full-fledged library facility with latest updated software enables the students and the faculty to step into the unlimited world of knowledge.
- Office is computerized. Two new computers were installed in the office.
- Local Area Networking (L.A.N.) was made available.
- Many important administrative circulars were distributed through e-mail.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	101400	17238026	127	22743	101527	17260769
Reference Books	5337	1334213	85	34115	5422	1368327
e-Books	82320		NLISTINFLIBNET renewed	2500	82320	2500
Journals	70		Renewed	68126		68126
e-Journals	4670		NLISTINFLIBNET renewed	2500	4670	2500
Digital Database	0					
CD & Video	7					
Others (specify)	0					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Oth ers
Existing	48	2	15	1	1	3	15	--
Added	12	0	4	--	--	0	0	--
Total	60	2	19	--	--	3	15	--

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

- Procured 12 new Computers.
- I.C.T : Purchased nine multimedia L.C.D. Projectors for the needy departments.
- Purchased nine laser printers, one scanner and 10 U.P.S.s.
- The subscription of N-List-INFLIBNET was renewed.
- First year students were given orientation class on the use of internet browsing.

4.6 Amount spent on maintenance in lakhs:

i) ICT	43,718/-
ii) Campus Infrastructure and facilities	4, 81,350/-
iii) Equipments	1, 41,898/-
iv) Others	99,825/-
Total:	7, 66,791/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- I.Q.A.C. collated feedback from students on various support services available in the college for qualitative improvement.
- Remedial classes were arranged for needy students.
- Class tutors paid individual attention to their wards.
- Regular Class P.T.A. meetings were effective in supporting students' overall academic and personal development.
- The grievance redressal cell was prompt in finding solutions.

5.2 Efforts made by the institution for tracking the progression

- The tutors collected students' personal data, performance outcome in examinations, involvement in extracurricular activities, learning difficulties, etc.
- After analyzing the data, proper guidance was given to students.
- At least one parent-teacher meeting was held per semester.
- The academic progression and results of internal assessments were discussed with parents.
- Necessary steps were taken based on parent feedback.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2261	429	73	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

No	%
1133	42

 Men

No	%
1557	58

 Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
489	543	7	1651	3	2716	484	538	8	1658	2	2690

Demand ratio - 1:10 Dropout – 7%

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

- U.G.C. /C.S.I.R. –N.E.T. coaching was offered by P.G. Departments. Apart from this, Books on competitive examinations like U.G.C. -N.E.T. /J.R.F., S.E.T., etc. were given to interested students through Department Libraries and the General Library.
- General Library is an attractive hub for students who prepare for Civil Service entry tests, U.P.S.C. and P.S.C. examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="25"/>	SET/SLET	<input type="text" value="4"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS, etc.	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="1"/>

5.6 Details of Student Counselling and Career Guidance

- Career Guidance and Counseling Cell offers academic and personal counseling to students.
- Students in need of counseling are identified by the teachers and necessary follow up procedures were initiated accordingly.
- Faculty of the Department of Psychology gave counseling to needy students.
- Career related news appearing in dailies is displayed in notice boards in the library and the campus.

- The Cell provided opportunities for final year Degree and Post graduate students to attend campus recruitment drives of many companies, banks, etc.
- Seminars and workshops on personality development, career information, and competitive examinations were held to enhance the student’s competency and employability.

No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
06	80	35	-

5.8 Details of gender sensitization programmes

Women’s Studies Unit of the college co-ordinated and organised the following gender sensitization programmes:

- An awareness campaign on ‘Mobile Abuse’ in collaboration with the ‘Kalalaya Jyothy’ programme of State Women’s Commission.
- A biography of Mary Curie was narrated in the form of Kathaprasangam (Story Telling) by Dr. M. S. Vasanthakumar, Faculty of this college.

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	3	National level	2	International level	0
Cultural: State/ University level	4	National level	0	International level	0

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	63	1,11,299/-
Financial support from government	2156	50,34,673/-
Financial support from other sources	2	4,000/-
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level	1	National level	0	International level	0
Exhibition: State/ University level	0	National level	0	International level	0

5.12 No. of social initiatives undertaken by the students 12

5.13 Major grievances of students (if any) redressed:

- 29 grievances regarding Continuous Evaluation (C.E.) Marks: Solved by the Department Level Monitoring Committees.
- 3 Grievances with respects to Grace Marks for participation in NSS and University level arts and sports events: Solved by the College Level Monitoring Committees.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- The institution’s vision is embodied in the exhortation of the Sree Narayana Guru: ‘Realise Emancipation through Education’.
- Our Mission is to make the students skillful, competent in diverse fields of knowledge and activity, and to make them adaptive and broadminded, so that they would not face any friction in becoming compatible to the drastically and swiftly changing life situations.

6.2 Does the Institution has a Management Information System

No

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

6.3.1 Curriculum Development

- The affiliated colleges have a very limited opportunity for innovative curricular designing as the curriculum preparation is done by the university. However, the college can involve in the process indirectly when the faculty members are elected to various Academic Bodies like Board of Studies, Academic Council, etc. As Board of Studies members, 30 of our faculty contributed to academic activities at university level.
- The C.B.C. System was successfully accommodated for the first year U.G. Students.

6.3.2 Teaching and Learning

- The college has an effective system of student evaluation which indicates the strength and weakness of our teaching-learning process.
- ICT-enabled teaching-learning process has made students, active participants in the classroom activities.
- Apart from classroom interaction, the following methods are used:
 - Guided library assignments, group discussion, seminars, debates, quiz, etc.
 - Inquiry–based learning through community survey, case study, industrial visits and field study.
 - Co-operative learning through group project work.
 - Peer group teaching within and outside the class hours.

6.3.3 Examination and Evaluation

- Two Internal Examinations per semester were conducted as part of the Continuous Evaluation.
- Seminars and assignments were given to the students during the commencement of each semester.
- The class tutors make an analysis of the performance of students after every internal examination and end semester university examinations.
- The performance of students in university examination was analyzed in College Council meetings.
- Regular Department P.T.A. meetings were conducted at the end of each semester and the progress of the students was discussed with their parents.

6.3.4 Research and Development

- The Research Committee facilitates overall research activities and co-ordinated various departments to share available facilities.
- Research committee motivated teachers to participate and present their work in seminars and conferences.
- Details regarding minor and major research projects and postdoctoral fellowships were intimated timely.
- Three teachers applied for externally funded projects. Six major and two minor projects are ongoing. Two major projects and six minor projects were sanctioned.
- Eight departments are Research Centres of University of Kerala 73 research scholars are working under 61 research guides of the college.
- The college grants leave under the Faculty Improvement Program for teachers pursuing research. Eight faculty members availed leave under the Faculty Improvement Program.
- The college publishes an interdisciplinary multilingual research journal entitled “Holistic Thought” which is by University of Kerala.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Nine Multimedia L.C.D. projectors and nine laser printers were purchased and distributed to departments to strengthen ICT based teaching and learning.
- A well equipped computerised General Library is functioning in the college with strength of 106,949 numbers of books. LIBSOFT software facilitates the borrowing transactions easy.

- Books worth Rs. 56,858/- was purchased during this year utilising U.G.C. and P.D. funds.
- A U.G.C. aided Network Resource Centre is functioning in the campus.
- N-List- INFLIBNET was renewed and all staff and students have access to 82320 electronic journals (Full text) and 4670 e-books.
- The language lab is equipped with 10 computers and a teachers' console.

6.3.6 Human Resource Management

- The various clubs of the college have helped in tapping the potential of the students and discovering the leadership qualities of the teachers.
- The students were trained in various platforms like Clubs, College Union, N.S.S, N.C.C, Career Guidance and Counseling Centre, Women's Study Unit, Human Right Awareness Forum, etc.
- Teachers undertake additional charge of extra and co-curricular activities. Third and fourth semester students actively participated in club activities to ensure higher grades in CBCSS assessment.
- Teaching faculty was given training in using newly introduced L.C.D. projectors in I.C.T. based teaching and learning process.
- Non-teaching staff was given periodic training.

6.3.7 Faculty and Staff recruitment

- Twenty six Assistant Professors were recruited in the current academic year.
- The teaching and non-teaching staffs were recruited according to the Government rules and regulations. For this, interviews were conducted by a Board consisting of representatives of government, university and management.
- Selection of guest faculty was done on merit-basis by the college itself. Preferences were given to Ph.D. holders U.G.C./C.S.I.R-N.E.T. qualified candidates.

6.3.8 Industry Interaction / Collaboration

- No MoU was signed with any industry this year.
- Some of the P.G. project works were carried out in association with research institutes such as National Centre of Earth Science Studies (N.C.E.S.S.), Indian Rear Earths (I.R.E.), and Kerala Metals Minerals Limited (K.M.M.L.), Chavara, etc.

- Chemistry U.G. students visited I.R.E., Chavara and English Indian Clays Thiruvananthapuram.
- Zoology U.G. students visited Central Marine Fisheries Research Institution (C.M.F.R.I.), and Central Institute of Fisheries Technology (C.I.F.T.) Cochin.

6.3.9 Admission of Students

- Online admission through the University website according to the university schedule.
- The Admission Committee of the college monitored and supervised the part of the admission processes that has to be performed at the college level.
- Government rules were strictly followed for preparing the rank list.
- All reservation policies of the Government were strictly followed.

6.4 Welfare schemes for

Teaching	Medical reimbursement, Group Insurance Scheme, State Life Insurance, Staff Association, Personal Accident Insurance. Co-operative Society, etc.
Non teaching	Medical reimbursement, Group Insurance Scheme, State Life Insurance, Staff Association, Personal Accident Insurance, Co-operative Society, etc.
Students	24 Scholarships and Six Endowments. Students' Group Personal Accident Insurance Scheme (S.G.P.A.I.S.). Financial support to the economically weaker students by P.T.A, Alumni and Teaching Staff Association. 'Share and Care' programme provided lunch, books, medical aid, etc. to poor students. 84 students were the beneficiaries.

6.5 Total corpus fund generated

Rs.19, 01,430/-

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	IQAC
Administrative	Yes	AG & Dy.DC	Yes	Principal

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- The examination reforms are implemented by the University of Kerala.
- Examination reforms effected in this year.

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

The university has formulated a set of norms for providing autonomy to the affiliated colleges.

6.11 Activities and support from the Alumni Association

- The Alumni Association provided financial and material support for the activities of the college and to student progression.
- ‘Souhridam-2012’ (Family Get-together) and ‘Prathibhasangamam’ (Merit Day) was held and distributed cash awards to the university rank holders and other achievers from our college. A total of Rs. Rs 16,000/- was distributed as cash award to the rank holders.
- The association explored all possibilities to obtain financial assistance from sponsors for college development activities and support for studies of poor and intelligent students.

6.12 Activities and support from the Parent – Teacher Association

- Assistance of Rs. 21, 38,432/- for various developmental activities, regular maintenance of buildings and furniture and day to day activities of the college for the current year.
- Financial assistance to very poor students for their educational expenses.
- Medical assistance including timely hospitalization.
- Funded conduct of internal examinations and Class wise P.T.A.s.
- Salary to three guest faculty members and advanced Rs. 7, 13,260/- to 23 guest faculty members.
- Payment of telephone, internet, cable, and electricity bills.
- Printing of letter pads, various registers, facing sheets for internal examinations, tutorial forms, etc.
- Sharing of expenses for printing the college hand book.
- Financial support to the students who participated in the University Youth Festival and various programmes outside the campus.
- Cash prize to meritorious students.
- Individual Class P.T.A. meetings to discuss the academic progress of students.

6.13 Development programmes for support staff

- Computer training to Support Staff by Directorate of Collegiate Education.

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

- Eco-sensitization programmes of the N.S.S. and the Nature Club.
- Observance of ‘World Environmental Day’ by planting saplings.
- Campus cleaning programmes.
- Maintenance of the botanical garden.
- Setting up of a garden in front of the college.

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.

- Introduction of Multimedia Projectors in nine departments to strengthen I.C.T. based teaching and learning process.
- Networking of more computers in the campus through Local Area Networking (L.A.N.).
- Setting up of a garden in front of the college as part of N.S.S. Special Annual Camp.
- Anti-Drug Campaign.
- Social activities at the ‘Adopted Village’.

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

The plan of action conceived during the beginning of the academic year has been successfully initiated and completed accordingly

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

- **Anthyodaya:** In this programme, a teacher adopts the weakest students of a class and gives them special coaching. As they improve the practice continues with a new batch of the weakest students. This programme continues till the end semester exam so that every student of all classes is sufficiently prepared for the examination.
- **Three-Tier Doubt Clearing Sessions:** The I.Q.A.C. of the college conducts three- tier doubt clearing sessions twice a semester in every class: 1. The teacher clearing students’ doubts, 2. The students clearing their doubts through class discussions supervised by the teacher, and 3. Different teachers, of various departments, if needed, clearing doubts of students so that the students’ comprehension of a complex topic is complete.

7.4 Contribution to environmental awareness / protection

The institution spread awareness and sensitized both the students and the community around the college regarding sustainable environment through the following programmes:

- A talk on 'Environment Enrichment'.
- An Awareness Class on 'Conservation of Mangroves'.
- A Seminar on 'Green technology for Safe Future'.
- Surveys on 'Carbon Footprint of Households' and 'Effect of Pollution on the Bio-Diversity of Fishes'.
- More plants to the medicinal garden.
- Setting up of a garden in front of the college.
- A nature camp at Thirumullavaram Beach.

7.5 Whether environmental audit was conducted? Yes

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

SWOT ANALYSIS OF THE INSTITUTION

Strength

- Introduction of nine new Multimedia L.C.D. projectors for enhancement of I.C.T. based teaching and learning.
- Four First Ranks, three Second Ranks, two Third Ranks and two Fifth Ranks in Kerala University P.G. examinations.
- Faculty members published scientific papers in peer reviewed journals with impact factor ranging between 0.256- 6.1 with an average of 2.32.
- Bagged first prize in Drama Festival for the last three consecutive years and three prizes in individual items in Kerala University Union Youth Festival.
- Publication of a multi disciplinary biannual research journal, *Holistic Thought*.
- The strength of 16 U.G., 13 P.G., and eight Research Centres.
- The strength of the 61 research guides in the eight Research Centres of the college.
- The strength of the members of the faculty with Research degrees: Fifty nine Ph. D., Three P.D.F., and thirty two M.Phil. degrees.

- A well stacked library with 106, 949 titles, INFLIBNET connectivity, research journals with high impact factor, etc.
- Representation of our faculty in the university bodies.
- Strong Alumni Association and Former Teachers' Association, and their sincere and constructive cooperation.
- Efficient P.T.A.
- Merit based and inclusive selection of students.
- Participatory management.
- Ample opportunity for co-curricular and extra- curricular activities.

Weakness

- Inordinate delay in getting government approval for faculty vacancies.
- Government curtailment of postings, resulting in insufficiency of hands to man the college administrative office and ministerial functions.
- Low institution-industry interface.

Opportunities

- The presence of 61 research guides in the eight research centres is a strong motivating force for further development of the college.
- Possibility of getting more funds for infrastructure development of the college.

Threats

- Low social, economic and cultural background of vast majority of students.
- Early exit of the experienced faculty.
- Overestimated possibilities of the new generation courses diverting public attention from arts and science courses.

8. Plans of institution for next year

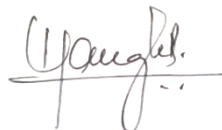
- To renovate open air auditorium.
- To construct a Women Hostel by utilizing U.G.C. fund.
- To install a quality water purifying system.
- To seek funds for innovative programmes and students projects.
- To bring more innovations in teaching-learning process.
- To apply for new research projects.
- To strengthen remedial coaching.
- To implement effective tutorial and student-feedback system.
- To ensure eco-friendly campus.
- To publish more scientific papers and books by the faculty.

Name: **Sri. M. Sajeesh Babu**



Signature of the Coordinator, IQAC

Name : **Dr. K.B. Manoj**



Signature of the Chairperson, IQAC

_____*_*_*_____

No.Acad.(CBCS)/1/2011

**CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE
PROGRAMMES UNDER CBCS SYSTEM-2011ADMISSIONS**

First Semester

18-07-11	Commencement of the First Semester classes
25-07-11	Last date for allotting topics of Assignments/ Conduct of Seminars
12-08-11	Last Date of Registration for the Courses
18-08-11 to 25-08-11	Date of Conduct of 1 st set of Test Papers
29-08-11	Last date for sending the list of registered students to the University
02-09-11	Last date for submission of Assignments/conduct of Seminars
07-09-11	Colleges close for Onam Holidays.
19-09-11	Colleges reopen after Onam Holidays.
19-09-11	Date of Publication of Notification for University Examinations (ESE)
20-09-11	Publication of results of 1 st set of Test Papers
20-09-11 to 28-09-11	Date for conduct of 2 nd set of Test Papers.
24-10-11	Publication of results of 2 nd set of Test Papers.
03-10-11	Last date of receipt of applications for University Examinations without fine
10-10-11	Last date of receipt of applications for University Examinations with fine.

14-10-11	Last date of receipt of applications for University Examinations with super fine.
31-10-11	Last date of submission of results of Continuous Evaluation by teachers to the Head of the Departments.
07-11-11	Display of Continuous Evaluation results.
10-11-11	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation.
14-11-11 To 30-11-11	University Examinations.
30-11-11	Last date of receipt of Continuous Evaluation by the Controller of the Examinations

Second Semester

21/12/2011	Commencement of the classes.
23/12/2011 to 01/01/2012	X'mas Holidays
06/01/2012	Last date for allotting topics of Assignments/Conduct of Seminars.
03/02/2012	Last date for submission of Assignments/Conduct of Seminars
06/02/2012 to 17/02/2012	Conduct of first set of Test Papers
15/02/2012	Last Date of Registration for the Courses.
28/02/2012	Publication of results of 1 st set of Test Papers
29/02/2012	Last date for sending the list of registered students to the University
01/03/2012	Publication of Notification for University Examinations (ESE).

15/03/2012	Last date of receipt of applications for University Examinations without fine.
16/03/2012 to 28/03/2012	Conduct of 2 nd set of Test Papers.
19/03/2012	Last date of receipt of applications for University Examinations with fine.
22/03/2012	Last date of receipt of applications for University Examinations with super fine.

04/06/2012	Publication of results of 2 nd set of Test Papers
07/06/2012	Last date of submission of results of Continuous Evaluation (CE) by teachers to the Head of the Departments.
12/06/2012	Display of results of Continuous Evaluation (CE)
15/06/2012	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation (CE)
02/07/2012	Last date of receipt of Continuous Evaluation (CE) results by the Controller of the Examinations
20/06/2012 to 10/07/2012	End Semester Evaluation (ESE)

Third Semester

08-06-2011	Commencement of the classes.
15-06-2011	Last date for allotting topics of Assignments/conduct of Seminars.
08-07-2011	Last Date of Registration for the Courses.

11-07-2011 to 18-07-2011	Date of Conduct of 1 st set of Test Papers
13-07-2011	Last date for submission of Assignments/conduct of Seminars
25-07-2011	Last date for sending the list of registered students to the University
29-07-2011	Publication of results of 1 st set of Test Papers
03-08-2011	Date of Publication of Notification for University Examinations (ESE).
10-08-2011	Last date of receipt of applications for University Examinations without fine.
17-08-2011	Last date of receipt of applications for University Examinations with fine.
24-08-2011	Last date of receipt of applications for University Examinations with super fine.
25-08-2011 to 05-09-2011	Date for conduct of 2 nd set of Test Papers.
07-09-2011	Colleges close for Onam Holidays.
19-09-2011	Colleges reopen after Onam Holidays.
20-09-2011	Publication of results of 2 nd set of Test Papers.
29-09-2011	Last date of submission of results of Continuous Evaluation by teachers to the Head of the Departments.
03-10-2011	Display of results.
07-10-2011	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation.
10-10-2011 to	University Examinations.

25-10-2011	
27-10-2011	Last date of receipt of Continuous Evaluation by the Controller of the Examinations

Fourth Semester

21-11-2011	Commencement of the classes.
28-11-2011	Last date for allotting topics of Assignments/Conduct of Seminars.
21-12-2011	Last date for submission of Assignments/Conduct of Seminars
22-12-2011	Last Date of Registration for the Courses.
23-12-2011 to 01-01-2012	X'mas Holidays
16-01-2012	Last date for sending the list of registered students to the University
23-01-2012 to 03-02-2012	Conduct of first set of Test Papers
06-02-2012	Publication of Notification for University Examinations (ESE).
13-02-2012	Publication of results of 1 st set of Test Papers
13-02-2012	Last date of receipt of applications for University Examinations without fine.
15-02-2012	Last date of receipt of applications for University Examinations with fine.
17-02-2012	Last date of receipt of applications for University Examinations with super fine.
22-02-2012	

to 05-03-2012	Conduct of 2 nd set of Test Papers.
09-03-2012	Publication of results of 2 nd set of Test Papers.
15-03-2012	Last date of submission of results of Continuous Evaluation (CE) by teachers to the Head of the Departments.
20-03-2012	Display of results of Continuous Evaluation (CE)
26-03-2012	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation (CE)
30-03-2012	Last date of receipt of Continuous Evaluation (CE) results by the Controller of the Examinations
02-04-2012 to 18-04-2012	End Semester Evaluation (ESE)

University Building,
Thiruvananthapuram
Dated 12/05/2011

Sd/-
REGISTRAR

Annexure II**SREE NARAYANA COLLEGE, KOLLAM
STUDENT'S EVALUATION OF TEACHERS 2011-2012**

Sl no		Excellent	Good	Average	Poor
1	Subject knowledge of the Teacher	80	16	4	0
2	Communication skills	71	23	6	0
3	Motivating students to the subject	62	29	9	0
4	Presentation Style	63	31	6	0
5	Interaction with students	69	22	9	0
6	Maintenance of discipline of the class	76	22	2	0
7	Relationship with students	65	32	3	0
8	Punctuality and Regularity	71	24	5	0
9	Timely completion of the work allotted	66	31	3	0
10	Use of Teaching/Learning aids	61	28	9	2
11	Ability to step down to the student level of understanding	68	29	3	0
12	Encouragement of Co-curricular/Extracurricular Activities	61	24	13	2
13	Ability to establish relationship with parent	70	25	5	0
14	Suggestion for the improvement of quality of teaching				

Analysis of Student Feedback - 2011-2012

I.Q.A.C. evaluated the teacher's performance by collecting feedback from students at the end of each programme. A survey was conducted among students to evaluate the performance of their teachers. For this sheets of questionnaire with fourteen questions were distributed to students. Students marked their responses in respective columns.

In the evaluation process parameters such as knowledge, communication skill, presentation skill, punctuality, regularity and time management, classroom management, use of innovative teaching methods, mentoring and guidance, encouragement to co-curricular activities and interaction with parents were included. There is a provision to record their suggestions for the improvement of quality of teaching. The completely filled feedback forms were collected in every department.

Four questions were included in the questionnaire for each parameter (Excellent, Good, Average, and Poor). The I.Q.A.C. team collected and analyses the survey results from various departments. The results were expressed in percentage. A report was prepared based on the facts from the survey. A summary is given below:

- 80% have the opinion that subject knowledge of their teachers was excellent.
- Students observed that the teachers were willing to come down to the student level of understanding.
- Percentage of teachers using teaching aids was comparatively less.
- Communication skill and classroom management of teachers were found to be excellent.
- The students remarked that the teachers always gave support for extracurricular activities.
- Punctuality and regularity were remarkable.

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
